

**New Part-Time Faculty Orientation  
Las Positas College, Fall 2021**

**Friday, August 13, 2021, 2 - 5pm  
Room Zoom**

**AGENDA**

**Learning Objectives:** At the end of this orientation we hope to:

1. Warmly welcome you to Las Positas College
2. Introduce you to the equity-driven mission of the College and our Call to Action
3. Clearly articulate your obligations and responsibilities
4. Provide you with the resources to meet those responsibilities
5. Connect you to on-going support.

<b>Time</b>	<b>Topic</b>	<b>Presenters</b>
<b>2:00-2:05</b>	Welcome	Dr. Kristina Whalen, Vice President Academic Services Dr. Jeanne Wilson, Vice President Student Services
<b>2:05-2:25</b>	<ul style="list-style-type: none"> <li>• Connection and Equity-mindedness</li> </ul>	Erick Bell, Dean of Public Safety, Advanced Manufacturing and Technology, and Health (PATH)
<b>2:25-2:45</b>	<ul style="list-style-type: none"> <li>• Student Learning Outcomes (SLOs) &amp; Syllabus</li> </ul>	Dr. Stuart McElderry, Dean of Business, Social Science, and Learning Resources (BSSL)
<b>2:45-3:05</b>	<ul style="list-style-type: none"> <li>• Building a Classroom Climate conducive to learning/Supporting online instruction</li> </ul>	Scott Vigallon, Instructional Technology/Learning Coordinator
<b>3:05-3:25</b>	<ul style="list-style-type: none"> <li>• <b>Important logistics related to instruction:</b> <ul style="list-style-type: none"> <li>○ Office hours</li> <li>○ FLEX day</li> <li>○ Absences</li> <li>○ Final exams, etc.</li> </ul> </li> </ul>	Nan Ho, Dean of Science, Technology, Engineering, and Mathematics (STEM)
<b>3:25-3:35</b>	<b>BREAK</b>	
<b>3:35-3:55</b>	<ul style="list-style-type: none"> <li>○ Faculty Load and Compensation (FLAC), Assignment Sheets, and Pay Information</li> </ul>	Amy Mattern, Dean of Arts & Humanities (A&H)
<b>3:55-4:20</b>	<ul style="list-style-type: none"> <li>• <b>Important logistics related to student records</b> <ul style="list-style-type: none"> <li>○ Class-Web/Opening Roster/Waitlists/Drops</li> <li>○ Attendance and grade reporting</li> </ul> </li> </ul>	Tamica Ward, Dean of Enrollment Services  Jeff Lawes, Admission & Records

	○ FERPA and Related Policies	Heike Gecox, Counselor
<b>4:20-4:35</b>	Students First Services <ul style="list-style-type: none"> <li>● Counseling Services</li> <li>● Disability Resource Center</li> </ul>	Elizabeth David, Dean of Student Services
<b>4:35-5:00</b>	Faculty Association <ul style="list-style-type: none"> <li>● 1<sup>st</sup> Semester Evaluation</li> <li>● Provisional List vs. Seniority List</li> <li>● Class Assignment Preference Sheets</li> <li>● Professional Responsibility hours</li> </ul>	Tom Orf, Vice President of Faculty Association