



New Faculty Pre-Semester Orientation

FLEX# 30190 | Thursday, August 14, 2025 | 9:00 AM to 4:00 PM | [Zoom](#)

FOCUS

This full day orientation is designed for new full-time and part-time faculty at City. The various activities will provide timely support prior to the start of the semester. Faculty will learn the foundational tools for setting up their courses on Canvas, creating an inclusive syllabus, and other important dates, deadlines, and student support services for faculty during the semester.

Facilitator: Professional Learning (Marco Anzures)

Presenters: District Online Learning Pathways/Chris Rogers, Anna Rogers (English), Marco Anzures

Guests: Matilda Chavez (VP Instruction)

TARGET ATTENDEES

This session is intended for all new part-time and full-time faculty members who are going into their first or second semester in their current role. However, all faculty may attend.

AGENDA

TIME	ACTIVITY	PRESENTER	
9:00 – 10:00 AM	Faculty Foundations: Getting Started at City	Marco Anzures, Anna Rogers	60 mins
10:00 – 12:00 PM	Teaching Online with Canvas: Part 1	Online Learning Pathways, Chris Rogers	2 hours
12:00 – 1:00 PM	Lunch Break		60 mins
1:00 – 2:00 PM	Teaching Online with Canvas: Part 2	Online Learning Pathways, Chris Rogers	60 mins
2:00 – 3:00 PM	The Promising Syllabus: Engaging Students from Day One	Marco Anzures, Anna Rogers	60 mins
3:00 – 4:00 PM	Faculty Foundations: From Orientation to Action	Marco Anzures, Anna Rogers	60 mins



Activity Descriptions

Faculty Foundations: Getting Started at City **9:00 – 10:00 AM** **Zoom**

PRESENTER(S): MARCO ANZURES, ANNA ROGERS

GUEST: MATILDA CHAVEZ, VICE PRESIDENT INSTRUCTION

In this hour, you'll have the opportunity to get to know who's in the Zoom room, hear a welcome from our Vice President of Instruction, Matilda Chavez, and receive just-in-time guidance from current faculty and the AFT Part-Time Faculty Representative. You'll also be introduced to key topics such as important dates and deadlines, getting keys, parking, computer access, and professional learning—all drawn from an orientation packet thoughtfully created by faculty, for faculty.

Teaching Online with Canvas: Part 1 **10:00 AM – 12:00 PM** **Zoom**

PRESENTER: CHRIS ROGERS, ONLINE LEARNING PATHWAYS

Note: This workshop includes two sessions morning and afternoon sessions—please plan to attend both parts. We'll begin with **Part 1** of Online Learning Pathways' *Online Faculty Certification Program* to help you get started in Canvas. In this session, we'll walk you through the basics of the platform, including how to navigate Canvas, manage your course content, and interact with students. Whether you're brand new to Canvas or just need a refresher, this training will give you the essential skills to support your teaching success.

Lunch **12:00 – 1:00 PM** **Offline**

Teaching Online with Canvas Part 2 **1:00 – 2:00 PM** **Zoom**

PRESENTER: CHRIS ROGERS, ONLINE LEARNING PATHWAYS

In **Part 2** of Online Learning Pathways' *Online Faculty Certification Program*, we'll build on the basics covered in the morning session. This hands-on training will focus on applying what you've learned by exploring key tools in Canvas, such as setting up assignments, using the gradebook, and communicating with students. By the end of this session, you'll be better equipped to design, manage, and deliver an effective online course.



The Promising Syllabus:

1:00 – 2:00 PM

Zoom

Engaging Students on Day 1

PRESENTER(S): ANNA ROGERS, MARCO ANZURES

In this session, participants will be introduced to the student-centered concept of a “promising” syllabus and how they can use the inclusive framework to clarify course concepts, outcomes, and objectives for students while creating excitement and motivation for the semester ahead. Participants will be able to identify and modify sections of their syllabus to align as a promising syllabus.

Faculty Foundations from

2:00 – 3:00 PM

Zoom

Orientation to Action

PRESENTER(S): ANNA ROGERS, MARCO ANZURES

In our final hour, we’ll share additional resources to support your success, including an overview of student support services, email access, and Microsoft 365. You’ll also hear about professional learning opportunities, how to record your flex hour obligation, and the professional learning fund for faculty. We’ll wrap up with some final remarks and reflections. Thank you for being part of today’s orientation—we’re glad you’re here!