

Formats:

- **Overview**
- [Asynchronous Canvas Shell](#)
- Synchronous Session on Wednesday before Convocation
 - [Part Time Faculty Orientation: Wednesday, January 29, 2022](#)
- **Goals across the different modalities**
 - Suggested Topics
 - Who can help or facilitate?
- [Convocation Schedule 2023.pdf](#)

goal	in-person	synchronous zoom	Async Canvas	Interested Facilitator
Explore the VEBA resources that are available to them			Module with information followed by a discussion board asking folks what they'll try this semester that leads them to our badge...	Katie

Orientation for Part-Time Faculty

The following list of topics are currently included in the asynchronous PT faculty orientation in Canvas. Our goal is for the topics covered here to be general enough that they are relevant and useful to faculty across departments and schools.

At the bottom of this list, please add topics that would benefit PT faculty in your departments and schools:

1. Orientation Overview:
 - Live/Zoom ID date/time for Synchronous Zoom
 - Objectives: resources and support at Mesa
 - Flex credit
 - Badges collecting
2. Welcome Video:
 - President Hands
 - LOFT Team
 - Mesa Academic Senate President (missing a video)
 - Mesa Instructional Service (video from Isabel)
 - Mesa Admin Service (video from Lorenze)
 - Mesa Student Services (video from Larry)
 - AFT
3. Conference and Travel Committee
 - PPT Travel and You
 - Travel pre-authorization form
 - Conference and travel funds request form
4. Reporting Flex
5. General Department Expectation:
 - What are your responsibilities to your department as a PT faculty member
 - Department school handbook
6. Mesa's Online Success Team (MOST)
 - Training cohorts
 - Coaching
 - OnRamp to online
 - Toolkit

From the District

7. SDCCD Online Learning Pathways:

- Calendar of SDCCDOLP workshops
- OnDemand video tutorials from SDCCD Online Learning Pathways
- How to Request a Canvas Development shell
- Online Faculty Certification Program

Ways to Engage

8. mySDCCD Faculty Portal;

- mySDCCD login
- mySDCCD faculty support center

9. Way to Engage:

- Knowledge check- Quiz
- Tool, tips, or uncertainty- Discussion board

Please add topics that would benefit PT faculty across schools:

- More info about flex and meeting the requirement (and consequences of NOT)
- Important deadlines i.e. census, grades, etc. (with an explanation of what they are and why they are important
 - Include how to's, where to find deadlines etc. (below)!
- Review of a guide/list for new faculty to help them know who to ask for what (i.e. when to ask the Dean, when to ask the chair(s), when to contact HR/payroll, when to contact AFT, etc.) We need help creating the content for this:
 - When to ask the chair:
 - Fill-in
 - Fill-in
 - When to ask the Dean:
 - Fill-in
 - Fill-in
 - When to ask HR/payroll:
 - Change of Address
 - PeopleSoft login difficulties

- When to contact AFT
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- GOV 101 info: <https://sites.google.com/view/mesagovernance101/home?authuser=0>
- Link to Faculty Tutorials...how to do things
 - <https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/267681828/Faculty+Tutorials+College>
 - Basic info on navigating MyPortal: <https://www.sdccd.edu/about/departments-and-offices/human-resources/peoplesoft-hcm-info.aspx>
- Link to AFT negotiated benefits for adjuncts.
 - How to submit for adjunct office hours.
 - Health care etc.
- Online Certification program (SDCCD Online) info
- Student Rights and Responsibilities information/link
- Professional development process/link
- VEBA resources that are available to them