To all Deans and Division Assistants:

Thank you for all your work in bringing in new faculty hires each semester! The Faculty Teaching and Learning Coordinator, the Faculty Equity Coordinator, and the Instructional Designer would greatly appreciate it if you can share the following one page handout with all new hires during your onboarding.

(see next page)

# Welcome to Cañada College! We are so excited that you will be teaching with us!

We want to be sure you have some important information handy.

## Essentials for Your First Semester

1. Make sure you can login to [Canvas](#), your [SMCCD email](#) and [WebSMART](#).
2. Review our [Equitable Syllabus Guide](#), which includes information on finding your SLOs and Course Outline of Record in CurricuNet and Student Support Resources.
3. Follow along with our [Countdown to Canvas Course Launch Checklist](#) to get your Canvas shell set up quickly.
4. Once you receive your classroom assignment and keys, stop by your classroom before the first day of class to be sure your keys work and test out the technology and A/V system in the room.

   > If you have any questions or issues with the technology in your classroom, you can put in a [work order with ITS](#).

5**. Attend the New Faculty Orientation on Flex Day** for important information about the college's commitment to equity and anti-racism and to learn about resources for your teaching, support services for students, faculty evaluations procedures and more! [Part-time faculty can be paid!](#)

## Professional Development Opportunities

- **Flex Days happen twice a semester** and offer faculty and staff a variety of trainings and workshops. [Detailed information & Schedule](#)

- **The Faculty Teaching and Learning Lounge** will also hold additional conversations with colleagues and trainings throughout the year. The Lounge's website has a [multitude of resources](#) for you!

- **Professional Development Short-term funds** are available to attend conferences or workshops. See website for the [application process and requirements](#).

- **Training to Teach Online, Hybrid, or Multi-modal:** If you're teaching (or planning to teach) an online, hybrid, or multi-modal course, be sure to fill out our [DE Questionnaire for New Faculty](#) so we can connect you with the Cañada DE Team, and provide appropriate training resources.

## Contact information for folks who want to support you!

- **Faculty Teaching and Learning Coordinators:** Doniella Maher, English Faculty, [maherd@smccd.edu](#) and Ellen Young, Biology Faculty, younge@smccd.edu
- **Faculty Equity Coordinator**: Kiran Malavade, English Faculty, [malavadek@smccd.edu](#)
- **Instructional Designer:** Allison Hughes, [hughesa@smccd.edu](#)
- **Instructional Technologist:** Lindsey Irizarry, [irizarryl@smccd.edu](#)
- **Distance Education Coordinator**: Nada Nekrep, Science Faculty, [nekrepn@smccd.edu](#)
- **AFT contact:** Camille Kaslan, Chemistry Faculty, [kaslan@aft1493.org](#)
- ***Your dean and your department lead are also excellent resources! If you do not already have their contact information, please ask***!