From: sbvcprofessionaldevelopment
To: Stiltner, Carol A; Melancon, Berchman Kent; Halabi, Tarif H; Sanker, Eddie; Jakpor, Riase; King, Melissa R; Burns, Sandra N; Caldwell-Betties, Melita G; Fogle Oliver, Melinda L; Manzo, Berenice; Ramsey, Daniele V; Lopez, Alma G.
Cc: Smith, James E.
Subject: New Faculty - Welcome to San Bernardino Valley College!
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SBVC
Professional and Organizational Development

701 S. Mt. Vernon Ave
San Bernardino, CA
92410

August 27, 2013

Dear New Faculty Member:

Welcome to San Bernardino Valley College!

You have recently been hired as a full-time employee at SBVC. Congratulations on your selection. You are joining an outstanding group of professionals. This memo is to inform you of the new employee orientation opportunities taking place during the coming year.

The orientation will consist of several different activities, and will be of sufficient length to fulfill your FLEX hour requirement (for faculty members) for this year. (An explanation of that last sentence will begin the orientation process!). Since you will have already started classes by our first meeting, you may wish to access the following website http://depts.valleycollege.edu/professional (click on "forms" then "syllabus template") for the template to our syllabus. You may want to use it in order to create student-centered syllabi in preparation for the start of this new semester!

Here is the schedule of the orientation activities:

Friday, Sept. 6 1–3 p.m. Getting Down to Basics LA 202
We will go over your contractual obligations, including FLEX and the workweek, and begin to get to know the SBVC Organization and culture. You will be introduced to the history of strategic planning at SBVC and to the current planning goals that guide decision making. Guests will include administrative and academic leadership.

Friday, Sept. 20 12–3 p.m. Campus Tour Sun Room
We will begin our tour in the most popular lunch spot–The Sun Room–for lunch. Wear your walking shoes as the campus is quite large!! We will tour the campus, you will learn a little of the history of SBVC, as well as discover some of the future plans!

Friday, Oct. 4 1–3 p.m. Campus Communications LA 208
We will work with the campus communications systems this week, including Microsoft Outlook (learn to use it for more than e-mail and a date book!) and the Cisco telephone system.

Friday, Oct. 18 1–3 p.m. Classroom Assessment Techniques LA 208
This presentation will answer the question, "Are they learning what I think I'm teaching?" You will learn several techniques to informally assess student learning using only minutes of classroom time.

Friday, Nov. 1 1–3 p.m. Blackboard LA 208
This Course Management System (CMS) available to all faculty is being used to deliver online instruction or simply to post materials online. You will begin the process of getting class materials loaded onto the Blackboard server, making resources available to students 24/7.

Friday, Nov. 15 1–3 p.m. Student Learning Outcomes/Assessment LA 208
We will explore college-wide and departmental student learning outcomes and discuss assessment strategies.

Friday, Nov. 29 1–3 p.m. College/District Policies & Procedures LA 208
Policies to be discussed include: Disruptive Student Behavior, Grievances, Sexual Harassment, Computer Use and Academic Freedom.

January 30-31 (tentative) Great Teachers' Seminar
The "Great Teacher's Seminar" is the format for this retreat. We will be going off-campus from about 2:00 p.m., Thursday–12:00 Noon, Saturday. This retreat is a great opportunity to focus on great teaching, to celebrate your past great teachers, and your new great teaching colleagues at SBVC. Many past participants have requested to return year after year. All new faculty members and deans should plan on attending. Location to be determined

Spring Semester, 2014
Several more informal sessions will be held to discuss additional issues of teaching and service excellence at SBVC.

If you have any questions, you may contact the new Professional Development Coordinator (coming soon!) and/or Dena M. Peters, Administrative Secretary (909-384-8572).

Sincerely,

Dr. James E. Smith
Dean, Research, Planning and Institutional Effectiveness
909-384-8600

San Bernardino Valley College
provides quality education and services that support a diverse community of learners.

Each new faculty member will also receive a personal letter sent to your home address, as well as a phone call directly from Dr. Smith in the immediate future.

Mark your calendars for these upcoming activities!

Thank you

Dena M. Peters
Dena M. Peters | Administrative Secretary | Research, Planning & Development
San Bernardino Valley College | 701 S. Mt. Vernon Ave., ADSS-200 | San Bernardino, CA 92410
Phone 909-384-8572 | Email: dmurillo@valleycollege.edu

Our Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.