



WELCOME NEW FACULTY

Gordon State College



AGENDA

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





INTRODUCTION

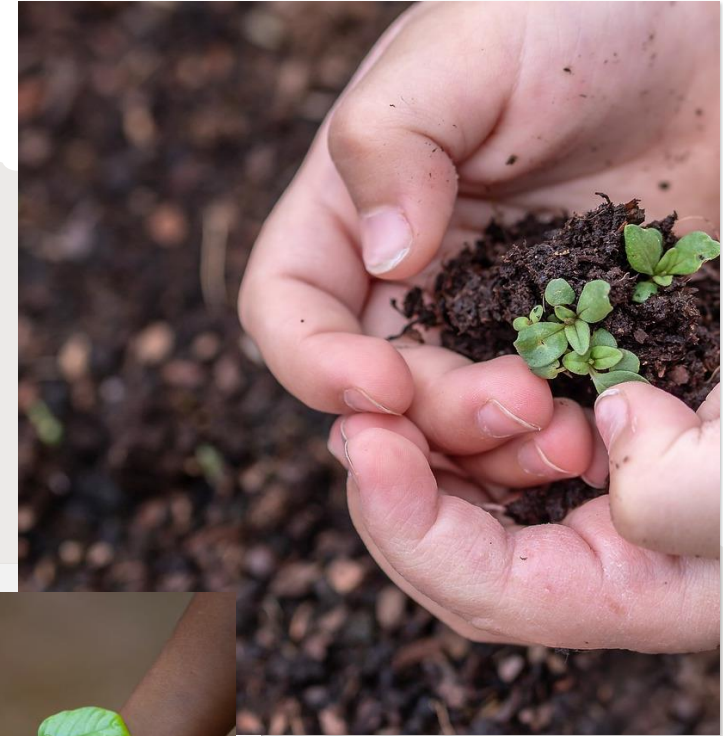
Welcome to Gordon State College! We are delighted you have decided to teach for us. Here are some key contacts:

- Steve Raynie, Interim Dean of the School of Education, Math, and Applied Sciences.
 - sraynie@gordonstate.edu
 - 678.359.5282
- Scott Shubitz, Interim Department Head of Applied Sciences.
 - sshubitz@gordonstate.edu
 - 678.359.5393
- Kelly Wilson, Academic Services Assistant.
 - kellyw@gordonstate.edu
 - 678.359.5468



PHILOSOPHICAL FRAMEWORK

School of Education, Math, &
Applied Sciences



PHILOSOPHICAL FRAMEWORK

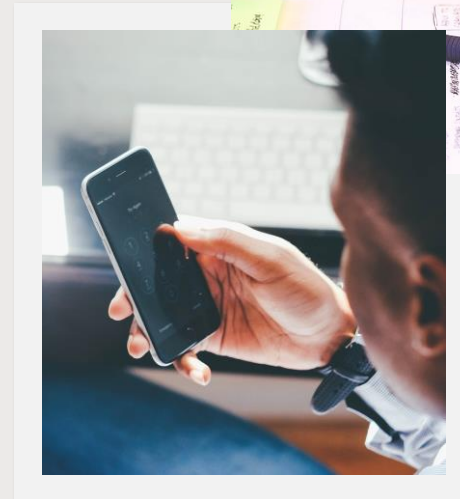
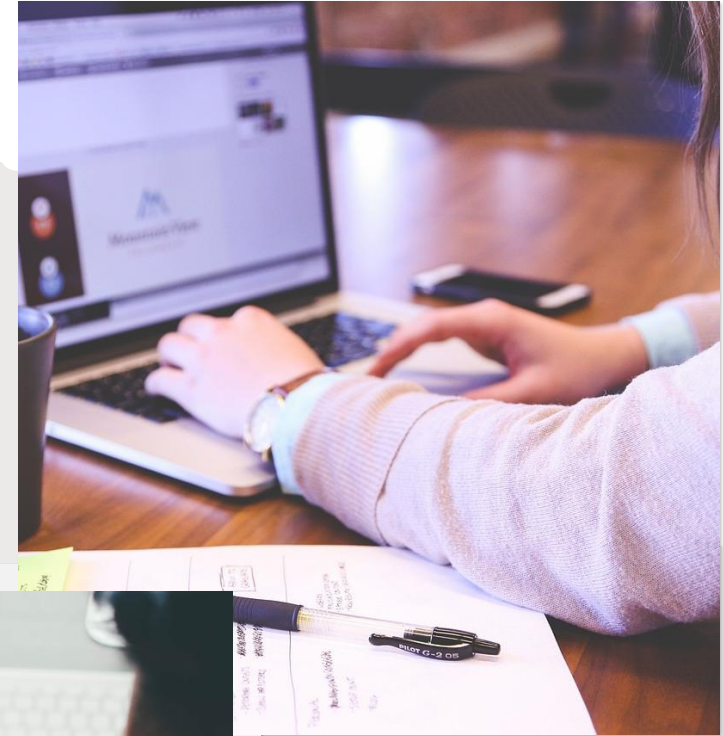
- Our school is rooted in relational pedagogy. The short version is that we think that our interactions and communication as well as our interactions and attitudes should model respect and caring. We believe that creating a positive environment that gives students space to grow will maximize their learning and development as individuals.
- Giving students space to grow begins with understanding that development occurs throughout someone's life. No one (students, faculty, 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:

- D2L
- Email
- Banner Web
- Navigate
- Narrating PowerPoint Presentations



MULTIFACTOR AUTHENTICATION

- Gordon State currently uses something called Duo Mobile for multi-factor authentication.
- Many of our systems require multi-factor authentication because they contain sensitive student information.
- Here are instructions for Duo Mobile:
<https://www.gordonstate.edu/departments/computer-services/mfa-faq/duo-email-instructions.pdf>.





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](https://www2.gordonstate.edu/changepass/gdnreset.asp) → 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 both your midterm 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 929 # as the user name. Then, click "Forgot PIN" and proceed.
- Once you log on to Banner, click on "Faculty and Advisors." From that menu, you can select your class list, midterm grades, and final grades.
- From the bottom of the class list, you can also access a list of student email addresses.
- Nota Bene: When emailing 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.)
- Use Navigate to record course attendance and 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.



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 with 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.



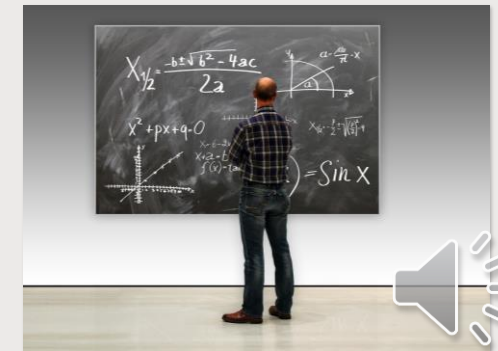
FACULTY DEVELOPMENT

- Faculty development training is also available through workshops and conferences.
- Gordon State College holds a Student Success Summit each August, and there are various events throughout the year.
- 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
- Expectations for face-to-face courses



GENERAL EXPECTATIONS

- Submit your course syllabus to Kelly Wilson at least three days prior to the start of the term: kellyw@gordonstate.edu. A template will be made available to you.
- Communicate with your supervisor if you are ill and need to cancel class.
- Complete progress reports in EAB Navigate in the 5th and 10th week of the term.
- Submit midterm grades and final grades on time.
- Be available to students to discuss their progress in the course.
- Grade assignments and post the grades within one week.
- Work with supervisor for class observation.
- Complete required training on time.



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).
- 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 consist of reminders or value-added information).
- Build 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 due date.



ONLINE COURSE REQUIREMENTS

- Log-in to D2L (3) days a week or more.
- Post all due dates for the entire semester in 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 business 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 at least one 10-minute-long content video created by you for Fall 2023. This will increase to three 10-minute-long content videos in the Spring 2024 semester, and six 10-minute-long content videos in Fall of 2025.



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 roster 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 in 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 Steve Raynie or Scott Shubitz with any questions.



STUDENT RESOURCES

- Tutoring
- D2L Help
- Advising
- Mentoring
- Accommodations
- Students in Crisis



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 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?

