



New Faculty Orientation ■ August 19-20, 2024

Monday, August 19

8:30-9:30 a.m.	<p>Check-in, I-9 completion, IT account set up station, ID photos, and continental breakfast (Pharmacy Building 150) <i>Continental breakfast menu: yogurt and assorted toppings, fruit salad, bagels, hard boiled eggs, coffee, tea, juice, water</i></p>
9:30-9:45 a.m.	<p>Welcome and orientation overview</p> <ul style="list-style-type: none"> Jane Gervasio, Director of the Center for Faculty Excellence and Professor of Pharmacy Practice
9:45-10:15 a.m.	<p>Welcome and remarks from Provost and Executive Vice President</p> <ul style="list-style-type: none"> Brooke Barnett, Provost and Executive Vice President and Professor of Communication
10:15-10:30 a.m.	Break
10:30-11:00 a.m.	<p>Introduction to Division of Diversity, Equity, and Inclusion (DEI) - Inclusion Advocate, Academic Diversity, Equity, and Inclusion Initiatives, Faculty/Staff Affinity Groups, Identity Working Groups</p> <ul style="list-style-type: none"> Khalilah Shabazz, Vice President and Chief Diversity Officer Danny Kibble, Senior Executive Director, DEI Initiatives and Engagement Su-Mei Ooi, Director of Diversity, Equity, and Inclusion for Academic Affairs and Associate Professor of Political Science
11:00-11:30 a.m.	<p>Student Disability Services (SDS)</p> <ul style="list-style-type: none"> Kathleen Camire, Director for Student Disability Services and 504 Coordinator
11:30 a.m.-12:15 p.m.	<p>Preparing for the Unexpected: What You Need to Know About Title IX and Equity Reporting</p> <ul style="list-style-type: none"> Azure Swinford, Director, Institutional Equity & Title IX Coordinator
12:15-1:15 p.m.	<p>Lunch <i>Lunch menu: assorted pre-mixed vegetarian and vegan salads, assorted toppings, chicken and tofu proteins on the side, vegan soup, rolls, cookies, lemonade, iced tea, water</i></p>
1:15-1:45 p.m.	<p>Butler University Police Department and Butler Parking Services</p> <ul style="list-style-type: none"> John Conley, Chief of Public Safety, Butler Police Department Jeremy Moore, Associate Director of Parking and Transportation
1:45-2:15 p.m.	<p>Helping Students Succeed, Part I</p> <ul style="list-style-type: none"> Martha Dziwlik, Dean of Students Keith Magnus, Director of the Counseling Center
2:15-2:30 p.m.	<p>Helping Students Succeed, Part II</p> <ul style="list-style-type: none"> Jen Mann, Director of Academic Services, Men's and Women's Basketball
2:30-2:45 p.m.	<p>Helping Students Succeed, Part III</p> <ul style="list-style-type: none"> Student Success Center Essentials
2:45-3:00 p.m.	<p>Helping Students Succeed, Part IV</p> <ul style="list-style-type: none"> Nii Abrahams, Director, First Year Experience Julie Greger, Retention Specialist
3:00-3:15 p.m.	Break
3:15-3:30 p.m.	<p>Faculty Senate overview</p> <ul style="list-style-type: none"> Stacy O'Reilly, Professor of Chemistry and Biochemistry and Faculty Senate Chair

3:30-3:45 p.m.	Meet the Associate Provost <ul style="list-style-type: none"> Travis Ryan, Associate Provost and Professor of Biological Sciences
3:45-4:00 p.m.	Welcome and Remarks from President <ul style="list-style-type: none"> Jim Danko, Butler University President
4:00-4:10 p.m.	Break and travel to Levinson Family Hall atrium/lobby
4:10-5:30 p.m.	New faculty welcome reception with President Danko, Provost Barnett, and administration (Levinson Family Hall atrium/lobby) <i>Assorted hot and cold hors d'oeuvres, beer, wine, iced tea, and water will be available</i>

Tuesday, August 20

8:00-8:30 a.m.	Check-in and continental breakfast (Pharmacy Building 150) An HR representative will be available for anyone who still needs to complete hiring paperwork. <i>Continental breakfast menu: yogurt and assorted toppings, fruit salad, bagels, hard boiled eggs, coffee, tea, juice, water</i>
8:30-8:45 a.m.	Overview of faculty development resources <ul style="list-style-type: none"> Jane Gervasio, Director of the Center for Faculty Excellence and Professor of Pharmacy Practice
8:45-9:45 a.m.	Tips for Teaching - First Day(s) of Class <ul style="list-style-type: none"> Shelly Furuness, Professor of Education and Senior Faculty Fellow for the Office of the Provost
9:45-10:00 a.m.	Break
10:00-10:45 a.m.	Introduction to Butler Libraries and Library Liaisons <i>* If possible, faculty are asked to bring a laptop with them for this session.</i> Session to start in Pharmacy Building 150 before moving to breakout sessions. <ul style="list-style-type: none"> Irwin Library Josh Petrusa, Dean of Butler Libraries Sally Neal, Head of Instruction Sciences Library Brittany Heer, Health Sciences Librarian and Assistant Professor Jenni Burke, Science Librarian and Assistant Professor
10:45-11:00 a.m.	Break and travel back to Pharmacy Building
11:00 – 11:50 a.m.	Classroom tech overview – Group 1 (Pharmacy Building 103) <ul style="list-style-type: none"> Jeff McGregor, Manager/Engineer for Audiovisual Technologies, Information Technology Megan Grady, Associate Director of Academic Partnerships <p>This session will help you gain the skills and knowledge to effectively leverage classroom technology as a means of enhancing your teaching repertoire and elevating students' learning experiences. In addition to learning the basics of how the technology works, you will gain insight into how current Butler faculty members use classroom technology to solve learning challenges, enhance lectures and activities, and create engaging experiences for their students.</p> Up and running with Canvas – Group 2 (Pharmacy Building 150) <ul style="list-style-type: none"> Nick Wilson, Team Lead, Instructional Systems Administration, Digital Learning Jennifer Stofer, Instructional Technology Specialist, Digital Learning <p>This workshop will equip you with the knowledge and skills to hit the ground running with Canvas during the crucial first weeks of class. Canvas, our learning management system, can enhance your approaches to course facilitation, improve how you organize course content, streamline your communication with students, and broaden your portfolio of engaging teaching and learning activities. This introductory session requires no prior knowledge of Canvas and will leave you feeling confident and prepared to put your best foot forward with students.</p>
11:50-Noon	Break and travel time

<p>Noon-1:00 p.m.</p>	<p>Lunch and social time Pharmacy Building 150 <i>Lunch menu: build your own bowl from the “Butler cantina” with cilantro lime rice, black beans, chicken or tofu, assorted toppings, tortillas, chips and salsa, blondies and brownies, lemonade, iced tea, water</i></p>
<p>1:00-1:50 p.m.</p>	<p>Classroom tech overview – Group 2 (Pharmacy Building 103) Up and running with Canvas – Group 1 (Pharmacy Building 150)</p>
<p>1:50-2:00 p.m.</p>	<p>Break</p>
<p>2:00-3:00 p.m.</p>	<p>Benefits overview (full-time faculty) (Pharmacy Building 150) This session will provide an informational overview regarding health, dental, vision insurance options, the tuition remission program, and retirement plans. Full-time faculty will then need to enroll in benefits via my.butler.edu within their first 30 days of hire. <i>Part-time faculty or full-time faculty who have already enrolled in benefits may leave at 2:00.</i></p>

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