College of Charleston 101
- Introductions and Session overview (Karen Hakim-Butt, Interim HEHP Chair and Associate Dean)
- Working With Today’s Student (Justin Pohl, Operations Manager for School of EHHP)
- Navigating the Department - FAQs, Supplies and Important Links (Nancy Phelps - Administrative Assistant Extraordinaire)
- Audience Questions

Break

Overview of the College
- College, School, Department Mission Statements, Vision, and Core Values and Why it Matters! (Karen Smail) http://ehhp.cofc.edu/index.php
- The Honor Code (Tom Carroll) (http://academicaffairs.cofc.edu/documents/honor-code-reporting.pdf)
  - Violations
  - Links
  - Class 3 Resolution Form
  - Student Rights
- FERPA (Karen Smail) http://registrar.cofc.edu/ferpa/index.php
  - Family Educational Rights and Privacy Act
  - Educational Records
  - Directory Information
  - Non-Directory Information
- Class Records (Tom Carroll) ((FAM Section VIII. A. 11-13)
  - Class Roll and Attendance
  - Grading
    - Gradebooks
    - Use of the "Incomplete" (I) letter grade
    - Change of Grades
    - Midterm Grades
    - Final Grades
      - Submitting Grades
        - MyCharleston (Required)
        - OAKS (Optional with Release)
    - Deadlines
- Department Policies (Karen Hakim-Butt) (FAM Section VIII. A. 4,5)
  - Office Hours
  - Faculty Absences
  - Professional Development
  - Keeping Papers
  - Student Evaluations
- Questions

Break
Break-Out Sessions

Lecture Based Classes (Karen Smail, Silcox Room 111)
- Engaging the Individual Learner
- Course Syllabi
  - Common Course Objectives and Standards
  - Grading and Assessment Considerations
- Open Discussion
  - Effective Assessment
  - Course Evaluation Compliance Strategies
  - Instructor Evaluations

PEAC Classes (Tom Carroll, Silcox Room 117)
- Common Objectives and Standards
- **Release of Liability Forms**
- Technology Applications
  - Teacher Kit
  - Coach My Video
  - Using GoogleDrive to Assist with Absences and Make-Up Work
  - PEAC GoogleDrive Folder
- Open Discussion
  - Effective Assessment
  - Course Evaluation Compliance Strategies
  - Instructor Evaluations