

## New Faculty Orientation Checklist (NEXUS)

Welcome to Contra Costa College! These activities will help you get oriented to our services, departments, offices and staff. The majority of the activities will be scheduled on specific **Fridays** throughout your first year (usually early afternoon). Other activities, such as the District and Service Area tours are offered at the beginning of Fall and/or Spring semester. Some activities may be available multiple times throughout the year as scheduled by the Professional Development Office or a committee. NOTE: Some activities are mandatory during the first year of employment; others are mandatory within the first two years of hire. Use this sheet to track your hours as you complete them.

**Contract obligaton:** New full-time tenure-track faculty must complete **50 flex hours** during 1st year and 40 hrs in 2nd year.

Activity	Mandatory Year 1	Mandatory Year 2	Date Completed
District Service Area tour (scheduled by D.O.)	8		years. No response from the District. Move to second year
<b>MEETINGS:</b>			
Academic Senate – attend 1 meeting (meets 1st and 3rd Monday of the month)		1.5	year and then faculty visit an Academic Senate Council meeting in the
Curriculum and Instruction Committee (meets 2nd and 4th Monday of the month)		2	
All College Day in August (always mandatory)	5	5	
All College Day in January (always mandatory)	5	2.5??	
College Council, Planning Committee, Professional Development		2	
<b>TRAININGS/WORKSHOPS:</b>			
Academic Integrity: Helping Students Avoid Plagiarism & Cheating		1	
eLumen		2	
District Orientation (scheduled by D.O.)	8		years. No response from the District
Classroom Assessment Techniques		2	Should we offer it during the first year, when faculty need to develop tools to understand student communication in the classroom and to
Classroom Management	2	1	
Orientation to Flex: Professional Development	3		
Learning management System (CANVAS) any DE workshop	3		
Library Resources & Services for Faculty		1	
Student Learning Outcomes: Writing & Measuring SLO's	1	2	
InSite: class rosters & grade entry	1		Sarah Boland reported that no one showed up at the last training.
Teaching to Men of Color sponsored by CORA	8		
Pedagogy Conference		5	
Safe Zone (LGBTQ + Training). Do we have all underserved groups represented in the workshops (API		3	receiving any compensation. No one is doing it now.
UndocuAlly		2	

Reducing the Achievement Gap - Change to an equity in teaching?		2	
Other Activities chosen by faculty member	6	6	
<b>TOTAL:</b>	50	37.5	Totals are wrong, but we need to determine the workshops first to be able to calculate and if necessary, adjust the times.

Revised 04/2020

Notes: Add a College campus and service-area tour?  
 Develop eLumen trainings for 3 groups: New faculty who will be the chair of the department from the first semester / new faculty (non-chairs). Or should it be different trainings for courses, SLOs, and program review? Repeat every two years?

DO

CCC  
CCC

Andrew/Erica Librarian Chair

FIND OUT Who

DO

E. Coatney E. Coatney

M. Ampim/J. Berner Buy video? 1st year 2 hours / 2nd year 1 hour

PD Coordinator

Monica/Marshall Canvas Instructional Designers

Andrew/Erica Librarian Chair

Brandy?? I emailed her SLO Coordinator Talk to Mike about doing this.

S. Boland says no one's Counselor Chair A&R

Online

PD Coordinator position update

Carlos Manuel says it will Take to Academic Senate Talk to Mayra/Kimberly

23232  
Form Revised Aug. 15, 2017 Hosted by DVC - Working with Stephanie to see if she wants to cover it.

V. Cromartie

Per Chanel, Vern focuses only on African-Americans