

Proposed New Employee Orientation

November 2019

Original Presentation:

September 18, 2019



Monthly meetings on Fridays

- January – Welcome/Launch
- February
- March
- April
- May? – Closing Event

Daily Schedule

830AM – 900AM

Breakfast and Community-Building

900AM – 1100AM

Foundational Material for ALL employees

1100AM – 1200PM (or longer)

Faculty, Classified Professionals, &
Administrator Break-Outs

Who does what?

FACULTY Planning Group*

Academic Senate

Office of the Vice President of Instruction

CLASSIFIED PROFESSIONALS Planning Group*

Classified Senate

Office of the Vice President of Student Services

ADMINISTRATION Planning Group*

Office of the Vice President of Administrative Services

Office of the President

PROFESSIONAL LEARNING COMMITTEE: serves as Steering Committee for New Employee Training; reports to Administrative Planning Council

**Responsible for content*

Resources

- Canvas Professional Learning Committee Shell
- New Employee Handbook
- Other Handbooks and Guides?

The Draft Plan: Spring 2020

- **January 2019 – Welcome and Orientation (President, Professional Learning Leads & Senate Presidents)**
 - BREAKFAST
 - Pre-test
 - California Community College
 - SMCCCD
 - Cañada College
 - Campus tour
 - Technical Support/Toolkit – Employee Handbook
- **February 2019 – People & Services (VPs)**
 - BREAKFAST
 - Org Charts
 - Public Safety
 - CARES/Wellness Center
 - Title IX/Conduct
 - ADA/504 accommodations
 - Employee Assistance Program (EAP)
 - FERPA
- **March 2019 – College Governance (PRIE, Council leaders)**
 - BREAKFAST
 - Strategic Planning, Planning Council orientations, Program Review
 - Senate and CBA intros and overviews
- **April 2019 – Campus Community Awareness (Karen & Mayra)**
 - Feedback from pilot participants
 - Who we are? (data and major initiatives)
 - Strategic Enrollment Management
 - College Re-Design (Guided Pathways, Equity, etc.)
 - LUNCH w/Redwood City (North Fair Oaks, Sienna, Woodside, etc.)
OR lunch on campus with community partners
- **May 2019 – Continued Supports (President, Professional Learning Leads & Senate Presidents)**
 - Connect with a mentor/coach
 - FOOD!
 - Post-test

Next Steps

- **FUNDING**

- Need funding for breakfast/lunch and “welcome to Cañada” swag
- Possible resources: VPs, President, Prof. Learning Committee?

- **Visit Classified and Academic Senates**

- Thurs, November 14, 2019

- **November meeting (College Council)**

- Tentative: Friday, November 22, 2019 @ 2PM

- **December meeting/deadline for specific group content**

- TBA

Next Steps

Any allergic reactions or impressions?

For any questions that you may have
or if you wish to get involved with pre-planning,
please email canvpss@smccd.edu.

