

# New Faculty Institute Orientation

Aug. 13 2025 \*\* Innovation Center Room 14 \*\* 10 AM - 12:45 PM

---

## *Presenters:*

- *Ryan Bernstein -- Curriculum & Instructional Designer; Center for Instructional Excellence Advisory Board*
- *Mark DeLonge -- Assistant Director, Instructional Technology*
- *Janet Lively -- Director, Center for Instructional Excellence; Communications Instructor*
- *Kristen Salathiel -- Communications and College Success Instructor*
- *Tracy Welch -- CIE and ELI Office Manager*

## 10:00 Welcome and Introductions

- Ice breakers!
- NMC Demographics Quiz
- Lunch sign-up

## 10:30 **Pre-semester prep**

- [Syllabus Best Practices](#)
  - Requirements -- office hours, etc.
  - [College Syllabus](#) + AI policy
  - [SLOs](#), [GEOs](#) & How to Use Them
  - Course calendars and schedules - Use Canvas
  - New grading scale
  - Tone
- Ed Tech Update
  - Canvas Camp and resources
  - Title II & [Accessible Course Design](#)
- Classroom technology
  - X-panel
  - Projectors
  - Phones

Questions so far??

## 11:00 **Break**

## 11:10 **First Day, First Week**

- First assignment/grade suggestions
  - Student introductions with content specific reflection
  - Big questions about content + small activity with content
  - Syllabus quiz
  - Need a graded assignment early (end of second week)
- Failed to Attend Alert
  - Why it matters
  - MySuccess


### 11:20 Navigating NMC

- Faculty Annual Goal Plans
- Provisional portfolio + requirements
- [Faculty Association Collective Bargaining Agreement](#), FC for adjuncts
- CIE programming: [CIE Handbook](#), New Faculty Institute, PD days, Friday Forum, Coffee Club
- NMC nEXt -- Tracy
- PD opportunities + other NMC perks (EES, NeoEd, tuition waiver, Dennon, study abroad)
- Searching NMC website
- Success Coaches
- Getting help: [Center for Teaching and Learning](#), Help Desk -- Mark/Ryan
- Study abroad

### 12:15 Lunch!

---

### Resources

- [Engaging students most effectively on the first day of classes](#) (Inside Higher Ed)
- [How to Teach a Good First Day of Class](#) (Chronicle of Higher Education)
- [A start/stop/continue for Fall semester](#) (Grading for Growth)
-  [How to Turn Your Syllabus Into an FAQ and Why You Should The Chronicle of Hig...](#)