

New Faculty Orientation Agenda

Fall: Wed. Aug. 13, 2025: 5:00–7:25 p.m. FDLTCC Library

Spring: Dec. 17, 2025: 5:00–7:25 p.m. FDLTCC Library

- ✓ Welcome and Introduction of the New Faculty and Deans – Kelly McCalla (15 Minutes)
- ✓ Introduction of Faculty President and Union Representative – Keith Cich or Andy Wold (5 Minutes)
- ✓ Faculty Student Services Support Team – (5 Minutes Each/20 Minutes Total)
 - North Star/North Star – Kelly Bahen/Kate Meisner
 - Log-in/First Week Non-Attendance Reporting/Other Uses
 - Center for Academic Achievement—Tutoring/Make-Up Testing – Handout Sarah Libbon
 - Accessibility Services – Trish Berger
 - General Faculty Support – Kari Anderson/Faith Romanek
 - Faculty Absence Process/Technology Needs/Office Space Questions
- ✓ Human Resources – LeAnn Ulvi or Lori Driscoll (New faculty should have met with them already)
 - Support for Pay/Leave Requests/Benefits/Life Matters/Other Resources
- ✓ Core Values – Nicole Kneeland—Dean of Indigenous Studies (15 Minutes)
- ✓ “Things I wish I knew when I first started teaching” – Faculty Talk – Scott Minor Smith (15 Minutes)
- ✓ Academic Affairs Reminders—Kelly McCalla (20 Minutes)
 - Master Course Outlines/Intellectual Property/Syllabi/Grading Policy
 - Attendance Policies for Teachers/Attendance Policies for Students/Office Hours
 - Assessment Requirements/Program Review/Meetings/ Professional Development (Kelly/Robin)
 - Required Mandatory Syllabus Statements/Final Exams (Handout)
- ✓ FDLTCC Logins and Technology Support—StarID and More—Robin Anderson (25 Minutes)
 - Laptop Support and Classroom Technology (Individual Meetings with Peter Angelos)
 - Multifactor Authentication (MFA)/FDLTCC Email
 - Faculty Login e-Services—Class Lists, Grades
 - D2L Brightspace/D2L Teaching Training Module/Checklists/Syllabus Templates
- ✓ Learning Management System Introduction—Robin Anderson (25 Minutes)
 - Best Practice Tips on What to Do Before the Start of the Semester:
 - Familiarize Yourself with Your D2L Brightspace Course Shell
 - Upload Your Syllabus/Required Syllabus Statements
 - Post a Welcome Announcement
 - Set Up Your Gradebook
 - Upload Handouts and Other Materials into D2L Brightspace
 - Use the Email Tool to Send Your Students a Welcome Email
- ✓ Wrap-Up—Final Questions—Kelly McCalla (5 Minutes)
- ✓ *Optional* Tour/Visit Your Classroom/Open Lab for Brightspace or e-Services Questions

Book an Appointment for One-on-One Assistance:

- Robin Anderson: robin.anderson@fdltcc.edu (D2L/online tools/software)
- Jason Schneeweis: jason.schneeweis@fdltcc.edu (laptops/classroom technology)
- Brad Bohlmann: brad@fdltcc.edu (laptops/classroom technology)