New Faculty Orientation

2020
In a year like no other, VSU is pleased to welcome all new full-time faculty to our university. This year’s new faculty orientation will reflect the reality all institutions of higher education face. We want this orientation not only to introduce you to our VSU community and to each other, but also to model some of the different ways we will be interacting this fall. Therefore, we will have a mix of sessions that will be available face-to-face (and socially distanced), remote (offered through various platforms available at VSU), and HyFlex (you may choose to be face-to-face or remote—either at home or in your office). All these sessions, however, will be SYNCHRONOUS. We will have recordings to which you may refer later.

2020 NEW FACULTY ORIENTATION SCHEDULE: DAY 1

**TUESDAY, AUGUST 4**

<table>
<thead>
<tr>
<th>TIME</th>
<th>SESSION</th>
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<tbody>
<tr>
<td>5:00PM-6:00PM</td>
<td>Getting to Know VSU &amp; Each Other</td>
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<tr>
<td>Online via BlueJeans</td>
<td><a href="https://bluejeans.com/935901070">https://bluejeans.com/935901070</a></td>
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</tbody>
</table>

Join us for this interactive session, which will give you the opportunity to meet each other and learn about how to gain the most from orientation. Our President and our Provost will also be online to greet you.

Presenters:
Dr. Jamie Landau, Director, CELT
Ms. Ashley Cooper, Interim Associate Director of HR, Employee and Organizational Development
2020 NEW FACULTY ORIENTATION SCHEDULE:
DAY 2

WEDNESDAY, AUGUST 5

Morning Sessions (HyFlex: Some attending in person—socially distanced face-to-face in Nevins 1061—and some remotely—via Microsoft Teams as part of the New Faculty Orientation Team. For those attending in person, please bring your own mask.)

9:30-11:00 am  
Understanding Your Role as a Member of the VSU Faculty
Meet VSU’s Provost and Vice President for Academic Affairs, Dr. Robert (Bob) Smith and Vice President for Student Success, Dr. Rodney Carr, as they lead a discussion about the role faculty play in a comprehensive university, VSU’s strategic goals, our VSU students, their academic mindset, and the resources available to faculty to assist student academic success.

11:15-12:15  
“Rules of the Road”
Dr. Sheri Gravett, Associate Provost for Academic Programs and Services, will provide guidelines about preparing for teaching at VSU. Information will include such topics as syllabi guidelines, scheduling, academic policies, and much more.

Afternoon Sessions (Both are offered remotely by two different platforms. The first session will also be on Microsoft Teams as part of the New Faculty Orientation Team. The second will be via WebEx.

2-3:15  
Managing Risk and Enhancing Campus Well-Being
Meet our panel who will introduce you to key departments (Counseling, Police, Social Equity and Title IX, Health and Wellness, Student Affairs, and Occupational Safety) and share important guidelines and procedures to ensure inclusiveness, campus well-being, lawfulness and safety for faculty and students particularly in the era of COVID19.

4-5 pm  
Opportunities Fair (Available via WebEx at https://valdostastateuniversity.my.webex.com/meet/aamyers
This virtual meet-and-greet gives new faculty the opportunity to meet retirement representatives, the South Georgia Greeting service and other key organizations and departments. Spouses/partners are welcome to participate.
2020 NEW FACULTY ORIENTATION SCHEDULE: DAY 3

THURSDAY, AUGUST 6
All sessions available for viewing remotely via Blackboard Collaborate Ultra, either from home, your office, or in the computer classroom in Odum Library 3270 (maximum seating capacity with social distancing is 12. If you plan to attend in person, please bring your own mask).

MORNING SESSIONS

9:00-11:00
Tips for Effective Teaching the First Day  F2F or Online
https://us.bbcollab.com/guest/8d30ae415a6040d4b4ca6e8312f48160

Dr. Jamie Landau will introduce you to VSU’s CELT (Center for Excellence in Learning & Teaching) and explore evidence-based strategies to get your class off to a successful start, whether you are teaching face-to-face or online.

Presenter: Dr. Jamie Landau, Director, CELT

11:15-12:15
Introduction to Banner, Registration, and Advising
https://us.bbcollab.com/guest/8d30ae415a6040d4b4ca6e8312f48160

You will be introduced to VSU’s computer system as well as to important policies and procedures.

Presenter: Mr. Stanley Jones, Registrar
## AFTERNOON SESSIONS

### 2:00PM-3:00PM
**Systems Orientation/Technology Support**

Online

https://us.bbcollab.com/guest/8d30ae415a6040d4b4ca6e8312f48160

Information Technology (IT) will provide you with information regarding the various technology systems, technology training resources, Solution Center services, and computer security.

### 3:15PM-4:00PM
**Introduction to BlazeVIEW (Brightspace D2L) for your Learning Management System**

Online

https://us.bbcollab.com/guest/8d30ae415a6040d4b4ca6e8312f48160

Our Center for eLearning will introduce you to VSU’s Learning Management System, BlazeVIEW (D2L) and feature the basics: learning how to access your online course area, post your syllabus, use available features such as adding content, creating discussion forums and topics, online quizzes, creating assignment dropboxes, and communicating with students.

### 4:00PM-4:45PM
**Additional Break-Out Sessions on setting up specific BlazeVIEW tools:**

Online

https://us.bbcollab.com/guest/8d30ae415a6040d4b4ca6e8312f48160

- Basic Gradebook Setup
- Creating Quizzes and the Question Library
- Intro to Collaborate Ultra Video Conferencing Tool
2020 NEW FACULTY ORIENTATION SCHEDULE: DAY 4

FRIDAY, AUGUST 7

Opportunities this morning will be available remotely via New Faculty Microsoft Teams.

SESSIONS

9:00AM-10:00AM

Benefits? Retirement? Well-being Portal? Tell me more!

This remote session is designed for anyone wanting more information on how to gain the most from their USG benefits and retirement options.

10:00AM-10:30AM

Welcome to Odum Library

Come learn about the many resources available to faculty and their students through Odum Library.

12:30PM-1:30PM

Kick-Off to the New Faculty Learning Community and Virtual Lunch

Join Dr. Jamie Landau for a virtual lunch as she introduces you to the New Faculty Learning Community available to you throughout the academic year.

The New Faculty Learning Community is a year-long cohort-based faculty learning community that addresses the needs of faculty who are in the first year of their jobs at VSU.

As a follow-up to New Faculty Orientation, this group gathers virtually every three weeks throughout the academic year for new faculty to support one another across disciplines and departments, comfortably discuss topics, and engage in activities that are relevant to this stage of their career at VSU. Sample areas of focus include high-impact pedagogy, creating inclusive and equitable classrooms, online teaching and educational technology, maintaining an active scholarly agenda, strategizing service opportunities, and preparing for the first-year review.
2020 NEW FACULTY ADDITIONAL SUPPORT

ONGOING SESSIONS:

As discussed during the Kick-Off to the New Faculty Learning Community and Virtual Lunch on Aug. 7, a group called the "New Faculty Learning Community" (NFLC) will gather virtually every three weeks throughout the academic year for new faculty to support one another across disciplines and departments, comfortably discuss topics, and engage in activities that are relevant to this stage of their career at VSU. To join the NFLC and participate in a scheduling poll that will determine the specific meeting dates/times that fit best into faculty schedules, please e-mail Dr. Landau (jlandau@valdosta.edu) by Aug. 9, 2020.

FUTURE SESSIONS:

During VSU's Opening Weeks (Aug. 3-14, 2020), CELT, the Center for eLearning, and our campus partners are offering a series of synchronous webinars and in-person trainings with limited capacity and social distancing on pedagogical topics and technologies for remote, online, hybrid, and face-to-face (F2F) teaching.

Since there are enrollment caps, register here for the synchronous webinars and in-person trainings during Opening Weeks. For a full list of webinars and trainings, click here to view the flyer.

Recordings will be available for faculty to watch later in BlazeVIEW 101 via the “CELT-eLearning Webinars” module that will include 50+ free asynchronous webinars. Contact your department head or dean if they recommend or require participation in certain webinars.

Introduction to APL

A workshop to introduce instructors to VSU’s platform (APL nextED) to organize and record your faculty activities. Learn to enter activities, enter faculty credentials, post course syllabi, export reports, and more. Note: APL replaced Digital Measures. If you cannot make a live session, prerecorded training videos are posted at https://www.valdosta.edu/administration/sacs/faculty-credentials.php.

Presenter: Dr. Michael Black, Director of Institutional Effectiveness mmblack@valdosta.edu

- August 11, 4:00PM-5:00PM, Online via Collaborate Ultra
- September 10, 4:00PM -5:00PM, Online via Collaborate Ultra
- October 21, 4:00PM -5:00PM, Online via Collaborate Ultra
- November 16, 4:00PM -5:00PM, Online via Collaborate Ultra
Introduction to SmartEvals/SOI
A workshop to introduce instructors to VSU’s platform to collect Student Opinions of Instruction (SOI). Learn to setup your own end-of-course questions, retrieve QR codes, send reminder emails, and more. If you cannot make a live session, prerecorded training videos are posted at https://www.valdosta.edu/academics/academic-affairs/sois/

**Presenter:** Dr. Michael Black, *Director of Institutional Effectiveness* mmblack@valdosta.edu

- August 11, 2:30PM-3:30PM, Online via Collaborate Ultra
- September 10, 2:30PM-3:30 PM, Online via Collaborate Ultra
- October 21, 2:30PM-3:30PM, Online via Collaborate Ultra
- November 16, 2:30PM-3:30PM, Online via Collaborate Ultra

Register for the above future sessions via email training@valdosta.edu.
**FREQUENTLY USED ABBREVIATIONS AND ACRONYMS AT VSU**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>URL</th>
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</thead>
<tbody>
<tr>
<td>AMP</td>
<td>Adult and Military Programs</td>
<td><a href="https://www.valdosta.edu/academics/amp/">https://www.valdosta.edu/academics/amp/</a></td>
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<td>ASC</td>
<td>Academic Support Center</td>
<td><a href="www.valdosta.edu/asc/">www.valdosta.edu/asc/</a></td>
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<tr>
<td>BOR</td>
<td>Board of Regents</td>
<td><a href="www.usg.edu/">www.usg.edu/</a></td>
</tr>
<tr>
<td>CELT</td>
<td>Center for Excellence in Learning and Teaching</td>
<td><a href="www.valdosta.edu/celt/">www.valdosta.edu/celt/</a></td>
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<tr>
<td>CLEP</td>
<td>College Level Examination Program</td>
<td><a href="www.valdosta.edu/academics/academic-affairs/advising/clep.php">www.valdosta.edu/academics/academic-affairs/advising/clep.php</a></td>
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<tr>
<td>CIP</td>
<td>Center for International Programs</td>
<td><a href="www.valdosta.edu/academics/academic-affairs/international-programs/">www.valdosta.edu/academics/academic-affairs/international-programs/</a></td>
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<tr>
<td>COSA</td>
<td>Council on Staff Affairs</td>
<td><a href="www.valdosta.edu/cosa/">www.valdosta.edu/cosa/</a></td>
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<td>CPC</td>
<td>College Preparatory Curriculum</td>
<td><a href="www.valdosta.edu/academics/academic-affairs/vpoffice/advising/cpc-requirements.php">www.valdosta.edu/academics/academic-affairs/vpoffice/advising/cpc-requirements.php</a></td>
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<tr>
<td>FEM</td>
<td>Faculty Evaluation Model</td>
<td><a href="www.valdosta.edu/administration/facultysenate/handbook/evaluations.php">www.valdosta.edu/administration/facultysenate/handbook/evaluations.php</a></td>
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<tr>
<td>FIF</td>
<td>Faculty Internationalization Fund</td>
<td><a href="www.valdosta.edu/academics/academicaffairs/international-programs/dept/vsu-global/vsu-internationalization-fund.php">www.valdosta.edu/academics/academicaffairs/international-programs/dept/vsu-global/vsu-internationalization-fund.php</a></td>
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<td>FLC</td>
<td>Faculty Learning Community</td>
<td><a href="https://www.valdosta.edu/celt/faculty-learning-communities.php">https://www.valdosta.edu/celt/faculty-learning-communities.php</a></td>
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<td>FMLA</td>
<td>Family Medical Leave Act</td>
<td><a href="www.usg.edu/hr/manual/family_and_medical_leave_act">www.usg.edu/hr/manual/family_and_medical_leave_act</a></td>
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<td>FSC</td>
<td>Faculty Success Council</td>
<td><a href="https://www.valdosta.edu/academics/academic-affairs/faculty-success-council/">https://www.valdosta.edu/academics/academic-affairs/faculty-success-council/</a></td>
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*Updated: July 2020*
<table>
<thead>
<tr>
<th>Acronym</th>
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<tr>
<td>GEC</td>
<td>General Education Council (<a href="https://www.valdosta.edu/academics/general-education-council/">https://www.valdosta.edu/academics/general-education-council/</a>)</td>
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<td>GIL Express</td>
<td>Galileo Interconnected Libraries (<a href="http://gil.usg.edu/gil_express/information/generalinformation/">http://gil.usg.edu/gil_express/information/generalinformation/</a>)</td>
</tr>
<tr>
<td>HIPAA</td>
<td>Health Insurance Portability and Accountability Act (<a href="http://www.valdosta.edu/administration/finance-admin/auxiliary-services/studenthealth/hipaa-statement.php">http://www.valdosta.edu/administration/finance-admin/auxiliary-services/studenthealth/hipaa-statement.php</a>)</td>
</tr>
<tr>
<td>IR</td>
<td>Institutional Research (<a href="http://www.valdosta.edu/administration/emc/institutionalresearch/about.php">www.valdosta.edu/administration/emc/institutionalresearch/about.php</a>)</td>
</tr>
<tr>
<td>Lift the Flag</td>
<td>After an advising appointment, an advisor can make a student eligible to register under the Student Registration Eligibility menu in BANNER</td>
</tr>
<tr>
<td>ORP</td>
<td>Optional Retirement Plan (<a href="http://www.valdosta.edu/administration/finance-admin/humanresources/retirement/welcome.php">www.valdosta.edu/administration/finance-admin/humanresources/retirement/welcome.php</a>)</td>
</tr>
<tr>
<td>OSPRA</td>
<td>Office of Sponsored Programs and Research Administration (<a href="http://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programsresearch-administration/">www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programsresearch-administration/</a>)</td>
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<tr>
<td>PACE</td>
<td>Office of Professional and Community Education (<a href="https://www.valdosta.edu/pace/">https://www.valdosta.edu/pace/</a>)</td>
</tr>
<tr>
<td>PLA</td>
<td>Prior Learning Assessment (<a href="https://www.valdosta.edu/academics/amp/returning-to-college/prior-learning-assessment/">https://www.valdosta.edu/academics/amp/returning-to-college/prior-learning-assessment/</a>)</td>
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<tr>
<td>QEP</td>
<td>Quality Enhancement Plan (<a href="http://www.valdosta.edu/administration/sacs/qep/">www.valdosta.edu/administration/sacs/qep/</a>)</td>
</tr>
<tr>
<td>SACSCOC</td>
<td>Southern Association of Colleges and Schools Commission on Colleges (<a href="http://www.valdosta.edu/administration/sacs/">www.valdosta.edu/administration/sacs/</a>)</td>
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Updated: July 2020
SSC  Student Success Council (https://www.valdosta.edu/administration/enrollment-management/student-success-council/)

SOI  Student Opinion of Instruction (www.valdosta.edu/academics/academic-affairs/vp-office/sois/welcome.php)

TRS  Teacher Retirement System of Georgia (www.valdosta.edu/administration/financeadmin/human-resources/retirement/welcome.php)

USG  University System of Georgia (www.usg.edu/)

Updated: July 2020