



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Fairmount College of Liberal Arts and Sciences

Concurrent Enrollment Teacher Orientation Agenda

Additional information:

Concurrent Enrollment Faculty Orientation

Online TBD

Preamble: The purpose of this online orientation program is to assist concurrent enrollment teachers with understanding relevant WSU and department policies, campus resources and administrative paperwork. This orientation will be presented either through myWSU or delivered by email attachment. Faculty will need to verify they have completed the orientation training.

- I. Welcome/Wichita State in brief**
- II. WSU policies applicable to concurrent faculty**
 - a. Entering grades
 - b. Mid-semester grade check and follow up with students at or below C- (in lieu of SEAS)
 - c. FERPA
- III. Department requirements**
 - a. Syllabus
 - b. Course guidelines
 - c. Course description
 - d. Assessment
 - e. Books, other resources
- IV. Effective teaching**
 - a. Ron Matson, 2012 Kansas Professor of the Year
- V. Campus resources**
 - a. Ablah Library
 - b. Faculty Development Workshops
 - c. Office of Diversity and Inclusion public programs
- VI. Administrative paperwork**
 - a. Teacher qualification requirements (only once)
 - b. Resume and transcripts (only once)
 - c. Spoken English Forms (only once)
 - d. Updated academic records
 - e. Instructor of Record Forms
 - f. Instructor Response Forms
 - g. Federal W-9 Forms
 - h. Professional Services Agreements
 - i. Class rosters
 - j. SPTEs (teaching evaluations)
- VII. Conclusion**