WELCOME FACULTY

Gordon State College

AGENDA

- Introduction
- Philosophical Framework
- Technology and Communication
- Training and Quality
- Expectations
- Faculty Resources
- Student Resources
- Questions

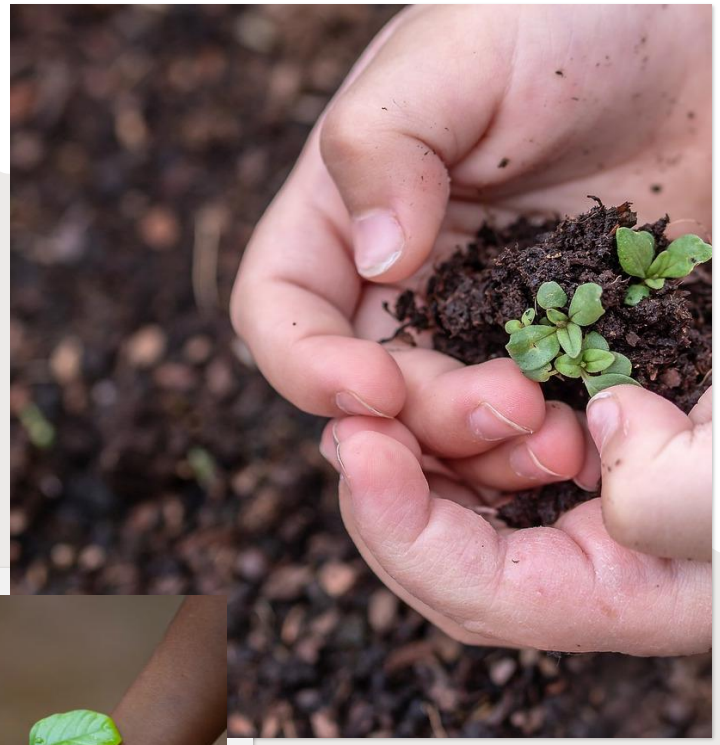
INTRODUCTION

Welcome to Gordon State College! We are delighted you have decided to be a part of our team. Your work is important and meaningful to our students and to the community.

KEY CONTACT INFORMATION

- Dr. Steve Raynie, Dean, School of Education, Arts and Humanities
  sraynie@gordonstate.edu
  678.359.5282
- Dr. Charles Smith, Dean, School of Business and Professional Studies
  csmith@gordonstate.edu
  678.359.5070
- Dr. Victor Vilchiz, Asst. Vice President for New Initiatives and Accreditation & Dean of the School of Nursing, Health, and STEM.
  vvilchiz@gordonstate.edu
  678.359.5085

PHILOSOPHICAL FRAMEWORK



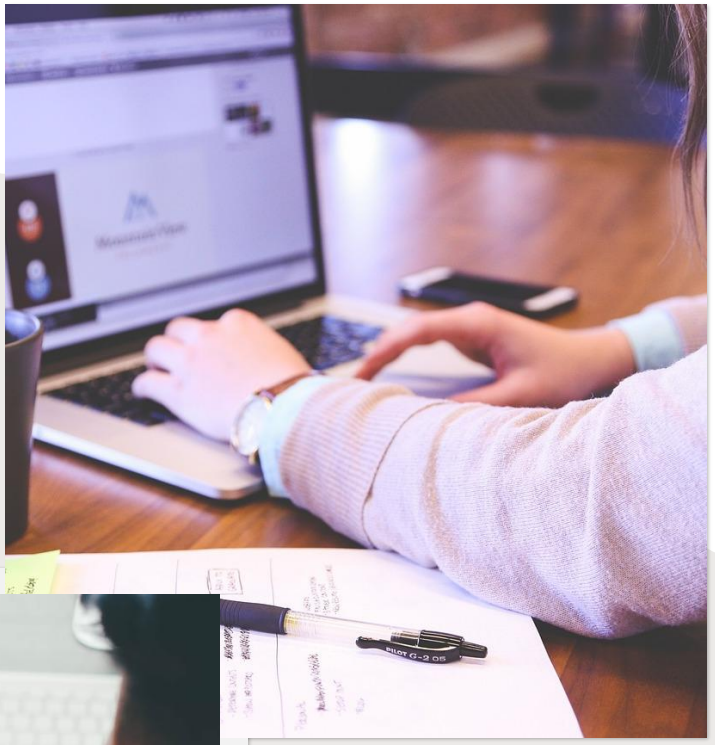
PHILOSOPHICAL FRAMEWORK

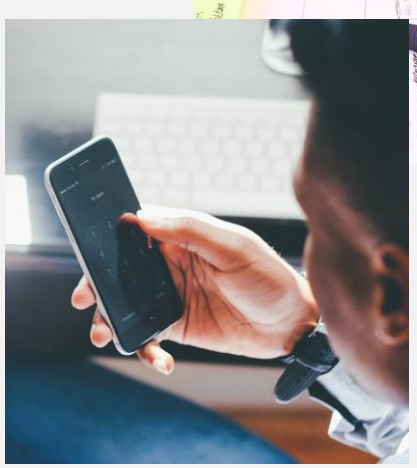
- Gordon State is rooted in relational pedagogy. The short version is that we think that our interactions and communication as well as our interactions and attitudes should model respect and caring. We believe that creating a positive environment that gives students space to grow will maximize their learning and development as individuals.
- Giving students space to grow begins with understanding that development occurs throughout someone's life. No one (student, faculty member, administrator, or staff) comes to us who has finished growing. Our work is to foster growth.
- Students learn better when they trust us. Part of the grace I give students, for example, is allowing the submission of late assignments. I would much rather have someone take the time to maximize their learning; teaching, after all, is about growth.
- Failure is a normal part of learning. Be kind; work to support rather than judge.

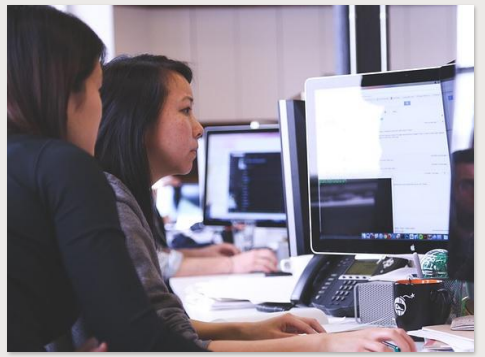
TECHNOLOGY AND COMMUNICATION

Platforms for faculty and students:

- Duo Mobile
- D2L
- Email
- Banner Web
- Navigate
- Narrating PowerPoint Presentations
- Yuja for videos







MULTIFACTOR AUTHENTICATION

- Gordon State currently uses something called Duo Mobile for multi-factor authentication.
- Many of our systems require multifactor authentication because they contain sensitive student information.
- Here are instructions for Duo Mobile: https://www.gordonstate.edu/departments/computer-services/mfa-faq/index.html.
- Questions: IT: helpstar@gordonstate.edu.

GORDON NETWORK ACCOUNT

- Your Gordon State network account will allow you access to **D2L** and to **email**. Links to both are at the bottom of Gordon State College's home page.
- Instructions for the network account can be found here: https://www.gordonstate.edu/faculty-staff-gateway/information-technology-orientation/index.html.
- This network account provides credentials to access:
  - Email
  - D2L (Brightspace)
  - To reset, go to gordonstate.edu→My Gordon→Network Password Reset: https://www2.gordonstate.edu/changepass/gdnreset.asp.
- The Gordon State email account is the primary method to contact students.
- D2L is the place to put course documents like the syllabus and any other course materials you would like to post. If you are teaching an online class, D2L is the main platform for instruction.

EMAIL ON A PHONE

If you would like to access your Gordon State College email on an Android or iPhone, instructions are here: https://www.gordonstate.edu/departments/computer-services/smartphone-e-mail-setup/index.html.

Although not required, there may be times when having access through your phone will be convenient.

BANNER WEB

- Banner Web is where you will find your course list and post your attendance, midterm grades, and final grades.
- Like email and D2L, Banner is linked from the bottom of Gordon State's home page.
- To access Banner, use your Gordon State login credentials.
- Logging on will involve Duo Mobile multifactor authentication.
- Once you log on to Banner, you'll see a Faculty Services menu. From that menu, you can select your class list, post your attendance, and submit both midterm and final grades.
- From the class list, you can also access a list of student email addresses.
- Nota Bene: When emailing multiple students, please use BCC (blind carbon copy).

EAB NAVIGATE

- Navigate can be found through the log-in station at the bottom of Gordon State's home page. Use your network credentials for the initial log-in and for the multifactor authentication.
- Navigate Prod (Navigate Production) is at the bottom of the list once you have logged in. (All of the other links are in alphabetical order, but not this one.)
- You can use Navigate to email and text your students. You can also send alerts about students who are not being successful.
- Use your Gordon State network credentials to log onto Navigate.

CREATING NARRATING POWERPOINT PRESENTATIONS

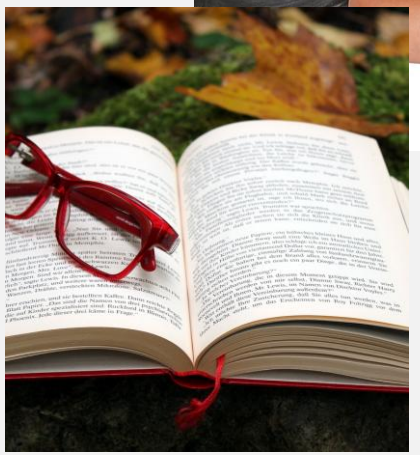
- You may want to narrate PowerPoint presentations for an online class, and if you do, the instructions depend on the version of the program you are using. I often use Google to find information to guide me through new ways to use apps I have.
- I created a YouTube channel through my Google account. After I narrate my presentations, I save them as MP4 files and upload them to my channel.
- If you are teaching an online course, you will want to create an introduction video to post in the announcements. It does not have to be anything fancy, just a little something to help students get to know you. I usually follow this format:
  - Welcome;
  - a little about my teaching philosophy;
  - an explanation of how effort is important;
  - basic information about how and when to reach me.

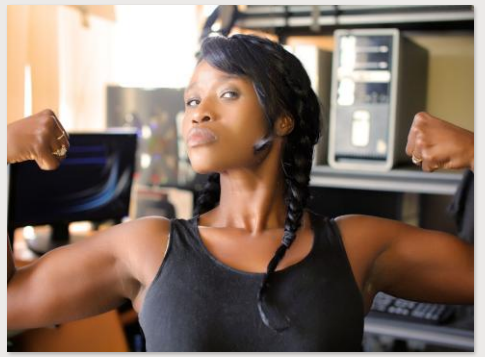
OTHER VIDEO OPTIONS

- Some faculty use this site to create quick videos: https://www.loom.com/. Educators can create a free account.
- Within D2L, you can use Yuja to create videos. One nice feature is the ability to embed quiz questions that automatically populate in the grade book. Here is a link to information on Gordon's website about using Yuja: https://www.gordonstate.edu/academics/e-learning/brightspace-by-d2l/brightspace-by-d2l-instructor-resources/yuja-for-faculty/index.html.

TRAINING AND QUALITY

- On-going training
- Training resources





ON-GOING TRAINING

- From time to time, you will be asked to participate in on-going compliance training through D2L. This training is required within 60 days of hiring and is refreshed annually. It includes information about:
  - Title IX
  - Regulations regarding hazardous materials in the workplace
  - Gordon State ethics policies
  - Non-discrimination and anti-harassment
  - The Family Education Rights Privacy Act (FERPA)
  - Motor vehicle use
- Cybersecurity training occurs twice per year due to the need to contain on-going threats.
- The college takes training compliance seriously, and a failure to complete it can result in not being rehired.

ONLINE TRAINING

- Once you have your login credentials, there are two important training opportunities in D2L.
- First, using your Gordon State login credentials, find the link to Brightspace by D2L at the bottom of our website.
- Once you have logged on, click on Self Registration on the top right of the page.
- Register for LTO (Learning to Teach Online) and Quality Matters.
- As you complete this training, you can apply what you are learning directly to your course.

REFLECTION

- Writing and thinking are part of the same process, and reflection is a big part of development.
- We ask all faculty members to participate in reflection. Please complete the reflection at the end of each semester and send it to your academic unit head.
- Faculty Self Reflection: https://www.gordonstate.edu/documents/departments/academic-affairs/programs/ptfacultyreflectionfillable.pdf.

FACULTY RESOURCE PAGE

We also have a Faculty Resource Page here: https://www.gordonstate.edu/academics/academic-affairs/faculty-development/part-time-faculty-development/index.html

This page has a variety of links, including especially resources for literacy.

This page will also have the reflection form and a list of faculty expectations.

The Hightower library also has scholarly resources related to pedagogy, and faculty members can cause any book from a USG library to appear on our campus through something called GIL Express.

FACULTY DEVELOPMENT

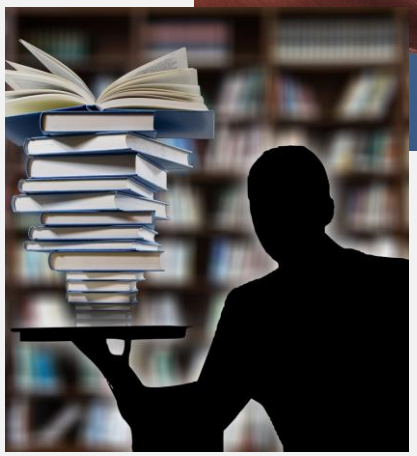
Faculty development is also available through workshops and conferences.

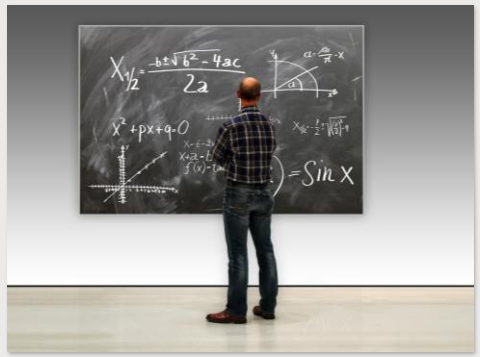
Gordon State College holds a Student Success Summit each year, and there are various additional events scheduled.

A number of state conferences exist that will help you hone your skills and connect with others in your field.

EXPECTATIONS

- General expectations
- Expectations for online courses
- Expectation for face-to-face courses





GENERAL EXPECTATIONS

- Submit your course syllabus to your academic department as soon as you can. The University System of Georgia has directed that all core course and education syllabi be posted online prior to the start of the term. Please submit your syllabus according to the instructions of your academic unit head by July 30 to ensure it is posted on time. Your academic unit will reach out to you with specific instructions.
- You will receive an email with a syllabus template.
- Here is a link to the University System of Georgia Core IMPACTS statements for each area: https://www.usg.edu/curriculum/core-impacts/career_competencies
- If you are teaching a class that is part of the core curriculum, the syllabus will need to have information about the Core IMPACTS career competencies.

GENERAL EXPECTATIONS

- Communicate with your supervisor if you are ill and need to cancel class.
- Use your Gordon State College email and check it frequently for communication about deadlines and other matters.
- Complete progress reports in EAB Navigate in the 5th and 10th week of the term.
- Submit midterm grades and final grades on time.
- Complete required training on time.
- Be available to students to discuss their progress in the course.
- Grade assignments and post the grades within one week.
- Work with your supervisor for class observation.

ONLINE COURSE REQUIREMENTS

- Create a Start Here module with significant documents including your syllabus, a due date guide, a course walkthrough document or video (video highly recommended) and at least one participation assignment such as a syllabus quiz or an introduction discussion post (both are highly recommended).
- Be sure to follow the student identity verification guidelines posted as part of our distance education policies: https://www.gordonstate.edu/academics/academic-affairs/distance-education/index.html.
- Record and post a link to a brief 2-to-3-minute welcome video introducing yourself to students.
- Post at least one announcement per week (this can be reminders or value-added information).
- Build and maintain an organized course with modules for each week or each section of the course.
- Use the D2L gradebook and post grades within a week of the assignment.

ONLINE COURSE REQUIREMENTS

- Log-in to D2L 5 days a week or more.
- Post all due dates for the entire semester on D2L by the day before classes start. (Students will not be able to access your course until the first day of class.)
- Respond to student emails within 24 hours. (Respond on Monday to emails received over the weekend).
- Administer a proctored assessment – this can include a video project that the student uploads, an exam at the testing center or through a virtual proctor, or an assignment the student must submit in-person (the student's Gordon ID must be provided in all circumstances).
- Include content videos as appropriate. A good rule of thumb is to break up video lectures into segments of no more than 10 minutes.

D2L REQUIREMENTS FOR FACE-TO-FACE CLASSES

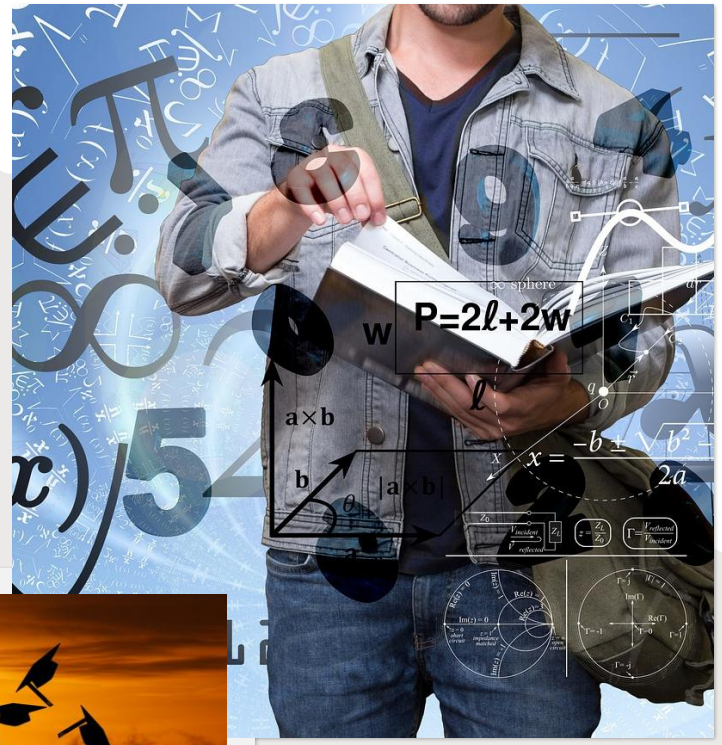
- Post a welcome announcement to the course with details from the syllabus and an explanation of where to find important course documents.
- Using the class list in Banner, retrieve the email address list, and using BCC, send a welcome note with a file attachment of the syllabus.
- Upload the syllabus to the "Start Here" or "Overview" section of D2L.
- Use the D2L gradebook and make sure grades are updated if there has been a new assignment due.
- As with online courses, post all due dates for the entire semester on D2L by the day before classes start.

THE COURSE IS YOURS …

- You are a college instructor, and you should feel free to supplement or modify material in the course if it addresses the learning outcomes.
- You also have lots of resources available to you, but most of all, you should feel free to contact your academic unit head with any questions.
- You are an important member of our team!

STUDENT RESOURCES

- The Hightower Library and GALILEO
- Tutoring
- D2L Help
- Advising
- Mentoring
- Accommodations
- Students in Crisis



STUDENT RESOURCES

- The Hightower Library is on campus. Here is a link to the library page with operating hours and a list of resources: https://www.gordonstate.edu/departments/library/index.html.
- GALILEO can be accessed off campus through D2L. When you first log on, click on "GALILEO" in the middle of the top menu bar to access the online database. It includes electronic books and peer-reviewed journal resources.

STUDENT RESOURCES

- Tutoring
  - Student Success Center: available by appointment
  - NetTutor: available through D2L (when students log in to D2L, at the center of the top menu bar, they will see "NetTutor- Online Tutoring").
- D2L help
  - When students first log on to D2L, they will see "Student Help" at the left of the top menu bar.
- Advising
  - All students have an advisor listed in their Degree Works report, which can be accessed in Banner.
- Mentoring
  - Many students have a mentor listed in their Degree Works report, which can be accessed in Banner. These are assigned in the first week of the term.

STUDENT ACCOMMODATIONS

- Students with accommodations will present you with a letter from Gordon State's Counseling and Accessibility Services Office.
- Please do not give students accommodations without this letter.
- If you have questions about a student's accommodations or status regarding accommodations, please contact Ms. Alicia Dorton: aliciad@gordonstate.edu.

STUDENTS IN CRISIS

- There may be a time that you have a student in crisis.
- If you believe that a student may harm herself or himself or harm someone else, please call our public safety office: 678.359.5111.
- Our public safety office is a certified police department, and it will reach out to assess the situation.

QUESTIONS?