GAVILAN COLLEGE

WELCOME!
Adjunct Faculty Orientation
August 26, 2010

Orientation Process
- Listen to this evening’s presentation
- Refer to the faculty handbook (available online at: https://mail.gavilan.edu/faculty/index.html)
- Get a Gavilan email account – become familiar with MyGav
- Get to know our campus and resource centers
- Communicate with your Dean
- Ask questions and become involved in the life of our college.

Gavilan College
Organizational Chart

Gavilan Expects....
- Ethical behavior
- Performance and content excellence
- Adherence to policies and procedures, particularly at the beginning and end of the semester
- Commitment to Gavilan’s mission, vision and values statements
- Awareness of student learning outcomes at the course, program, and institutional level

Gavilan College
Institutional Outcomes
- Communication
- Cognition
- Information Competency
- Social Interaction
- Aesthetic Responsiveness
- Personal Development and Responsibility

The College of Choice
- At Gavilan, we are all educators. Directly or indirectly, what YOU do each day influences the lives of our students
- What an opportunity to make a difference. We are glad that you are here!

  408-848-4760
  krose@gavilan.edu
Ken Wagman, GCFA President
Gavilan College Faculty Association
(GCFA) Contact: miamill@gavilan.edu/wno/contacts

Student Services Division
presented by Candice Whitney, Director of Admissions and Records

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Admissions and Records
Candice Whitney, Director

- Faculty “To Do” List
- Self Service Banner
- First Census
- Dropping Students
- Grades
- *FERPA—Mum’s the Word

Admissions & Records
Start of Semester and Beyond
Faculty “To Do” List

- Log-in to Self Service Banner
  - Print out roster
  - Print out add codes
- How to Use Add Codes
- First Census
- Last Day to Withdraw
- Final Grading Process

Admissions and Records
First Census

- Who’s In, Who’s out and Why We Care (State Enrollment Reporting 101)
- How and When to Submit

Admissions and Records
Grades, Grades, Grades
and other riveting topics

- How and when to submit grades
- What happens when....
- There’s a form for everything!
  - Request for Incomplete Grade
  - Drop Code
  - Modification of Student Record
- Befuddled? Got questions?
  - Call Esther Castaneda A/R: (408) 648-4751

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Student Health Services
Alice Dufresne-Reyes, Faculty Nurse
- Health Education Information/Events
- Referrals for issues such as Physical Health, Wellness, Mental Health, Family Planning, and Others
- First Aid & Over The Counter Medications
- Confidential Health Counseling
- Crisis Intervention
- TB Skin Testing
- Alcohol, Drug, and Sexual Issues Support
- All Services are available free to adult students enrolled in credit classes

Distance Education
- Distance Ed Coordinator: Sabrina Lawrence
  • slawrence@gavilan.edu 408 848-4885
  • Office: PB11E (portable building)
  • Hours: M-F 8am-4pm
- Website: www.gavilan.edu/disted
- Training needs: www.gavilan.edu/src
- Request a shell
  • http://www.gavilan.edu/disted/moodle_shell_i.php
- Fully online courses must go through Curr. Comm. for approval. Supplement to f2f no approval needed.

Student Discipline
Every student has rights and responsibilities. Due process and proper reporting is imperative! Advocating, protecting and educating are the primary goals of those involved in these processes. Please see pages 242-249 of the catalog for more information.
- Student Code of Conduct
  Contact: Vice President of Student Services
  Threats, Weapons, Controlled Substances, Damage or Stolen Property, Smoking, Behavioral Issues outside of the classroom, etc.
- Classroom Issues
  Contact: Appropriate Dean and Vice President of Instruction
  Academic Honesty, Cheating, Plagiarism, Grading, etc.
- Student Complaint Process
  Contact: Faculty Member or Staff Member involved first, then immediate supervisor
- Emergencies
  Contact: Campus Security and Health Services as appropriate

Division Break Out Sessions
Fran Lozano – meet in Library 116 (Learning Skills Lab)
Dean of Liberal Arts and Sciences
848-4706
flozano@gavilan.edu

Sherrean Carr – meet in Library 116 (Tutoring Center)
Dean of Career Technical Education
848-4757
scarr@gavilan.edu
Self-Service Banner for Faculty

What's Available in SSB:
- Rosters
- Add Code Authorizations
- Information about your students
- Course Information

How to Get There:

1. Go to the Gavilan webpage (www.gavilan.edu) and click on the Self-Service Banner icon on the bottom of the page. There's a second Banner icon on the next page. Click on it.

2. If this is the first time you've used SSB, select the "Get Your Gav ID and Pin" link
   a) Enter your name exactly as it appears on your employee records
   b) Enter your social security number
   c) Enter your date of birth
   d) Click on "Get Gavilan ID and PIN"
   e) Write down your ID and PIN. You'll be asked to change your PIN. First, enter the PIN you wrote down and then change it to any six-digit number. Using your birth date is not a good idea.
   f) Enter a security question and answer. We'll use these to determine if you really are who you say you are when you call and tell us you've forgotten your PIN.

3. Close your browser window and you'll find yourself back at the main menu.

4. Choose "Login to Gavilan Self-Service Banner" and enter your new Gavilan ID number and PIN. Note that all Gavilan ID numbers begin with G, followed by two zeros (00). No, those are not Os.

5. Your login will take you to a screen with tabs across the top. If you choose "Faculty Services", you'll be in the right place to access your rosters and add codes.

6. Select a term (ex., Summer, 2009) and click "submit".

7. Double click on the CRN (Course Registration Number) to select the course you want to access and click "submit" again.

8. Click on "Summary Class List" to view or print your class roster.

9. If your class is full and you plan to use add codes you can find some by going to "Add Authorization Codes". These codes will not be available to you until the day prior to the start of the semester.

10. When you have the time and inclination, check out other options under Faculty Services.

   For help, call Esther at 408 848 4751 or Candice at 408 848 4754.