# 2018 New Faculty Training

*All workshops will be held in the CITL (Spear 113), except where noted otherwise*

### Friday, Aug 10

9:00 – 9:15 am, <u>Welcome.</u> (Doug Wells, VP for Academic Affairs.)

9:15 – 9:30, <u>Getting started as a faculty member at New Mexico Tech</u>.  Paperwork, computer accounts, email, etc.  (Peter Mozley, Associate VP for Academic Affairs; Shari Montazeri, Senior Financial Administrator.)

9:30 – 10:30, <u>Teaching essentials</u>.  Designing a syllabus, setting expectations, course assessment, attendance, dos-and-don'ts. (William Stone, Dean of Arts and Sciences; Kevin Wedeward, Dean of Engineering.)

10:30 – 11:00 am, <u>Canvas LMS and iClicker basics.</u> (Curtis Warren, Canvas Administrator.)

11:00 – 11:30 am, <u>Student support at NMT.</u>  <u>Academic support and mentoring services at NMT.</u>  (Luz Diaz Barreras, Director of Student Academic Success and Veterans Administrator; Elizabeth Lyons, Assistant Director Office of Student Learning.)

11:30 – 12:00 pm, Intervention for students having academic problems, and common legal issues for faculty.  Legal constraints on student information (how to stay out of trouble).  Requirements for accommodation of students with disabilities.  (Elaine DeBrine Howell, Interim Registrar.)

12:00 – 2:00 pm, <u>Benefits and employee policies.</u>  Explanation of benefits and policies focused on faculty issues. <u>Required for all new faculty</u>.  Lunch will be provided! If possible, <u>please RSVP to JoAnn Salome</u> (JoAnn.Salome@nmt.edu). (JoAnn Salome, Director of Human Resources.)

2:00 – 3:30 pm, <u>What you need to know about Title IX.</u>  Faculty responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, resources available for students, faculty, and staff.  (Peter Phaiah, Assistant VP for Student University Relations and Title IX Coordinator.)

3:30 – 3:45 pm, <u>Classroom technology orientation</u>.  Basics of projection system operation, lecture capture, and how to get help when you need it.  (Jose Gonzales, Manager of Classroom Technology.)