Connecting and Supporting New Part-Time Faculty Workshop



Center for Excellence in Teaching and Learning – CETL Oakland University Monday, August 22, 2016

Welcome and Introductions



Agenda

Challenges and Advantages of Part-Time Teaching

Learning + Engagement + Student Success

Who Are Our Students, and How Do They Learn?

Judy Ableser - CETL & Dean of Students - Nancy Schmitz and Mike Wadsworth

Faculty Support

e-Learning, Instructional Technology, Library,

Registrar: Learning the Ropes

Steve Shablin – Registrar

The Center for Excellence in Teaching and Learning

Judy Ableser – CETL

Emergency Preparedness

Chief Mark Gordon, OUPD

New Faculty Handbook

OAKLAND UNIVERSITY

FACULTY HANDBOOK

IMPORTANT INFORMATION AT A GLANCE 2016-2017



Prepared by the Center for Excellence in Teaching and Learning (CETL)

Judy Ableser, Director

Christina Moore, Media Manager

Victoria Kendziora, Student Assistant



Center for Excellence in Teaching and Learning

LESS TEACHING = MORE LEARNING

What does this mean?

Do you agree? Why or why not?



Teaching

- input
- what we do
- content the "what"
- pedagogy- the "how"

Learning

- output
- what students do
- cannot actually "see" learning, an internal process
- we assess and measure some observable behavior or performance

Planning Your First Semester

Prepare prior to beginning of semester

- Syllabus Template
- Organization, Planning and Clarity
- Learning Outcomes
- Assignments and Marking Schemes
- Tentative Schedule
- Readings
- Lesson Planning

SAMPLE SYLLABUS TEMPLATE OAKLAND UNIVERSITY SCHOOL or COLLEGE DEPARTMENT Course Number Title of Course COURSE: YEAR: PROFESSOR: CLASS LOCATION OFFICE PHONE NUMBER: OFFICE: OFFICE HOURS: COURSE DESCRIPTION: (copy directly what is in the OU Course Calendar) LEARNING OUTCOMES: (All objectives/outcomes should be listed in observable, behavioral terms and should directly relate to and assessed by the course assignments/assessments. Example: Students will be able to: 1. Describe and outline.... Demonstrate how....applies to... 4. Apply the theory of....to... (Depending on course/department- may also need to include General Education Outcomes or State Standards) REQUIRED TEXT: (List Required and or recommended texts. May also include additional readings and websites. Please note, textbooks are very expensive and can create problems for some students.) COURSE FORMAT: (Style of class...traditional, blended, on-line, lecture, discussion, seminar, etc.) ASSIGNMENTS: (briefly list assignments here by outlining the following for each assignment) GRADING: (explanation of grading) (The following is only an example) A - Comprehensive - thorough coverage of all objectives, required content, critical and higher level thinking, original and creative, sound use of English skills in both written and oral work B - Competent - mastery of basic content and concept, adequate use of English C - Below average work - has met minimum basic requirements but with some areas of difficulty F - Fail - has not met requirements of assignment/course, has significant difficulties in many required areas, has not officially withdrawn from course before drop date GRADING: (Break down of grades and points. Please check with your department to ensure that you are following the appropriate grading criteria. Note: OU has a 32-point grading system. Most commonly, Satisfactory Undergraduate grades are 2.0 and above and Satisfactory Graduate grades are 3.0 and above

See Faculty Handbook checklist and template.

First Day

Set the Tone

- Welcoming and Respect of Adult Learners
- High Standards and Value Learning
- Ice Breakers

Learning and Behavioral Expectations

- List Agenda and Learning Outcomes for Session
- Syllabus Review
- Review Behavioral Expectations

Active Learning Activity

Activity



5-Minute Discussion:

- Planning Your First Semester
- Syllabus
- Tips for the First Day

Discussion: Advantages and Challenges for Part-Time Instructors



Who Are Our Students?

"We need to respectfully remember that our students are not like we are as academics or who we were as students...we are 'academic geeks' who focus on one academic area, love to read, research and study this...most students here are not going to become academics and we need to remember this."

Today's Students

- Have grown up with technology
- Have grown up with incredible access to information
- Have grown up in a culture that values questioning, informality
- Have spent the past number of years with a major economic recession

Oakland University Students

 Traditional, young, transitioning from high school into college life, and need support through that transition

or

- Non-traditional, mature, and need to be respected as adult learners
- They have busy full lives
 - Work
 - Family
 - Financial demands
 - Personal Demands

- May commute far distances
- Pressures of doing well
- Stress
- Disabilities or Emotional Problems

What Is Our Responsibility?

- Support their learning and engage them in the learning process
- Refer them to services so they can get the support they need

Student Services Overview Oakland University

Assistant Vice President for Student Affairs and Dean of Students
Michael Wadsworth, Assistant Dean of Students

Dean of Students Office Mission Statement:

The Dean of Students Office upholds the community standards of civility and inclusion through direct support and partnerships while advocating for programs and services that meet the developmental needs of students.

Dean of Students Office:

Student Code of Conduct
Academic Conduct
Non Academic

Advocacy

Problem Solving

Psychological Emergencies

Wilson Awards/Student Liaisons to BOT

Student Support Services:

University Counseling Center

Graham Health Center

Tutoring Center

Disability Support Services (DSS)

First Year Advising Center (FYAC)

Writing Center

University Counseling Center

248-370-3465/GHC David Schwartz, Ph.D., Director

Services:

Individual and group therapy

Psychoeducational testing

Crisis intervention

Outreach programs

Utilize a short-term therapy model

First 6 sessions are free for students

Graham Health Center

248-370-2341/GHC Nancy Jansen, ANP, Director

Services:

Acute & preventative health care for students and employees

Health Emergency Program for uninsured students

Immunizations*/Health education/Wellness

Many health insurances accepted

*free flu vaccines for students

Tutoring Center

103 North Foundation Hall (NFH) 248-370-4215 Elizabeth Deverna, Director

Services:

Tutoring

individual or group walk-in or by appointment for most courses 000 through 299

Supplemental Instruction (SI)

Online resources (www.oakland.edu/tutoring)
instructional videos for MTH, STA & PHY
study strategies, time management, etc.

Services free to OU students currently enrolled in courses

Disability Support Services (DSS)

103 North Foundation Hall (NFH) 248-370-3266 Linda Sisson, Director

Services:

Support students and faculty in creating accessible and inclusive environments

Determine academic accommodations

Provide campuswide assistive technology

Consultation with students, parents, faculty and staff

First Year Advising Center (FYAC)

121 North Foundation Hall (NFH) 248-370-3227 Sara Webb, Director

Services:

Academic advising for all first year students

Intrusive, caseload advising model

Major and career explorations for all OU students

Orientation programs for FTIACS, Transfers & Parents

Writing Center

212 Kresge Library (KL)

248-370-3105

Sherry Wynn-Perdue, Director

Services:

Peer (student) writing consultants

Assist with organizing thoughts and developing clear and concise thesis

Cite Write Program

Faculty Support Services

- e-Learning and Instructional Support,
 Nic Bongers & Daniel Arnold
- Classroom Support and Instructional Technology Services, Susan Hartman & Matt Brockington
- Library, Dominique Daniel

Classroom Support

OU Help Desk

csits@oakland.edu

248-370-2461

Our Team

- Susan Hartman, Matt Brockington, Zach Walters, Josh Wargo & Alice Hine
- 5 Full Time Staff
- 12 Part Time Students



Welcome New Faculty

- What can we do for you?
 - Help with classroom technology failures includes computer, document camera, projector, screen, facilities
 - Issue classroom keys for classrooms (Z-4)
 - Set-up distance learning computer equipment
 - Equipment loans Wireless microphones and web cameras are available for lecture capture sessions
 - ✓ **Classroom Technology Training**. One-to-one classroom technology orientations and hands-on demonstrations by appointment use of the video projection system, computer, document camera, DVD/Blu-Ray player, electronic whiteboard and cables.

When are we available?

- ✓ Monday Thursdays 7:30 am 8 pm
- ✓ Fridays 7:30 am 6 pm
- ✓ Saturdays 8 am 5 pm



How do you contact us?

- ✓ Phone 248-370-2461
- ✓ Email <u>csits@oakland.edu</u>
- ✓ Visit us in 202 Kresge Library

Classroom Information Sheets

OAKLAND UNIVERSITY.

Classroom Support Help Desk (248) 370-2461 OUPD: (248) 370-3331 or 911

Monday-Thursday 7:00am-8:00pm Friday 7:00am-6:00pm Saturday 8:00am-5:00pm

- A General Purpose Classroom (Z-4) key is required in order to gain access to any General Purpose Classroom. Z-4 keys are available to all OU faculty and staff, keys must be obtained in person at the Classroom Support Help Desk located in 116 Varner Hall. A valid OU faculty or staff ID is required.
- Begin by pressing the ON button on the EXTRON control panel located on the top of the instructor's desk. Once the equipment has warmed-up (ON button light stops flashing) select desired source to be displayed on the EXTRON control panel.
- Remote Controls, cable bundles to connect your own device(s), microphones and all other accessories are located in the instructor's desk drawer (where applicable).
- To display a black screen on the classroom projector(s), BLACK SCREEN can be selected from the EXTRON control panel located on the top of the instructor's desk.

Note: Volume level is adjustable via the EXTRON control panel volume knob located on the top of the instructor's desk.

- Please turn off and secure all classroom IT/AV resources before leaving the General Purpose Classroom.
- Please send an email directly to <u>crite/booktand edu</u> for assistance
- See below for additional EXTRON control system help documentation.

To reset your ADMNET password please visit:

http://netid.oakland.edu





For further information on classroom technologies, please visit:

http://www.oakland.edu/csits



Classroom PC:

- Press the PC button on the EXTRON control panel located on top of
- Press the POWER button on the front of the computer located in the equipment rack of the instructor's desk.
- If audio is desired, ensure that the computer volume is set at an appropriate level before starting.
- Login with ADMNET credentials when prompted
 - If you have an ADMNET login and have forgotten your password, please visit netid pakland odu or scan the QR code above.
- If you need ADMNET credentials, please visit forms calded to to fill out the ADMNET account request form. Credentials must be obtained in person from DHE 220.
- For more detailed instructions on the classroom computer please visit the URL to the right of the EXTRON control panel picture.

Connect your Laptop/Tablet:

- Press the LAPTOP button on the EXTRON control panel located on the top of the instructor's desk.
- Retrieve the combination VGA / Network / Audio cable from the instructor's desk drawer.
- Using the combination cable, connect laptop to the Computer, Audio, and Cat-5 ports located on the EXTRON control panel and to the ports on your lastop computer.

Configure laptop display and audio settings per device.

Document Camera:

- Press the DOC CAM button on the EXTRON control panel located on the top of the instructor's deak.
- When on, a green LED will illuminate next to the POWER button on the document camera.
- The ZOOM, IRIS, and AF (auto focus) buttons located on the face of the document camera allow for the adjustment of the document camera image.
- For more detailed instructions on the document camera in the classroom please visit the URL to the right of the EXTRON control panel picture.

DVD Operation:

- Press the DVD button on the EXTRON control panel located on the top of the instructor's desk.
- Insert DVD into the DVD player located in the instructor desk equipment rack, then press the play button located on the EXTRON control panel on top of the instructor's desk.
- DVD's can also be played with the classroom computer.

Interactive Touch Panel Display

(StarBoard / Desk Monitor):

- See the PC section for information on how to login to General Purpose Classroom computers.
- Locate the pen attached to the interactive touch panel display
- Click the button on the top of the pen to begin using the interactive touch panel display (if applicable).
- Annotations can be created in any Microsoft Office program or in the whiteboard program located on the Desktop.
- Be sure to press the button on the top of the pen again to turn it off in order to preserve pen tool battery life (if applicable).
 For more detailed instructions on the interactive touch panel display in
- For more actuated instructions on the interactive fouch panel display if the classroom please visit the URL to the right of the EXTRON control panel picture.

Microphone (if equipped):

- Microphones are located in the instructor's desk equipment drawer.
 Turn on the microphone and then manipulate the volume by adjusting the volume knob located on the EXTRON control panel located on the top of the instructor's desk.
- For more detailed instructions on using the microphone in the classroom please visit the URL to the right of the EXTRON control construction.

Revised: 6/09/201



Classroom Support Help Desk (248) 370-2461

OUPD: (248) 370-3331 or 911

Monday-Thursday 7:00am-8:00pm Friday 7:00am-6:00pm Saturday 8:00am-5:00pm

- A General Purpose Classroom (Z-4) key is required in order to gain access to any General Purpose Classroom. Z-4 keys are available to all OU faculty and staff; keys must be obtained in person at the Classroom Support Help Desk located in 116 Varner Hall, A valid OU faculty or staff ID is required.
- Begin by swiping across the CRESTRON touch screen located on the top of the instructors desk, then press anywhere on the screen to turn on the system. Finally select the desired device from the available sources given at the top of the touch screen.
- Remote controls, microphones, and all other accessories are located in the instructor's desk drawer (where applicable).
- · To display a black screen on the classroom projector(s), select the Device Control menu located in the upper right corner of the monitor, then select Utility, then press the Video Mute button.

Note: Volume level is adjustable via the device control menulocated in the upper right corner of the CRESTRON monitor

- Please turn off and secure all classroom IT/AV resources before leaving the General Purpose Classroom by pressing the Power Off button located in the upper right of the touch panel.
- See below for additional CRESTRON control system help documentation.
- Please send an email directly to <u>csits@caldand.edu</u> or call (248). 370-2461 for assistance.

To reset your ADMNET password please visit:

http://netid.oakland.edu







For further information on classroom technologies, please visit:

http://www.oakland.edu/csits



Classroom PC:

- Press the PC button from the available sources given at the top of the touch screen. Press the POWER button on the front of the computer located in the equipment rack of the instructor's desk.
- If audio is desired, ensure that the program volume is set at an appropriate in the bottom right comer of the touch screen.
- Login with ADMNET credentials when prompted
- If you have an ADMNET login and have forgotten your password, please visit netid.oakland.edu or scan the QR code above.
- If you need ADMNET credentials, please visit forms oakland.edu to fill out the ADMNET account request form. Credentials must be obtained in person from DHE 220.
- For more detailed instructions on the classroom computer please visit the URL to the right of the CRESTRON monitor pictures.

Connect a Laptop/Tablet:

- Press the LAPTOP button from the available sources given at the top
- Select the desired laptop video connection. (HDMI, HDMI with 3.5mm Audio, VGA with 3.5mm Audio, Aux Video)
- Connect laptop to the Computer, Audio, and Cat-5 cables located on the top of the instructors desk in the cable cubby.
- Configure laptop display and audio settings per device.

Document Camera:

- Press the Document Camera button from the available sources given at the top of the touch screen. Press the Power Button located on the side of the document camera to turn it on.
- When on, a green LED will illuminate on the top of the document
- The ZOOM and lauto focus buttons located on the face of the document camera allow for the adjustment of the document camera
- For more detailed instructions on the document camera in the classroom please visit the URL to the right of the CRESTRON monitor

DVD/Blu-Ray Operation:

- Press the Blu-Ray button from the available sources given at the top of the touch screen. Insert DVD/Blu-Ray into the player located in the instructor's desk equipment rack.
- Use the on screen controls to navigate the media.
- DVDs can also be played with the classroom computer.

Interactive Touch Panel Display:

- See the PC section for information on how to login to General Purpose Classroom computers.
- Locate the nen attached to the interactive touch nanel display.
- Annotations can be created in any Microsoft Office program or in the whiteboard program located on the Desktop.
- For more detailed instructions on the interactive touch panel display in the classroom please visit the URL to the right of the CRESTRON control panel picture.

Microphone:

- Microphones are located in the instructor's desk equipment drawer.
- Turn on the microphone and then manipulate the volume by adjusting the Microphone Volume level located in the Audio Controls Menu ated in the left hand column of the touch s
- For more detailed instructions on using the microphone in the classroom please visit the URL to the right of the CRESTRON monitor

Revised: 7/30/2015

Report Classroom Conditions

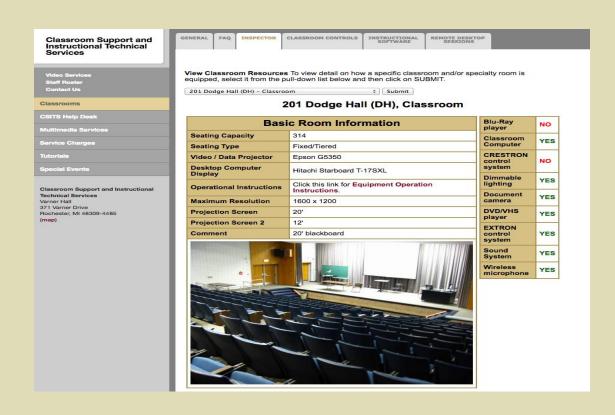
Report any general classroom condition issues (light bulbs, flooring, windows, etc.) to facilities department.

Call (248) 370-2381 or submit a work request at <u>tma.oakland.edu</u> (only available on campus).

For furniture or chair shortages, call or email the OU Help Desk.

Classroom Equipment Resource

View all classroom equipment and seating information on-line at www.oakland.edu/csits/classrooms



Emergency Conditions

- Contact the OU Police Department 911 or
 - Text "OUPD + Message" to 67283
- 248-370-3331 Dispatch Operations Center
 - 248-370-2000 School Closing Hotline
 - 248-370-2826 Parking Services
 - 248-370-2100 Oakland
- info@oupolice.com



Classroom Support – OU Help Desk

- *202 Kresge Library
- *Monday Thursday 7:30 am 8 pm
- *Friday 7:30 am 6 pm
- *Saturday 8 am 5 pm
- *Phone: 248-370-2461
- *Email: csits@oakland.edu
- *www.oakland.edu/csits

Questions?

Break

Registrar: Learning the Ropes

Steve Shablin- Registrar

Oakland University

OFFICE OF THE REGISTRAR

Contact Information

100 O'Dowd Hall Monday-Friday 8:00 a.m.- 5:00 p.m. (248) 370-3450 oakland.edu/registrar

Steve Shablin Registrar shablin@oakland.edu (248) 370-4581 Tricia Westergaard Senior Associate Registrar westerga@oakland.edu (248) 370-4585 Paul Battle Associate Registrar battle@oakland.edu (248) 370-4556

Christopher Goeth Assistant Registrar cagoeth@oakland.edu (248) 370-2563 Joshua Stotts Assistant Registrar jastotts@oakland.edu (248) 370-3471

Registrar Services

- Final Examination Scheduling
- General Purpose Classroom Reservation
- Student Enrollment Verification
- Veterans Student Certification
- Exceed Maximum Credit Petitions

- Time Conflict or
 Supplemental Instruction (SI)
 Override
- Semester Additional Information
- Schedule of Classes
- Student Change of Major
- Grade Changes
- Transcripts

Most forms can be found online at oakland.edu/registrar/forms

Final Examinations

- Final examinations are scheduled for classes with primary time modules.
- Class time modules not listed on the final exam schedule should request a final exam time and room assignment, if needed.
- Online classes with an in-person final exam should also request a room and time assignment (generally Saturday for fall or winter classes).
- Special requests or requests for larger classrooms other than normal instruction should be made as early as possible, preferably no later than the first month of the semester.

The final examination schedule is available at <u>oakland.edu/registrar</u> under **Calendars**.

SUMMER 2016 FALL 2016 WINTER 2017 REGISTRATION DATES FINAL ACADEMIC CALENDARS TERMS

NOTE TO FACULTY/DEPARTMENT: If your class meeting time is not listed, please contact the Office of the Registrar for a final examination assignment.

Final exams are generally held in the regular classroom, but at different times. Plan ahead for finals. Below are PDFs of posted final exam dates and times.

- Summer 2016
- Fall 2016
- Winter 2017

ONLINE COURSES: If the instructor elects to give an on-campus final exam, that exam will take place on Saturday of the final examination period. The time and location of the final exam will be provided by the instructor.

General Purpose Room Requests

- For non-class requests the **Room Request Form** can be found at **oakland.edu/registrar/resources**.
- Classroom-related requests generally are made through the schedule timeline and a schedule adjustment form.
- You can work with your department scheduler or contact Chris Goeth for class-related requests.

Student Enrollment Verification

- Students can request enrollment verification through SAIL.
- Oakland University has authorized the National Student Clearinghouse to provide degree and enrollment verification.
- Used for employers, and loan companies that need to verify an applicants attendance (past or present) at Oakland University.

Veteran Certification

- The Office of the Registrar provides a variety of veteran and military services to our students and staff, including
 - Students meet with School Certifying Officials to complete necessary paperwork for VA or military branch
 - Notify and report enrollment, registration, graduation and other requests to appropriate federal or state agencies
- Various forms and other information can be found at oakland.edu/registrar/veterans
- Contact information: (248) 364-VETS [8387] or veterans@oakland.edu

Student Change of Major

	OAKLAND U	NIVERSITY		Date received New major of
CHANGE OF MAJOR/MINOR REQUEST FORM				
		has emanded attraction to many most disclosure	major or minor unit	no this form \
				ing this form.)
for graduation requ	uirements cannot be mor	e than six years old at the time of		
ctes are required t	to meet with an Athletic	Adviser to change any major.		
w major/minor	will forward your requ	iest to the office of the Regist	rar for coding.	It applicable, they will
evaluation of yo	our transfer transcripts	from Academic Records. If 5	AIL does not a	reflect the change by
ted by student)				
ted by student)		Sender Number COO		Date
	Middle Instal	Student Number G00		Date:
ted by student)	Middle Initial	Student Number G00		Date:
First				
First Street	City		State	Zip
First Street	City	OU Email Address:	State	Zip @oakland.edu
First Street	City		State	Zip @oakland.edu
First Street	City Semester of 1 st o	OU Email Address:	State Fall Winte	Zip @oakland.edu er Summer
2	r/minor or additi- clow. (College guest advising office for graduation req- tes are required w major/minor evaluation of yo	riminor or additional major: clow, (College guest, post-baccalaureate, and oft advising office of your new major/mit for graduation requirements cannot be more tees are required to meet with an Athletic w major/minor will forward your requ	riminor or additional major. Who, College parts, both becalarrate, and other special students may not declare a advising office of your new major/minor for processing and approved for graduation requirements cannot be more than six years old at the time of these are required to meet with an Athletic Adviser to change any major, we major/minor will forward your request to the office of the Registing of the area of the contraction of the contracti	riminor or additional major. When, College sense, behaviourlamente, and other special students may not declare a major or union uni- advissing office of your new major/minor for processing and approval. For graduation requirements cannot be more than is year ord at the time of graduation test are required to meet with an Abhletic Advisor to change any major. we major/minor will forward your request to the office of the Registrar for coding. Evaluation of your transfer transcripts from Academic Records. If SAIL does not to

Form is used for students who have decided to change their major, minor or concentration (students should work with their academic adviser to do so).

Exceed Maximum Credits

- Students must fill out this form to request to exceed maximum credits in a semester
- Academic Adviser's signature is required for 19-21
- Registrar's signature is ALSO required for 22 or more credits

OAKLAND UNIVERSITY PERMISSION TO EXCEED MAXIMUM CREDITS Only the adviser's signature is required for 19-21 credits in Fall/Winter/Summer. The Registrar's signature is ALSO required for 22 or more credits for Fall/Winter/Summer.								
Student Name: Grizzly ID #:								
Phone #:	Phone #:Term: (Circle one) Fall Winter Summer Year:							
Major:	Class Level: (Circle one) FR SO JR SR GR PB Other:							
Total Credits Completed:	Current GPA:							
If you are a guest student, please indica	te your home institution:							
I am requesting an exception to univers credits for the term. If approved, I will	ity policy to register for credits, which exceeds the allowed maximum number of not subsequently request any refund or exception to university policies based on this course overload.							
I understand the university drop policy as follows: A drop request is to be submitted to the Registration Office online, in person, by fax, or by certified mail. Complete withdrawal may not be processed online. I accept responsibility for submitting all drop and withdrawal requests by deadlines and for confirming my registration transactions.								
Student Signature: Date:								
Academic Adviser (PRINT & Sign Name):								
# Credits Approved: by Registrar or Designee:								
Comments								

Time Conflict or S.I. Override

- A time conflict between multiple classes requires a Time Conflict Override Form
 - Use to obtain the signature of both instructors and the dean of the school/college to be added into courses that overlap in time.
- A time conflict involved an SI is available in-person at the Office of the Registrar. The student is required to sign this form. No faculty or staff signatures or overrides are required.

Additional Information

Available at: http://www.oakland.edu/important-dates

fall 2016 additional information

Session			100% Refund		Last Day Late Registration	Date 11:59	-			Return**	Grades Due 10 a.m.
1 – Full Term 16 weeks		December 05		September 08	September 15	September 15	September 16		December 07-13	November 1	December 16
F - First Half 8 Weeks				September 08	None	September 15	September 09	October 06		September 28	October 21
S - Second Half 8 Weeks	October 20	December 05	October 27	October 27	None	September 15	October 28		December 09-13	November 21	December 16
C – Competency	September 01	October 13		September 08	None	September 15	September 09	N/A	N/A	N/A	October 21

winter 2017 additional information

		End Date	Refund	Last Day Registration w/o Permission	Last Day Late	Date		Last Day of "W"		Return**	Grades Due 10:00 a.m.
1 - Full Term 16 weeks (69 days) M-R (55 days)	January 4	April 18	January 18	January 11	January 18	January 18	January 19	March 15	April 20-26	March 15	May 1
M-R (26 days)	January 4	February 18	January 11	January 11	None	January 18		February 08		January 30	February 21
	February 27	April 18	March 6	March 6	None	January 18	March 7	April 3	April 22-26	April 2	May 1
C – Competency	January 4	February 15	January 18	None	None	January 18	January 12	N/A	N/A	N/A	February 21

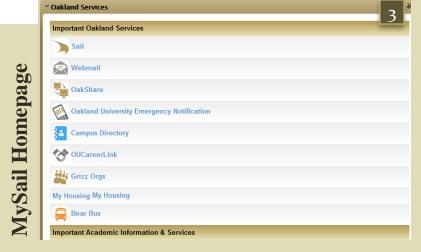
Access to SAIL www.mysail.oakland.edu

1. Go to oakland.edu, and click on MySAIL at the top of the page.

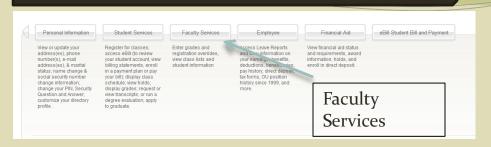




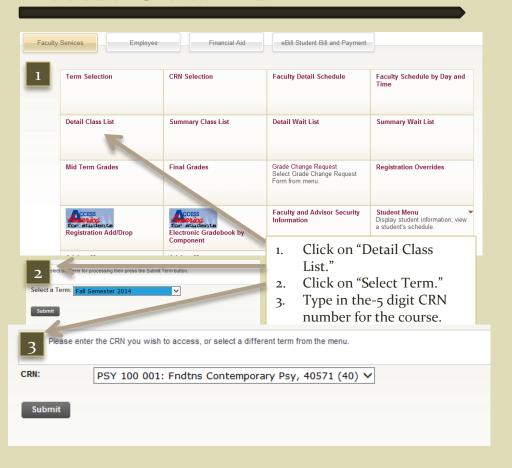
- 2. Log into your SAIL account.
- 3. Under Important Oakland Services, click SAIL to view more of your options.



SAIL Information System



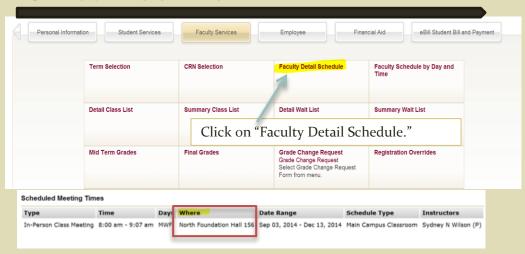
Access Class List



Detail Class List



Class Location



Summary Class List

• Click on "Summary Class List"

Faculty Services	Employee Financial Aid	eBill Student Bill and Payment	
Term Selection	CRN selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
For atudenta Registration Add/Dr	op Electronic Gradebook by	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

Course Information

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

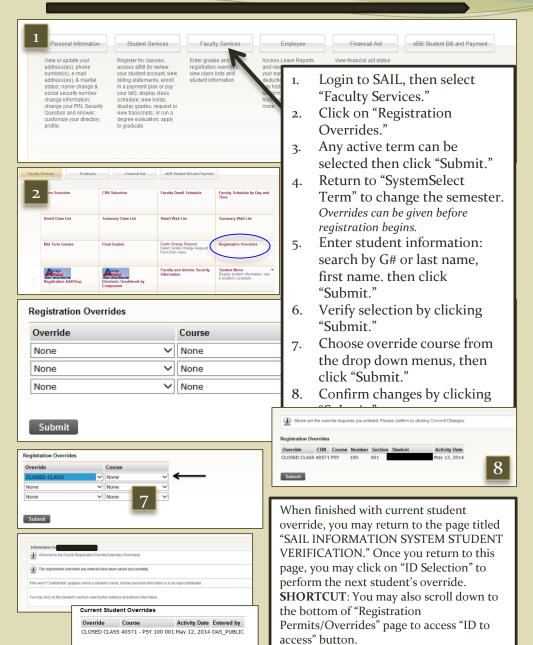
Enrollment Counts

	Maximum	Actual	Kemaini
Enrollment:	144	40	104
Cross List:	0	0	0

Summary Class List								
Record Number	Student Name	0	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1			Web Register	Undergraduate	4.000	Enter	Enter	
2			Web Register	Undergraduate	4.000	Enter	Enter	
3	_		Web Register	Undergraduate	4.000	Enter	Enter	
4	_		Web Register	Undergraduate	4.000	Enter	Enter	
5	_		Web Register	Undergraduate	4.000	Enter	Enter	
6			Web Register	Undergraduate	4.000	Enter	Enter	
7			Web Register	Undergraduate	4.000	Enter	Enter	
8			Web Register	Undergraduate	4.000	Enter	Enter	
9			Web Register	Undergraduate	4.000	Enter	Enter	
10			Web Register	Undergraduate	4.000	Enter	Enter	

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Process Class Overrides



Only Registered Students in



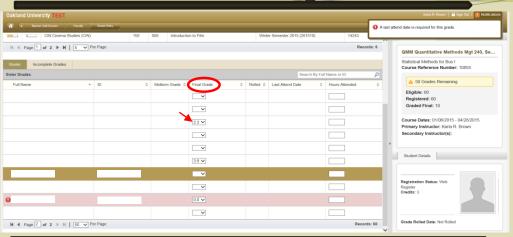
If you happen to have a person in your class who is not registered, he/she is NOT allowed to remain in the class. Tell the person to leave, and have them contact the Office of the Registrar in 100 O'Dowd Hall.

Student must be registered/de-registered by 11:59 p.m. on the last day to drop/add a course according to the term.

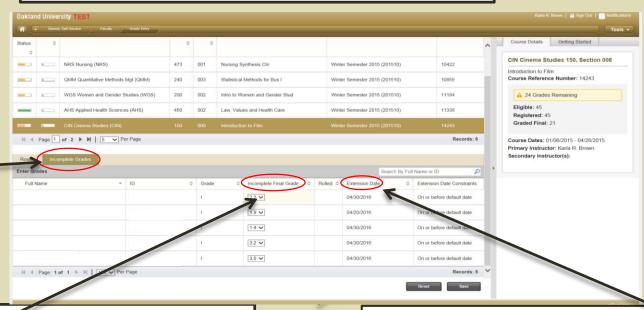
Oakland University Grading

	04						
	3.6-4.0	A					
	3.0-3.5	В					
	2.0-2.9	С					
	1.0-1.9	D					
	0.0	No credit					
	W	Withdraw	Grades I, P, and R				
9	<u> </u>	Incomplete	are temporary				
	P	Progress	grades.				
	S	Satisfactory					
	U	Unsatisfactory					
	SP	Satisfactory Progr	ess				
	NP	No Progress					
	R	Assigned by Registrar when there is no grade from instructor					
	Z Assigned by Registrar for an audited course						

Grades and Incomplete Grades



Faculty grade students as usual. Click "Submit" to save entries.



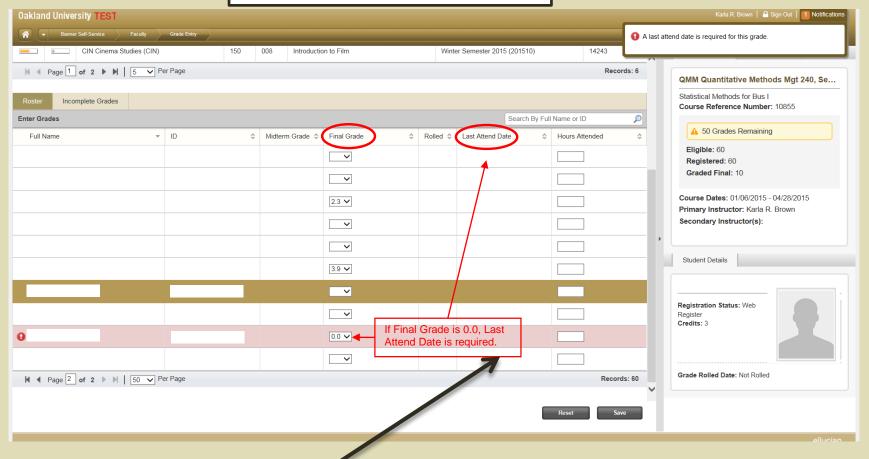
Once an 'l' Grade is entered, an Incomplete Grades button is created next to the Roster.

This display will show **default grade** that the Incomplete will change if the work is not done on time. You may change the grade if necessary.

This also shows the **amount of time the grade can be changed**. The time frame can be adjusted at the professor's discretion.

Last Date of Attendance

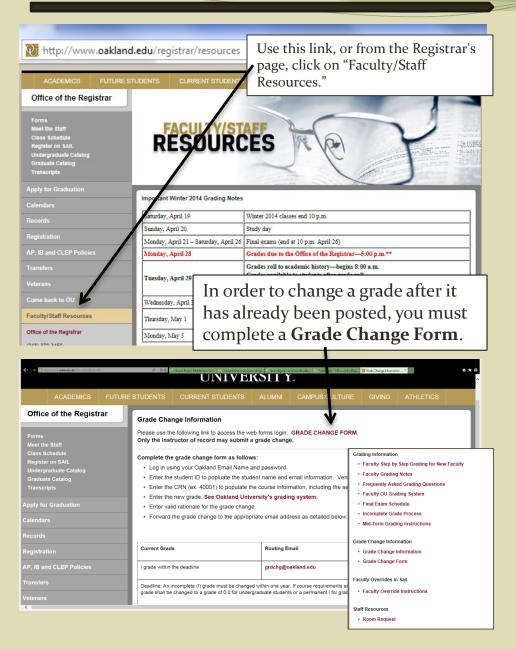
1. As faculty enter grades as usual, they must also provide the last date of attendance is required for each student who gets a U or o.o grade.



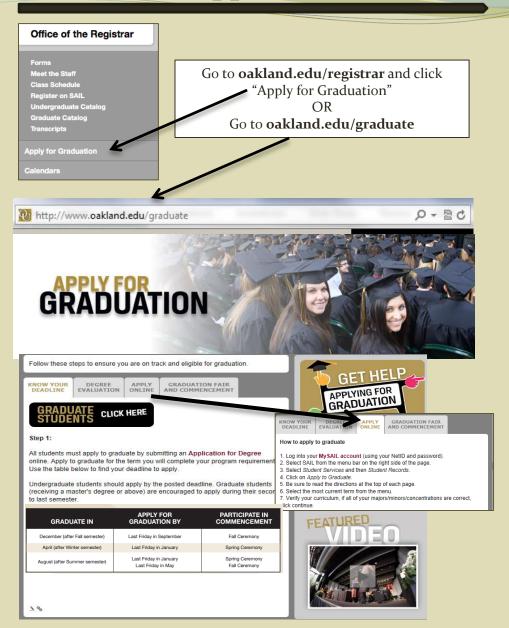
2. Date must be entered in the exact MM/DD/YYYY format for grades to be successfully submitted.

3. If a student never attended the class, enter the first day of the semester into "Last Attend Date." Also enter o in the "Attend Hours" field.

Grade Change



Graduation Application Deadline



CETL

Center for Excellence in Teaching and Learning

Cultivating a Culture of Success for All Students, Faculty, University Community through Pedagogical, Professional and Leadership Development Opportunities

The **MISSION** of CETL is to support, promote and enhance student, faculty and university success in our diverse academic community.

- 1. CETL enhances student success and learning by supporting the overall success of the faculty and the university community through pedagogical, professional and leadership development opportunities.
- 2. CETL enhances student success by providing pedagogical development on exemplary learning and teaching grounded in evidence-based practices
- 3. CETL provides support for faculty success through professional development. CETL provides support to enrich the success of the University as an institution through leadership development.

CETL 2016 Fall Handbook



CETL Fall 2016 Programs and Events





CETL

www.oakland.edu/cetl

200 Suites of Elliot Hall

- Judy Ableser, Director
 <u>ableser@oakland.edu</u>, 248-370-2455
- Suzanne Flattery, Assistant <u>flattery@oakland.edu</u>, 248-370-2466
- Christina Moore, Media Manager
 <u>cmamoore@oakland.edu</u>, 248-270-2499

CETL Website, www.oakland.edu/cetl

Center for Excellence in Teaching and Learning

Contact Us

About CETL

Faculty Development

Workshops

Coffee & Conversation

Consultations

Faculty Resources

Promoting Teaching & Learning

Virtual Faculty Development

Graduate Teaching Assistant Series

New Faculty

Chairs' Corner

Center for Excellence in Teaching and Learning

Elliott Hall, Room 200A 275 Varner Drive Rochester, Michigan 48309-4485 (map) (248) 370-2466

cetl@oakland.edu





Welcome New Faculty!

Welcome to the OU campus and community! CETL hosts New Faculty Orientation for all full-time and part-time faculty. For event dates, registration, and information to get you ready to join the OU community, visit our **New Faculty page.**

OU-Windsor Teaching and Learning Conference: Resources Available

We completed a successful conference on Transformative Teaching and Learning, which took place at OU May 18-19, 2016. Visit the Conference Resources page for links to session recordings and presentation materials. Many are currently available, and more will be added in the coming weeks.

WORKSHOPS

HANDBOOKS & DOCUMENTS

COFFEE & CONVERSATION

CONFERENCES

Register by email to receive CETL Weekly Teaching Tips and weekly announcements

Engineering Professor Receives National Teaching Award

Laila Guessous, Professor of
Mechanical Engineering at OU, received
the 2016 ASEE* North Central Section
Outstanding Teaching Award. She has
been recognized for her dedication and
passion for engineering education.
Congratulations, Dr. Guessous! Read
more about the award.

* American Society for Engineering Education

OU Faculty Wins Elite 40 under 40 Award

Congratulations, Ali Woerner, who won this award for her contribution to dance. We are proud of all she does in Music, Theater, and Dance at OU.

Consultations

Support, guidance, assistance, mentoring and coaching to faculty on a 1:1 basis.

Judy Ableser: 248-370-2455 or ableser@oakland.edu

- Developing your syllabus
- Developing your assignments
- Creating rubrics or marking schemes
- Enhancing active learning and innovations in the classroom
- Classroom observations with feedback
- Program and curriculum development
- Supporting the tenure process
- Time management

Fall 2016 Workshops

THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)

FALL 2016 WORKSHOP and COFFEE & CONVERSATION SCHEDULE

Workshops meet in 200A Elliott Hall at 12:00-1:30 p.m. (Lunch provided)

Coffee & Conversations meet in 200A Elliott Hall at 12:00-1:00 p.m. (Coffee & snacks provided)

Register for workshops at www.oakland.edu/cetl/workshops.

Title		C)ate	Facilitator	
FDI: Designing Learning for All: Uni	versal Design of Learning	Tues.	Sept. 13	Amanda Nichols Hess	
FDI: Mentoring for Emerging Facult	ty	Wed.	Sept. 14	Judy Ableser	
FDI: Course Redesign to Increase St	tudent Success	Thurs.	Sept. 15	Keith Williams	
Learning Outcomes and Construction	ve Alignment	Thurs.	Sept. 22	Judy Ableser	
Coffee & Conversation: Diversity in on Campus	Wed.	Sept. 28	Judy Ableser		
Authentic Assessment and Rubrics	Thurs.	Sept. 29	Judy Ableser		
Active Learning		Thur	s. Oct. 6	Judy Ableser	
Effective Lesson Planning		Thurs	. Oct. 13	Judy Ableser	
Best Practices in Mentoring Underg	graduate Researchers	Thurs	. Oct. 20	Brad Roth	
Revisiting Course Evaluations		Wed. Oct. 26		Judy Ableser	
Coffee & Conversation: Faculty's Perspective on Provost's Evidence of Teaching Initiative: Course Evaluations Revisited			. Oct. 27	Judy Ableser	
Course Evaluations for Formative a Assessment	nd Summative	Wed. Nov. 2		Judy Ableser	
Teaching Award Winners: Anthony Helena Riha	Tuf Francis and	Thurs. Nov. 3		Anthony Tuf Francis & Helena Riba	
Creating a Teaching Portfolio: Evide Teaching Effectiveness		Wed. Nov. 9		Judy Ableser	
Best Practices in Teaching Written Skills to STEM Students	and Oral Communication	Mon. Nov. 14		Laila <u>Guessous</u>	
Experience This! Fundamentals for	Experiential Learning	Wed. Nov. 16		Trayus Burton	
Serving the Need and Developing the Community: One Discipline is Never Enough			Nov. 23	Trayus Burton	
Mirror, Mirror the Art of Reflection Before, During and After Student Experiences			Nov. 30	<u>Travus</u> Burton	
Effective Syllabus Development			s. Dec. 8	Judy Ableser	
Color Code t				fee & Conversation	
Faculty Development Institutes Provost's Teaching Init			ative Teaching Award Winners		
STEM	ng		Nuts and Bolts		

Nuts and Bolts-Teaching 101

NUTS & BOLTS OF TECHING SERIES

Title	Date	Facilitator
Learning Outcomes and Constructive Alignment	Thurs. Sept. 22	Judy Ableser
Authentic Assessment and Rubrics	Thurs. Sept. 29	Judy Ableser
Active Learning	Thurs. Oct. 6	Judy Ableser
Effective Lesson Planning	Thurs. Oct. 13	Judy Ableser
Effective Syllabus Development	Thurs. Dec. 8	Judy Ableser

Virtual Trainingespecially for part-time faculty

- We understand that many of you are not here during the day to attend our workshops because you are working in other places.
- We record all our sessions so they are easily accessible to you!



Virtual Faculty Development

Teaching and Learning Resources Online wherever and whenever you are

CETL now offers online access to its resources for faculty unable to attend its daytime events, and those who would like to extend their teaching and learning communities.

ONLINE MODULES

Browse research, case studies, and reflection activities to refine your classroom strategy.

WEB RESOURCES Tap into our videos, handbooks, teaching handouts and presentation slides.

VIDEO WORKSHOPS Starting in Fall 2013, on-campus workshops will be recorded for your anytime access.

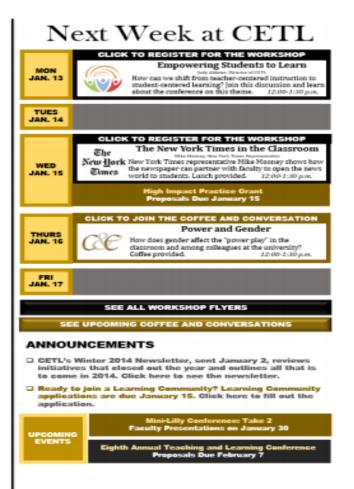
HOW TO FIND US

Go to Virtual Faculty Development at oakland.edu/cetl. For help, contact Media Manager Christina Moore at cmamoore@oakland.edu.

Weekly emailed- CETL Scheduler

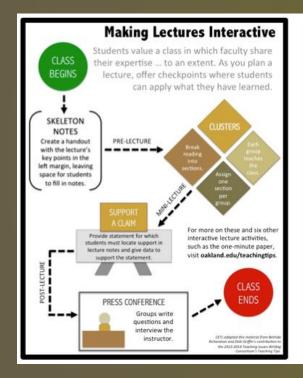
Weekly Announcements

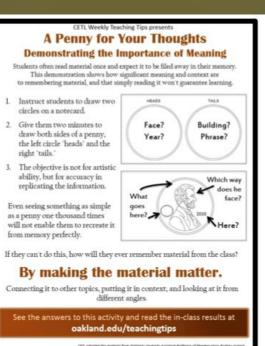
CETL will keep you update on what's happening and available without weighing down your inbox. Every Wednesday, you will receive this weekly breakdown of what is coming in the next week. From here, you can click each workshop and Coffee and Conversation to register for the event. If you have any questions about weekly announcements, email us at flattery@oakland.edu

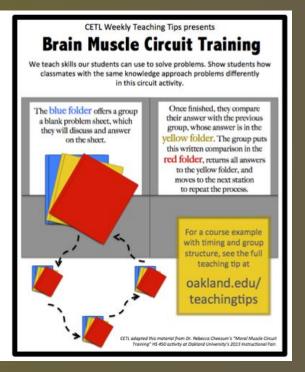


Weekly Teaching Tips

oakland.edu/teachingtips







NEW FACULTY ORIENTATION

Safety and Security

Chief Mark Gordon
Oakland University Police Department

Police Introduction

Oakland University Police Department

22 sworn members of the OUPD

All members are certified by the State of Michigan

Police services available 24/7

PARKING ISSUES

- September April (Academic Year)
 - Parking is free in all legal spaces
 - Arrive early to campus walking some distance will be required
 - Check Bear Bus routes in advance
 - 7:00 AM 6:00 PM Daily

PARKING ISSUES CONT.

• Information tents – first week

 OUPD and Campus Facilities assist with traffic control in September

- Snow Emergency Policy
 - All vehicles must be parked in covered areas of parking structures by 10:00 PM
 - www.oakland.edu/parking

EMERGENCY COMMUNICATION

- Methods for Communication
 - Emergency Text Message
 - https://oupolice.com
 - Primary method of communication to OU campus
 - Campus wide email
 - Campus wide voicemail
 - Outdoor loudspeaker system

Emergency Communication Cont.

- University website
- Campus wide electronic signs
- Social networks (Twitter, Facebook)
- Local television and radio

LOCK DOWN POLICY

What Does it Mean

- Lock down order emergency text message
 - Lock all exterior classroom doors
 - Shut off all technology and lights
 - Turn on all cell phones and make them silent
 - Move away from all windows if possible
 - Become invisible

DESKTOP EMERGENCY GUIDE

- Emergency Guides Bright Red
 - Located in every academic classroom
 - Contents include:
 - Armed Intruder
 - Assault and Rape
 - Auto Accidents
 - Bomb Threats What to do

DESKTOP EMERGENCY GUIDE Cont.

- Evacuation Orders
- Discovery of Explosive Devices
- Suspicious Mail
- Fire/Explosion
- Injury or Illness
- Unconscious Person

DESKTOP EMERGENCY GUIDE Cont.

- Information Technology Compromises
- Severe Weather Warnings
- Campus Power Failure
- Gas Leak

REPORT & SUPPORT

- Report & Support Form
 - www.oakland.edu/behaviorconcern
 - Online form for reporting to Behavior Concerns
 Committee
 - Name of person
 - Contact information for person
 - Brief description of concern

EMERGENCY CONTACT INFORMATION

- Within the Oakland University Community
 - OUPD (248) 370-3331
 - aapolice in your contact manager
 - 911 from any campus phone
 - Text OUPD MRAVE/67283
 - Type OUPD then space before typing your message

SURVIVING AN ACTIVE SHOOTER INCIDENT

- Strategies for surviving an active shooter incident
 - Get Out
 - Hide Out
 - Take Out
- Offered by Center for Excellence in Teaching and Learning (CETL)

QUESTIONS/COMMENTS

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Wrap-Up and Debrief

- What is your take away?
 - New information that you have learned today?
 - Overall take away when anyone asks you about your experience at this orientation?