



MiraCosta College

Associate Faculty Orientation

Fall Semester 2019

August 13, 2019

Agenda

- Welcome and Introductions
- Academic Support
- Student Services
- Operational Basics
- Roster Management
- Academic Information Services
- Online & Web-Enhanced Courses
- Breakout by School for Q&As



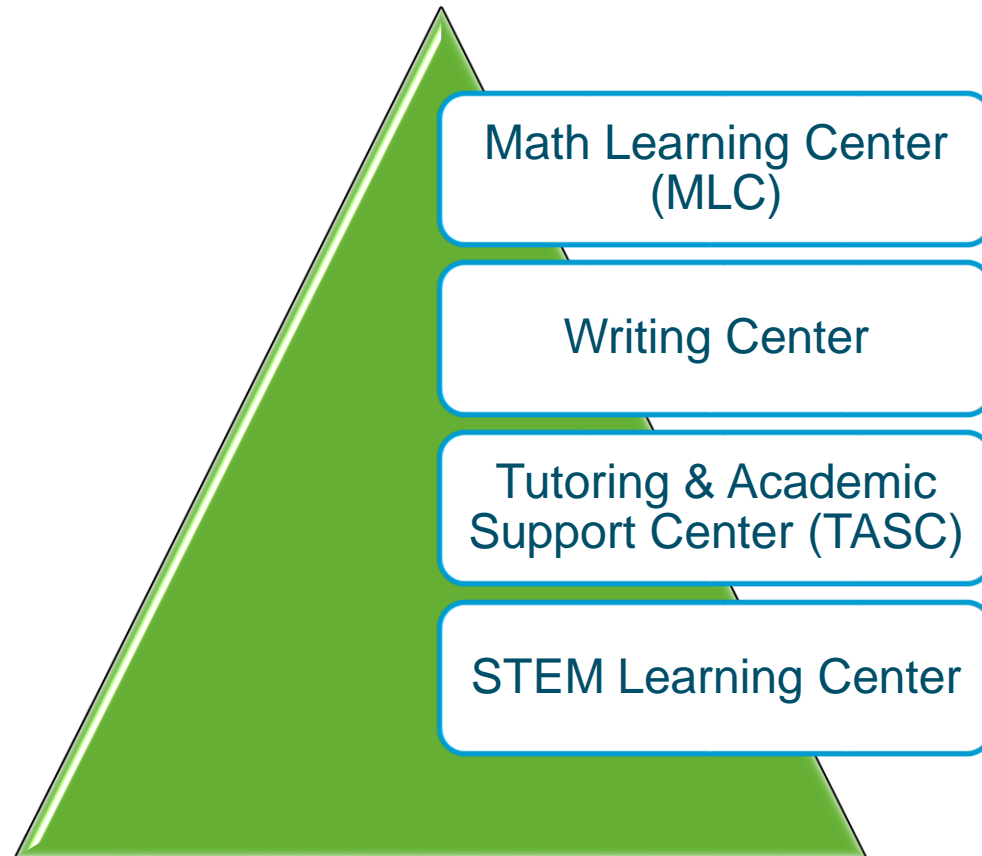
Academic Career Pathways

www.miracosta.edu/acp

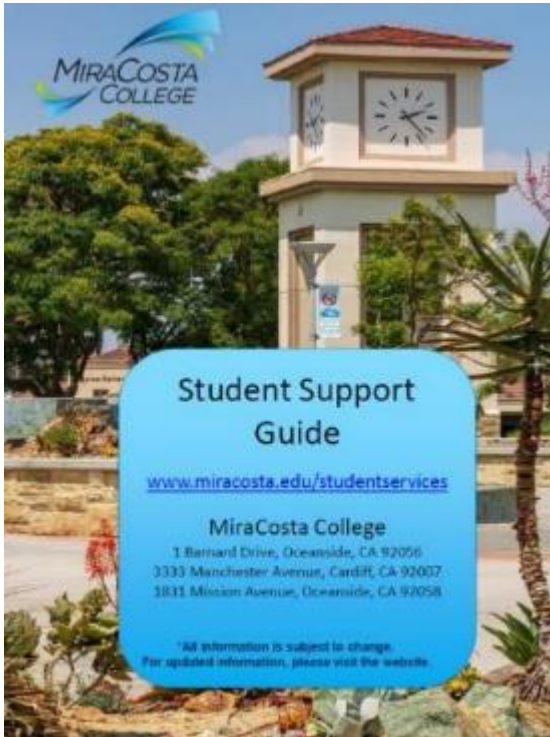
ACP	2019-2020 ACP Leads
 BUSINESS & TECHNOLOGY	Faculty: Arnoldo Williams Dean: Al Taccone Student Services: Liz Draper
 CREATIVE & APPLIED ARTS	Faculty: Arlie Langager Dean: Jonathan Fohrman Student Services: Jane Sparks
 HEALTH SCIENCES	Faculty: Linda McDonald Dean: Sandy Comstock Student Services: Pat Conahan
 LANGUAGES COMMUNICATION & HUMANITIES	Faculty: Isabel Luengo Dean: Dana Smith Student Services: Jodi Mulhall
 MATH & SCIENCES	Faculty: Rica French Dean: Leila Safaralian Student Services: Jim Gonzales
 SOCIAL & BEHAVIORAL SCIENCES	Faculty: Jeff Murico Dean: Kate Alder Student Services: Sinclair Tirona



Academic Support



Student Services



The Student Support Guide provides information on available resources and Student Services Departments.



- Student Services Organizational Structure
- Student Services Departments
- Disabled Students Programs & Services (DSPS)
- Student Conduct
- CARE Referrals



Operational Basics

- Organizational Structure
- Who to Go to for Assistance
- Academic Calendar for Important Dates
- Flex
- Office Hours
- Keys and Key/Fob Distribution
- Absences
- Room Changes - Select “Room Scheduling (25Live)” from A-Z Index on the MiraCosta homepage
- Syllabi:
 - Submit by end of week #1 to syllabi@miracosta.edu with copy to department chair and dean. See next slide for instructions.
- Performance Evaluation
- Vice President, Instruction Welcome Letter



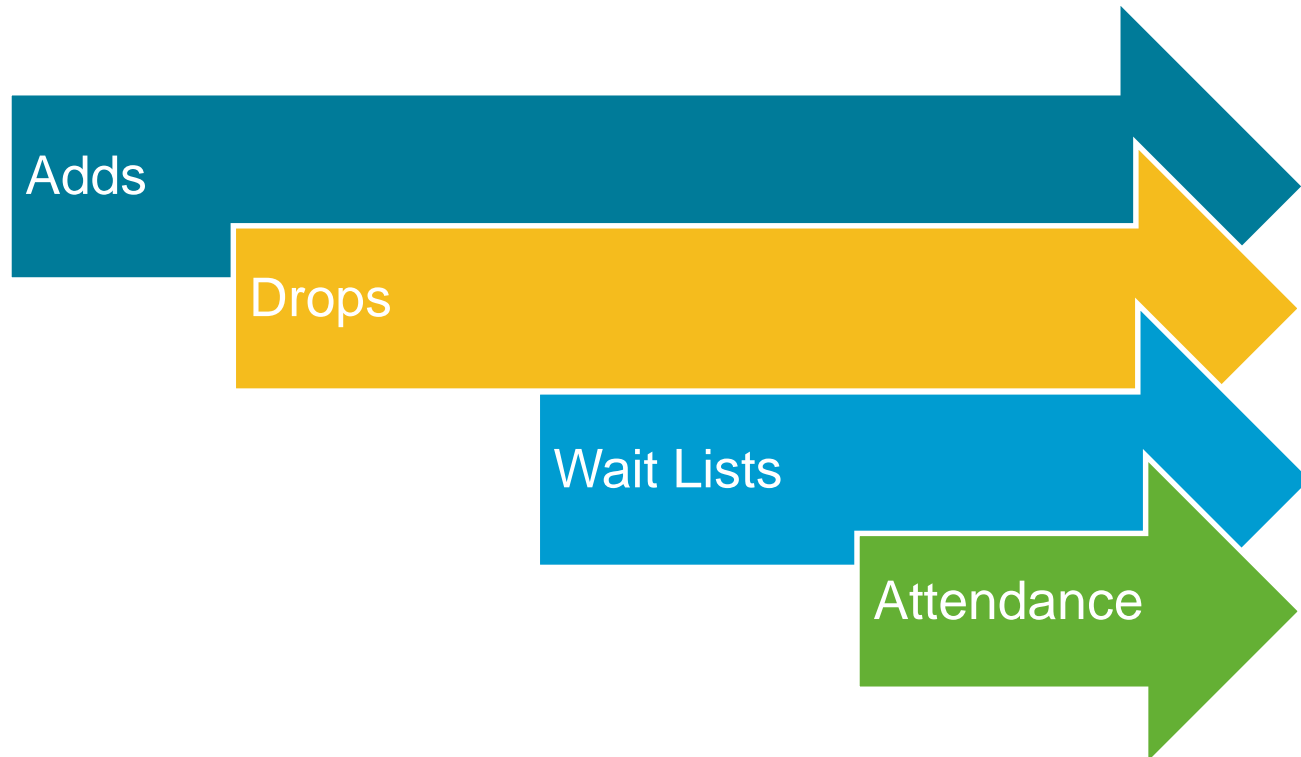
SYLLABUS SUBMISSION

- Submit syllabi for each section assigned by end of week #1 to syllabi@miracosta.edu with copy to department chair and dean (**One e-mail per section assigned**).
- Save each syllabus in Word or PDF using the following naming convention:
Subject Area Catalog Number_Class Section Number_Instructor Last Name

Example: **ACCT201_1275_Taccone**



Roster Management



Academic Information Services

Library & Information Hub

- Library Orientations, Research, Reserves, Open Computer Labs, Writing Center, Math Learning Center & TASC
- Online Tutoring & Library Reference Desk

AIS

- Classroom Technologies, Media Services, Computer Labs
- Employee & Student Helpdesk
- SURF – Student Information (in partnership with Student Services)



Online, Hybrid, & Web-Enhanced Courses

Not Only for “Distance Education”

- C³ Teaching & Learning Center ([Former TIC](#) / OC 1253)
 - Jim Julius, Faculty Director, Online Education
 - Karen Turpin, Online Instructional Technologist
 - Sean Davis, Joyful Teacher in Residence
- Course management system - **Canvas**
- [Cybercosta](#) (Online course schedule)
- More tools: Turnitin, CCC Confer (Collaborate and [Zoom](#)), 3C Media Solutions, Respondus, VMWare, Snagit & Camtasia
- [Program for Online Teaching](#) (POT; archive site)
- [Online resources](#) for faculty AND STUDENTS!
- [Student Orientation to Online Learning](#)
- [AP 4105](#), [MiraCosta Online Class Quality Guidelines](#),
[Guidelines for Departments: Preparation of Online Faculty](#)



Locations for Breakouts by School

