

**VIRGINIA WESTERN COMMUNITY COLLEGE
IN-SERVICE AGENDA
Fall 2022**

Materials will be available in advance on Canvas. Meeting format will vary with most meetings being face-to-face on-campus and other meetings available via zoom or in a hy-flex modality.

All session material, including in-person sign ups, zoom links and registration links will be provided in the Canvas In-Service Site. You must self-enroll using the following link: <https://learn.vccs.edu/enroll/XTENPY> **Note:** you may be asked to login to MyVWCC first. Once Canvas opens, simply click the ENROLL button and you will be added to the course. Once you have enrolled in the course, you will find it in your Dashboard whenever you log in to Canvas.

Tuesday, August 16

- 8:00 – 9:30 **Reconnect Breakfast** Campus Commons
- 9:30 – 11:30 **General Session** Whitman*
(Required for all Full-Time Faculty and Staff/PT Faculty and Staff Welcome)
*Available on Zoom for those with permission from Dr. Sandel.
- 11:30-1:00 **Walk About and Reconnect Time/Lunch on Your Own**
- 1:00 – 5:00 **New Full-Time Faculty Orientation with HR**..... F002 (HR Training Room)
(New Full-Time 9-month Teaching Faculty Required)
- Review of benefits and policy; required forms completion; photo for ID badge and directory; and a question-and-answer session. Facilitated by Denise Schuh.
- 1:00- 2:00 **“The Ins and Outs of SDV 101”** ST114
(Required for Full-Time and Adjunct Faculty Teaching SDV 101)
- The session will cover course content requirements, what is working and what is not working, the new EAB Academic Planning options, and other topics related to teaching SDV. This session is mandatory for faculty and staff members teaching SDV 101. Presented by Mike Abajace, Lacey Carey, and Amy Anguiano.
- 2:00- 3:00 **“Trauma Informed Care”** ST112
(Optional)
- Are You Trauma Informed? It has been estimated that as many as 84% of college students have experienced trauma. That’s a lot! In this presentation, we will explore the factors that go into the scope of trauma. First we will look at the definition of trauma - what is trauma? Then, who is vulnerable? We will talk about why it is important to be trauma informed. Strategies for helpfully working with students will be identified. Facilitated by Sheri Meixner.

Wednesday, August 17

- 9:00 – 11:00 **School Meetings** (Required for all Full-time Faculty/Adjunct Faculty Welcome):
- Business, Information Technology & Trades.....W310
 - Health Professions and NursingHP210
 - Liberal Arts & Social Sciences ST114
 - Science, Technology, Engineering & Math..... ST112
 - Career and Corporate Training.....G210
- 11:00 – 12:00 **Department meetings**
- 12:00 - 1:00 **Walk About and Reconnect Time/Lunch on Your Own**
- 1:00 – 2:30 **Program Heads** HP208 & 210
(Required for Program Heads)
- 2:30 – 2:45 **Refreshment Break** HP208 & 210
Provided by the IE Office.
- 2:45 – 3:45 **Program Heads: Annual IE Assessments** HP208 & 210
(Required for Program Heads)
Presented by the IE Office.
- 4:00 – 5:00 **Program Heads Whose Programs Are Up for Program Review**..... HP208 & 210
(Required for Program Heads whose programs are up for Program Review)
Presented by the IE Office.

Thursday, August 18

- 8:30 – 11:00 **Faculty Meeting**..... Whitman*
(Required for all Full-time Faculty/Adjunct Faculty Welcome)
*Available on Zoom for those with permission from Dr. Sandel.
- 11:00 – 12:00 **Their Experience Matters...Advising Adult Learners On CPL!**
(Required for Full-time Faculty/Adjunct Faculty Welcome) Whitman*
*Available on Zoom for those with permission from Dr. Sandel.
- Good advising may be the single most important characteristic of a successful college experience. Connecting the dots from prior learning experience to college may be key to enrolling and retaining many adult learners. Our faculty and advising staff are key stakeholders in this process. Join us and our partners, CAEL and Achieving the Dream, for this session and learn the who, what, where, when, and why of advising students on credit for prior learning.
- 12:00 – 2:00 **Campus Picnic**.....Commons and Fralin Courtyard
- 1:30 – 2:00 **Retirement Planning using the “Retirement Pathfinder”**F002 (HR Training Room)
(Optional)
- A 15-minute retirement planning case study using our Retirement Pathfinder technology demonstrating how Virginia Retirement System, Social Security, and Cash Match benefits help you to take full advantage of your retirement benefits and make sure you are on track for the retirement you envision. Facilitated by Matt Rose from AIG/VALIC.

- 2:00 – 4:00 **Faculty Senate** (Full-time Faculty Required) Whitman
- 2:00 – 4:00 **Administrative Faculty Senate** (Administrative Faculty Recommended)..... F002/Zoom
- 2:00 – 4:00 **Staff Senate** (Staff Recommended)ST112/Zoom
- 4:00 – 5:30 **New Employee Technology Orientation** (New Adjunct or Full-Time Faculty).....Zoom

This session is designed for new adjunct and full-time faculty. It will introduce new faculty to the technology systems used at Virginia Western such as our network, email system, LMS, and student management system. Participants will learn skills needed to start their classes, such as accessing a class roster. Hosted by Chris Johnson.

- 4:00 – 5:00 **OneDrive/SharePoint/Teams – Helpful Hints and What’s Allowed.** (Optional)Zoom

This session introduces faculty and staff to Office 365 collaboration tools, the benefits of using them, and how they are related. We will show you how to safely use these products to ensure your documents and files are secure, shared appropriately, and shared with who you intended. Presented by Nicole Bell.

- 5:00 – 8:00 **Dual Enrollment and Adjunct Faculty In-Service**

5:00 – 5:30: **Dual Enrollment Faculty: General Session** Whitman /Zoom

5:30 – 6:00: **Dinner for Dual Enrollment & Adjunct Faculty**Commons

6:00 – 7:00: **Dept/School Meetings for Dual Enrollment & Adjunct Faculty**.....TBA

7:00 – 8:00: **Adjunct Faculty: General Session** Whitman /Zoom
(Required for Adjunct Faculty)

Friday, August 19

- 8:00 – 5:00 **Faculty Prepare for Classes**

- 9:00 – 10:00: **Supervisor Training on Fit for Duty Policy** F002
(Required for Supervisors)
Facilitated by Jennifer Pittman

Monday, August 22 **First Day of Classes**