

**Southeast Tech**  
New Faculty and Lab Specialist Training Program  
**EXECUTIVE SUMMARY**

**Purpose:**

To provide the School Board an update of the New Faculty and Lab Specialist Training Program, a review of the requirements for faculty to obtain their post-secondary credential and an overview of the Southeast Tech Mentor Program.

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The majority of new faculty and lab specialists do not have a background or degree in education. They bring extensive industry knowledge and skills specific to their industry or trade to their position.

Southeast Tech has developed a comprehensive training program for new faculty and lab specialists. This training provides a pathway to provide new faculty and lab specialists with a foundation of teaching skills, training on the use and integration of technology in instruction, assistance in meeting the requirements to obtain their post-secondary teaching credential and ongoing support through a mentoring program.

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**Administrative Recommendation to School Board:**

Acknowledge the new Faculty and Lab Specialist Training Program update.

# **Southeast Tech New Faculty and Lab Specialist Training Program**

## **History:**

### **Training for New Faculty:**

- Prior to 2010 new faculty received one day of training prior to Instruction.
- The majority of new faculty and lab specialists do not have an Education Degree or prior teaching experience.
  - They brought extensive industry or trade specific skills to their position.
- Academic Leadership Team identified a need to provide additional training for new faculty and lab specialists.
- A proposal to provide 5 additional days of training for new hires was presented to the Administrative Team and was approved by President Holcomb.
- The move from an 18 week to 16 week calendar created an opportunity to provide this training at no additional cost to the institution.
  - New faculty are assigned 5 non-student contract days to attend training.

# Southeast Tech New Faculty and Lab Specialist Training Program

## Post-Secondary Credential:

- South Dakota Department of Education requires new Technical Institute instructors to obtain their post-secondary teaching credential.
- Three ways that instructors can meet requirements:
  - 1) Graduation from an approved teacher education program.
  - 2) A baccalaureate degree from an accredited four year institution in the area of instruction.
  - 3) Less than a baccalaureate degree with 6,000 hours of verified work experience in a related field of instruction.
- Requirements:
  - Instructors must complete 4 credits in methodology at an approved institution. Courses may be taken at the undergraduate or graduate level.
- Participation in a year-long approved Mentoring Program.
- Background check.
- Verification of employment in field (6,000 hours).

\* South Dakota State University offered two courses (2 credits each) which met the requirements for the Post-Secondary Credential. In 2012 they announced they would no longer offer these courses.

# Southeast Tech New Faculty and Lab Specialist Training Program

## Program Development:

- In response to SDSU no longer offering their two classes our Academic Leadership Team decided to develop two classes that would meet the requirements to obtain a post-secondary credential but could also be customized to meet the specific needs of our faculty and lab specialists. Training includes an emphasis on teaching methodology and the technological resources that we utilize.
- Partnered with Augustana College to offer both courses for undergraduate or graduate credit.
- Researched textbooks and outlined objectives for each class.
- Textbook:           Effective Teaching: A Guide for Community College Instructors  
                          Deborah A. Stewart

## 4 Roles of the Classroom Teacher

- Pedagogical Role:                   Study of how we teach.
- Technological Role:                 How we integrate technology into instruction as a means of gathering information, communicating and assessing learning.
- Managerial Role:                    How to manage and balance the additional duties that come with being a post-secondary instructor.
- Social Role:                         Building a sense of community and relationship with learners.

# **Southeast Tech New Faculty and Lab Specialist Training Program**

FAC 100 (STI) 2 credits

EDUC 359/559 (Augustana credit) 2 credits

Integration of Technology

In Post-Secondary Instruction

## **Catalog Description:**

This course is designed for new instructors and lab specialists in post-secondary technical education. The four roles of an instructor will be explored: 1) Pedagogical, 2) Social, 3) Technological and 4) Managerial. While exploring the functions and roles of the instructor in teaching and learning, new post-secondary technical instructors will develop a vision of how they will facilitate and manage classrooms, curriculum and programs.

# **Southeast Tech New Faculty and Lab Specialist Training Program**

FAC 102 (STI) 2 credits

EDUC 359/559 (Augustana credit) 2 credits

Teaching and Learning

In Post-Secondary Instruction

## **Catalog Description:**

This hybrid course is designed for new instructors in post-secondary technical education who wish to become effective classroom teachers by enhancing their teaching methods and curriculum, and improving their classroom management. The four major areas of exploration for the instructor include: 1) Teaching, 2) Learning, 3) Curriculum Development and 4) Assessment. New instructors will discuss these areas and develop the ability to design, deliver and evaluate curriculum, student learning and success in their classrooms.

## **Course Instructors:**

Dr. Craig Peters: Director of Academic Support  
Lon Hird: Director of Academic Support  
Jackie Pommer: TOSA  
David Kampmann: Instructional Facilitator  
Jim Jacobsen: Vice President of Academic Affairs

## **Course Delivery:**

Courses are taught using the actual tools that faculty and lab specialists will use in their classrooms and labs.

# Southeast Tech New Faculty and Lab Specialist Training Program

## Ongoing Support

### Mentor Program:

- Each new faculty member and lab specialist are assigned a “veteran mentor” for their first two years on campus.
  - All veteran mentors are provided two days of Mentor Training.
- Peer mentors focus on providing day to day instructional support and supporting the managerial role of their position.
- Peer mentors provide a non-administrative support system.
- Peer mentors are often selected from different academic divisions to provide a different perspective.
  - Many faculty and lab specialists have ad hoc division mentors to provide program level support.
  - Example: Early Childhood instructor provides a formal peer mentoring relationship with a new Accounting instructor and also has an ad hoc mentor relationship with the new Early Childhood instructor.

# Southeast Tech New Faculty and Lab Specialist Training Program

## Ongoing Support

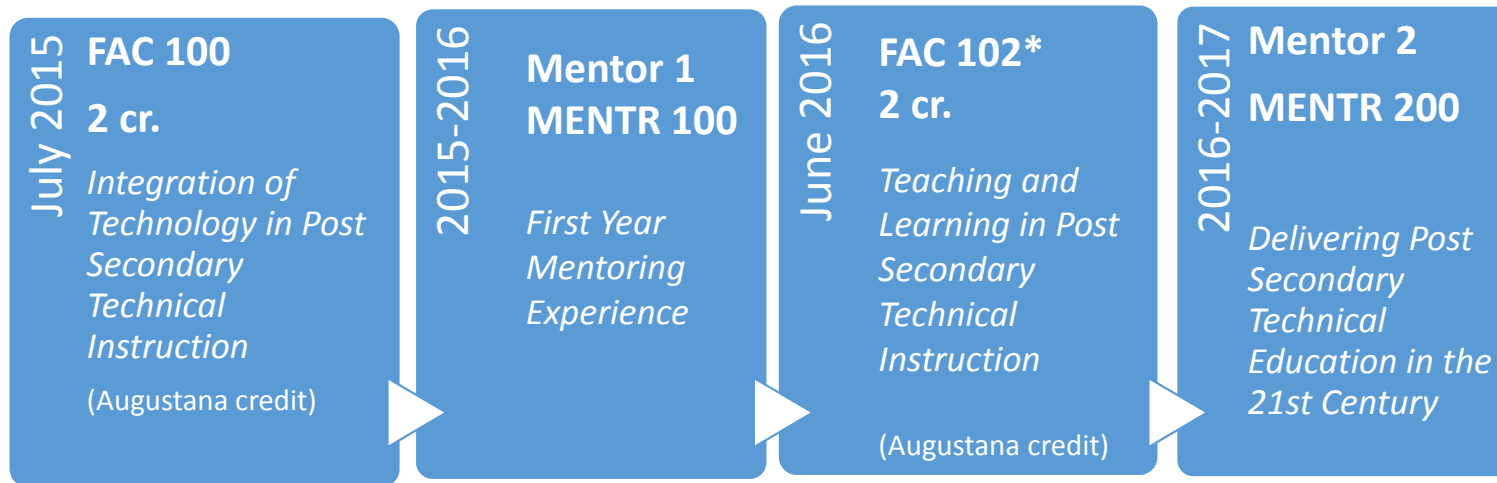
### Mentor Program:

New faculty and lab specialists participate in a two-year mentoring program (please note that the South Dakota Department of Education) requires one year for the post-secondary credential).

- 1<sup>st</sup> Year Mentoring Program: Meets once or twice per month depending upon the material being presented.  
Topics are geared to helping faculty and lab specialists prepare for upcoming duties or projects.  
Focus is on providing practical, hands on training.  
Training is delivered in a face to face traditional instruction model.
- 2<sup>nd</sup> Year Mentoring Program: Continuation of relevant topics to support instruction and additional duties.  
Hybrid and online instruction is utilized.  
Forums and online chats are utilized.



**Cycle for 2015-2016 Fall Start Faculty**  
**Note: Spring Start Faculty Will Have a Tech Orientation and Peer Mentor in their First Spring Semester, prior to FAC 100 in the Summer that Follows**



Peer Mentor Assigned Throughout the 2 Year Cycle – Supplemental Assistance