LUOMA Action Learning Project #7 <u>Executive Summary</u> 2007-2008
Minnesota State Colleges and Universities <u>New Faculty Orientation</u>

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<u>Recommendations</u>:

1. The first recommendation is that new faculty for the fall 2007 and spring 2008 in technical, community, and 4 year colleges, should be sent a survey. This action learning team developed a survey (see attachment) that we feel should be sent to all new faculty members to obtain their feedback. If possible, maybe a future LUOMA action team could design this survey, seek approval and ask CTL to assist in administering it.

2. We feel the MnSCU home page needs to have the CTL home page more easily accessible for faculty to find! It currently requires 3 links to access it after an extensive search. Overall, the MnSCU web site is cumbersome.

3. We conducted a people search for Lynda Milne on the MnSCU home page. However, there is not a link directly to the CTL web site under her name. We recommend this link be added to her information.

4. We recommend the Center for Teaching and Learning have a link on the MnSCU home page. Because there is valuable information for new faculty in the E-Handbook for New Faculty, a link on the CTL home page would facilitate easier and quicker access! If it is not possible to make the web page changes, then specific instructions need to be provided to all new faculty members.

5. We recommend that a Web-Ex (or similar technology) teaching venue be utilized to provide a *system wide* orientation for new faculty. From our data collection from various technical, community and 4 year colleges, we recommend the *system wide* orientation should include the following topics:

   A. First year orientation:
      i.   Welcome and introduction
      ii.   MnSCU system overview; history, philosophy, mission
      iii. Human resources information; system policies; discrimination policy; diversity; sexual harassment
      iv.   Course syllabus including free texts for faculty; disabilities statement and resources available
      v.   Classroom management/class scenarios/student conduct

      vi.   Learning styles

      vii.   Learning techniques

      viii.   Online learning

B. Second year orientation:
    i.   Active learning
    ii.   Assessment
    iii.   Professional development
    iv.   How to improve teaching methodology based on supervisor/peer/student classroom evaluations

6. We would like to encourage the continuation of CTL providing a free book to all new faculty members. However, we feel the timeliness of the distribution of the book and other pertinent information from CTL should be improved. For example, some institutions begin classes in late August and the CTL information isn't received until mid October, after the CTL leaders' workshop. If possible, arrangements should be made to deliver the books and information the first part of September.

<u>Cost and resources available</u>

a.   MnSCU web re-design/changes could be completed by the MnSCU web master.

b.   CTL would also need to re-design their home page for easier and quicker access to pertinent information. This also would be done by the MnSCU web master.

c.   The cost of the survey: time constraints prevented detailed research into this area. Perhaps MnSCU already has a contract survey vendor?

d.   The new faculty orientation via WebEx venue: the only cost factor would be to the institution from which faculty are accessing WebEx.

e.   Another cost factor would be the time of a CTL staff person to develop a PowerPoint orientation program for new faculty. This would include the topics listed above. These should be offered at various and multiple times near the beginning of each semester so more faculty may access this orientation.

<u>Conclusion</u>

We feel this orientation would be a good base for each individual college's orientation whether it is a technical, community, or 4 year college. Each college would then add their own pertinent campus information to the new faculty orientation.