

SAN DIEGO MESA COLLEGE

· New Faculty Institute ·

2017-
2018

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The Leading College of Equity and Excellence

I. Course Description:

The New Faculty Institute is designed to introduce and welcome first year tenure track faculty members to the San Diego Mesa College community. The institute will provide new faculty with the foundation, tools, and resources necessary to successfully engage as dynamic classroom instructors and campus contributors.

II. Prerequisite:

Selection as a first year tenure-track faculty at Mesa College.

III. Flex Credit:

20+ hours of flex credit can be earned. All New Faculty Institute participants will be pre-enrolled in all NFI workshops and will only need to verify attendance upon completion of each activity.

IV. New Faculty Institute Objectives:

Upon successful completion of the New Faculty Institute, faculty will be able to:

- Locate, identify, and learn how to use campus and district services available to faculty, staff, and students.
- Develop relationships on campus and within the San Diego Community College District that are built through the New Faculty Institute activities and the mentoring program.
- Embark on the tenure-track process with an understanding of the various components entailed including faculty appraisal, evaluation instruments, promotion, and guidelines.
- Understand the roles of faculty within participatory governance and planning.
- Gain exposure to opportunities that promote continued development and refinement of strategies for effective teaching and learning.

V. Course Learning Outcomes:

- Apply knowledge from the New Faculty Institute to engage with various aspects of the campus and institution.
- Apply knowledge of effective pedagogical practices to classroom instruction and develop techniques to assess one's growth.
- Contribute and aid in the development and progress of pedagogy and leadership for new faculty members.
- Identify location for participatory governance and effective teaching and learning.
- Evaluate the diversity, complexity, and contributions of the New Faculty Institute 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.



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VI. Attendance:

- Regular attendance will allow participants to successfully meet all the New Faculty Institute's objectives. In addition, the institute meets both your FLEX requirement and committee obligations.
- For these reasons, attendance is strongly encouraged. If missing a meeting is unavoidable due to an extenuating circumstance, please make sure you obtain appropriate materials and activity information and notify your dean of the conflict.

Important Note:

- Participants who actively participate and successfully complete the New Faculty Institute will receive numerous benefits and pats on the back.
- Participant attendance directly affects your success in the institute. Points for in-class quizzes, assignments, and dialogues, including lab assignments will not be given, but participants are sure to have an enjoyable time.
- Students with excessive absences will be made fun of and will receive funny looks when they eventually show up.
- The drop deadline for this course passed the day you signed your contract. We want you here, so please don't consider dropping at this point.
- Participants will have the opportunity to make up an excused absence by attending the same workshop in a future cohort (and/or be forced to serve as a mentor upon graduation).

VII. Correspondence:

- The New Faculty Institute correspondence/information will be sent via an email distribution list and distributed using the New Faculty Institute's Blackboard shell. This information will include session details, locations, times, as well as homework and class materials. Participants in the institute includes checking emails between class meetings and participating in activities, assignments, and surveys.

VIII. Text and Supplies:

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

IX. Academic Integrity:

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

X. Methods of Instruction:

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

XI. Methods of Evaluation:

We don't judge. Just showing up and participating is sufficient for one's success in the course.

1. Grading Scale/Criteria

Showing up - 25%

Participating - 25%

Showering the coordinators with gifts and praise - 25%

Completing the Amazing Race - 25%

2. Final Examination - Successful graduation from the New Faculty Institute

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XII. Additional Comment:

The New Faculty Institute has been developed for you! This is your class. Though we have created a curriculum for you, our goal is to continue to improve the program, so know that we are open to suggestions. In addition, during this first year, issues will most definitely arise as you acclimate to your new position. Please feel free to bring any issues (good or challenging) to this group for discussion. Both your faculty mentors and colleagues in this group are excellent resources.

XIII. Attention:

The New Faculty Institute Coordinators and Planning Group have made efforts to ensure that this program is accessible to all participants. If you encounter a problem accessing any portion of this course, please contact us immediately.

XIV. Change of Syllabus:

From time to time, this syllabus may need to be amended. Participants will be notified of syllabus changes during NFI meetings. It is the participant's responsibility to ensure that they possess the latest version of the syllabus.

TIPS FOR SUCCESS

FROM OUR NFI GRADUATES

"Learn from your students. It can feel as though you have to come into class as the expert who is expected to share profound knowledge with your students. While this does occur, there is as much you can learn from them, both about teaching and even the content material, as they can learn from you. I let my students know the first day of class that I am here to teach but also to learn from them, and I think it helped everyone feel like an essential part of the classroom and that their voice matters."

- Kelsey Graham

"The Learning Opportunities for Transformation Center has a wide array of resources on the website. We want to help faculty with designing their own Professional Learning Workshops using their expertise around equity based practices, teaching strategies, or integrating technology into your classroom. You can use the LOFT for lesson planning, meetings, or if you have questions about professional learning or instruction—Come by and see us!"

- Janue Johnson

"You will be busy the first semester but remember to enjoy your new position as contract faculty and your voice in your department."

- Jesus Gaytan

"Spend some time getting to know key people in your department – the chair, the division secretary – the "go to people" in your area who can help you if your classroom location gets changed or if you need other assistance that is specific to your department. In terms of the faculty evaluation process, some words of wisdom that were shared with me was to keep an envelope or file folder to keep track of anything you do that you will want to include in your faculty evaluation – copy of presentation, participation in trainings, etc."

- Patty Rodriguez

"Take the time to learn about all of the different campus resources and support programs for students and how they are interconnected. For example, if a student has mental health issues, you need to know that you need to be in contact with Student Affairs, DSPS, and Health Services. Another example, would be knowing the student code of conduct and contacting Student Affairs if you have any behavioral issues."

- Sean Ricketts

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Course Breakdown

2017-2018 Calendar of Events

FALL 2017

8/14/17

WE ARE MESA DAY 1

8/15/17

WE ARE MESA DAY 2

9/15/17

**FACULTY EVALUATION PROCESS
"HOW'S IT GOING" DEBRIEF**

10/20/17

**THE NUTS AND BOLTS OF UNDERSTANDING YOUR
ASSIGNMENT, PAYCHECK, ABSENCE REPORTING, ETC...**

11/17/17

**COMMUNITY COLLEGE 101
EQUITY ON CAMPUS**

12/8/17

**PROMISING CLASSROOM PRACTICES
MENTOR/MENTEE PRESENTATIONS
GRADUATION COHORT 171**

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Course Breakdown

2017-2018 Calendar of Events

SPRING 2018

1/23/18

WE ARE MESA DAY 1

1/24/18

WE ARE MESA DAY 2

2/23/18

**AFT LUNCHEON
KICK OFF FOR COMMITTEES**

3/9/18

**IF YOU MISS OUT...
ZOOM MEETING - DETAILS TO FOLLOW**

ongoing
via BB

**COMMITTEE RESEARCH
MUST BE DONE BY 4/20/18**

3/16/18

DISTRICT TOUR

4/20/18

**INTEGRATED PLANNING ON CAMPUS
WHAT'S OUR ROLE MOVING FORWARD?**

5/18/18

**PROMISING CLASSROOM PRACTICES
(MENTOR/MENTEE PRESENTATION)
CAMPUS INVOLVEMENT/FACULTY LEADERSHIP
GRADUATION - COHORT 181**