

San Diego Community College District: Mesa College Course Syllabus

Course Title: New Faculty Institute

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Year: 2017-18

Prerequisites: Selection as a first year tenure-track professor at Mesa College

Flex Credit: 20+ hours; you will be pre-enrolled in all NFI workshops and will only need to verify your attendance upon the completion of each.

Course Description: The mission of the New Faculty Institute is to introduce and welcome first-year tenure track faculty members to the Mesa College community by providing the foundational tools and information necessary to successfully engage as dynamic classroom instructors and campus contributors.

Student Learning Objectives:

Upon successful completion of the course the student will be able to:

1. Locate, identify, and learn how to use campus and district services available to faculty, staff, and students.
2. Develop relationships on campus and within the District that are built through NFI activities and the mentoring program.
3. Embark on the tenure-track with an understanding of the evaluation and promotion processes.
4. Understand the roles of faculty within participatory governance and planning.
5. Be exposed to opportunities that promote continued development and refinement of strategies for effective teaching and learning.

Student Learning Outcomes:

- Apply knowledge from the NFI to engage with different aspects of the campus and institution.
- Apply knowledge of effective pedagogical practices to classroom instruction and develop techniques to evaluate one's growth.
- Contribute and aid in the development and progress of pedagogy and leadership for new faculty members.
- Identify locations for participatory governance and effective teaching and learning.
- Evaluate the diversity, complexity, and contributions of the NFI to the Mesa College culture.
- Reflect on one's own role at Mesa College and explain how different entities on campus are integrated.
- Describe the opportunities for our future involvement in various roles across campus.
- Explain the responsibilities associated with effective tenure-track faculty members.



CLASS ATTENDANCE REQUIREMENTS:

Regular attendance will allow you to meet all of the objectives. In addition, NFI meets both your FLEX requirement and committee obligations. For these reasons, attendance is strongly encouraged. Obviously, if missing a meeting is unavoidable due to an extenuating circumstance, please make sure you get appropriate materials and activity information and let your Dean know of the conflict.

EMAIL/BLACKBOARD:

All NFI correspondence/information will be sent via an NFI email distribution list and distributed via the NFI Blackboard page. This information will include session information, locations, times, as well as homework and NFI class materials. Participation in the NFI includes checking email between class meetings and participating in activities, assignments, and surveys.

TEXT AND SUPPLIES:

All necessary materials (and some that aren't so necessary) will be provided.



COURSE MEETINGS, ASSIGNMENTS, TESTS AND SCHEDULE FOR THE SEMESTER:

Please refer to course Calendar of Events. Information for assignments, due dates, announcements, and revisions will be distributed via email and Blackboard.

Note: Participants with disabilities who require special accommodations are asked to notify the coordinators in the 1st week.

ATTENDANCE/DROP POLICY

1. PARTICIPANTS WHO REMAIN ENROLLED IN FOR THE ENTIRE DURATION WILL RECEIVE NUMEROUS BENEFITS AND PATS ON THE BACK.
2. PARTICIPANT ATTENDANCE DIRECTLY AFFECTS YOUR SUCCESS IN THIS COURSE. POINTS FOR IN-CLASS QUIZZES, IN-CLASS ASSIGNMENTS, IN-CLASS DIALOGUES, AND IN-LAB ASSIGNMENTS WILL NOT BE GIVEN, BUT THEY ARE FUN TO DO AND TALK ABOUT.
3. PLEASE NOTE THAT STUDENTS WITH EXCESSIVE ABSENCE WILL BE MADE FUN OF AND BE GIVEN FUNNY LOOKS WHEN THEY EVENTUALLY DO SHOW UP.
4. THE DROP DEADLINE FOR THIS COURSE EXPIRED THE DAY YOU SIGNED YOUR CONTRACT. WE WANT YOU HERE, SO PLEASE DON'T CONSIDER DROPPING AT THIS POINT.
5. PARTICIPANTS WILL HAVE THE OPPORTUNITY TO MAKE UP AN EXCUSED ABSENCE BY ATTENDING THE SAME WORKSHOP IN A FUTURE COHORT (AND/OR BEING FORCED TO BECOME A MENTOR UPON GRADUATION.)

METHODS OF INSTRUCTION:

Material will be introduced, practiced, and reinforced via lecture, demonstration, creative dialogue/role play, and paired or group exercises.

METHODS OF EVALUATION:

We don't judge. Showing up and participating is sufficient for success in the course.

1. Grading Scale/Criteria

Showing up – 33.3%

Participating – 33.3%

Showering the coordinators with gifts and praise – 33.3%

2. Final Examination – Successful graduation from the NFI**STUDENT CODE OF CONDUCT:**

We are all professionals, so nothing really needs to be said about your conduct here. We just want you present, involved and engaged.

ADDITIONAL COMMENT:

The NFI is for YOU! This is your class so, though we have created a curriculum for you, we are open to suggestions. In addition, during this first year, issues will most definitely come up as you acclimate to your new job. Please feel free to bring any issues (good or challenging) to this group for discussion. Both your faculty mentors and your colleagues in this group are excellent resources.

EXTRA CREDIT :

Please refer to item #3 in Grading Scale/Criteria.

Mesa College: New Faculty Institute**Calendar of Events: 2017-18**

Fall Semester 2017	Topic	Date
	We Are Mesa Day 1	8/14/17
	We Are Mesa Day 2	8/15/17
	Faculty Evaluation Process "How's It Going" Debrief	9/15/17
	The Nuts and Bolts of Understanding your Assignment, Paycheck, Absence Reporting, etc.	10/20/17
	Community College 101 Equity on Campus	11/17/17
	Promising Classroom Practices, Mentor/Mentee Presentations	12/8/17
	Graduation – Cohort 171	

Spring Semester 2018	Topics - Pending	Date
	We Are Mesa Day	1/24/18
	AFT Luncheon or District Tour	2/23/18
	Committee Research	Ongoing via Blackboard
	AFT Lunch or District Tour	3/16/18
	Integrated Planning on Campus – What's our role going forward?	4/20/18
	Promising Classroom Practices (Mentor/Mentee Presentations)	5/18/18
	Campus Involvement/Faculty Leadership Graduation - Cohort 164	