

2021 New Faculty Workshop
Friday, August 6; Location: CITL (Speare 113)

- 9:00 – 9:30 am Welcome, introductions, and getting started as a faculty member at New Mexico Tech
Introductions, paperwork, computer accounts, email, etc.
Michael Jackson, Associate VP for Academic Affairs; Shari Montazeri, Academic Affairs Financial Administrator.
- 9:30 – 10:00 am Canvas LMS: A Brief Overview
Curtis Warren, Canvas Administrator
- 10:00 – 10:30 am Helping students in crisis
Angela Gautier, Director of Counseling Services
- 10:30 – 11:00 am **Break**
- 11:00 – 11:30 am Student and faculty support at NMT: Academic support, mentoring services, and faculty resources
Sarah Obenauf, Public Services & Instruction Librarian; Sophie Bauer, Circulation/OSL Coordinator
- 11:30 am – Noon FERPA training
Legal constraints on student information (how to stay out of trouble).
James Scott, Registrar
- Noon – 1:00 pm **Break**
- 1:00 – 1:30 pm Introduction to sponsored projects
The who, what, where, and why of pursuing and managing external funding.
Gayle Bailey, Director of Sponsored Projects
- 1:35 – 2:30 pm Teaching essentials
Designing a syllabus, setting expectations, course assessment, attendance, dos-and-don'ts.
Steve Simpson, Dean, College of Arts and Sciences and Julie Ford, Department of Mechanical Engineering
- 2:30 – 3:00 pm **Break**
- 3:00 – 4:30 pm What you need to know about Title IX
Faculty responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, resources available for students, faculty, and staff.

Peter Phaiah, Vice President for Student Life, Dean of Students, and Title IX Coordinator

Please note: NMT requires all new employees to receive Title IX training within the first 30 days of their hire/start date.

4:30 – 4:45 pm

Academic Center for Technology (ACT)

Overview of instructional technology and how to get help when you need it.

Jose Gonzalez, Director of ACT