

GSUSA

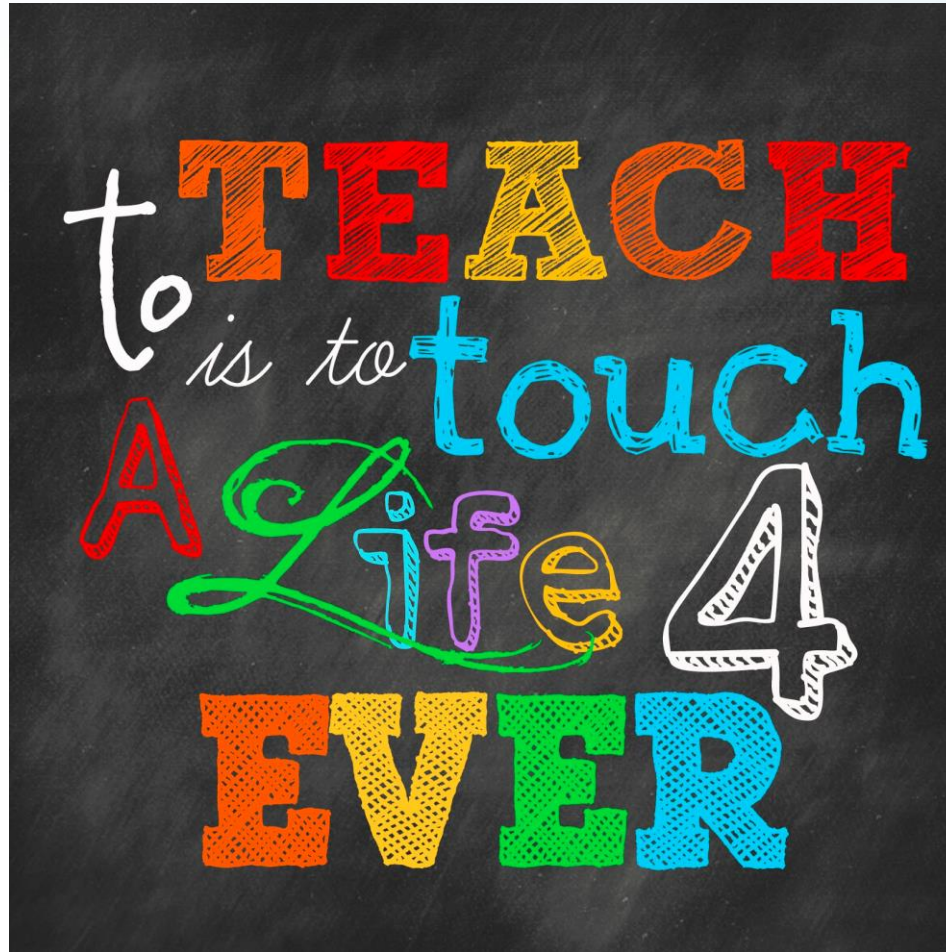
FACULTY ORIENTATION

October 3, 2019

AGENDA

- Welcome & Introductions
- About Graduate School USA
- Office of Human Capital Management (OHCM)
- Faculty Liaison
- Office of Training Management
- Curriculum Products and Services Team
- Instructor Responsibilities and Expectations
- Office Tour

Welcome



About Graduate School USA

- Established by the Secretary of Agriculture (1921) to offer professional development courses for the Department of Agriculture, most of whom had graduate degrees—hence the term “Graduate School.”
- In 2009, the Graduate School USA became an independent, nonprofit educational institution based in Washington.

Mission

Graduate School USA is the trusted partner for enhancing workforce performance, advancing careers and enabling organizations to achieve mission.

Milestones

- 1920s
- 1930s
- 1940s
- 1950s
- 1990s
- 2000s

What We Offer

- Public Sector Oriented Training and Professional Development
- Center for Leadership and Management
- Government Audit Training Institute
- Federal Human Resources Center of Excellence
- Federal Financial Management and Acquisition

HOW WE DO IT



Open Enrollment



Certificate Programs



Onsite and Customized
Programs



Distance Learning
Modalities

Success Factors

- Mission, Values, Brand Alignment
- Complementary Capabilities
- Mutual Benefits
- Relationships with Customers
- Share Risk Tolerance
- Share Experience and Market Intelligence
- Agility and Responsiveness
- Commitment to Service Excellence

Where We Are Going

- Focus on Core Mission
- Strategic Growth
- Opportunistic
- Accrediting Council for Continuing Education and Training (ACCET)



Vision Statement:

Graduate School USA (GSUSA) will be recognized as the worldwide leader in professional development, empowering adult learners with the tools they need to achieve their goals. Our innovative approaches and expertise will inspire individuals and organizations to reach unprecedented levels of success through programs designed to provoke thinking that produces new ways to enhance their skill sets and to solve complex issues. GSUSA's tailored solutions will transcend physical borders, providing anytime, anywhere learning access.

GSUSA Support

- Office of Human Capital Management (OHCM)
- Faculty Liaison
- Office of Training Management
- Curriculum Directors
 - Program Managers



Office of Human Capital Management

What We Do:

- **Employee Benefits**
 - Your Pay
 - 401 (K)
 - Employee Contribution
 - Vesting
 - Workers' Compensation
- **Faculty On-Boarding**
 - Form Assistance
 - I-9 Notary
- **Policy and Procedures**

GSUSA Policy Highlights

- Equal Employment Opportunity
- Employment at Will
- Harassment, Discrimination or Retaliation
- Violence and Threatening Behavior
- Absenteeism and Tardiness
- Workplace Values

Faculty Liaison

- Point of Contact for Faculty
- Coordinate with OHCM for New Hires
- Maintain Instructor Guidelines
- Increase Faculty Engagement

Faculty: How We Do It

- ❑ Standard of Excellence
 - ❑ World-Class Customer Service to our Students
- ❑ Teamwork/Collaboration
- ❑ Best Practices
- ❑ Creativity



What We Expect Of You

- Follow Code of Conduct
 - Workplace Behavior
 - Alcohol and Drug Policy
 - Conflict of Interest
 - Confidentiality of Information
 - Instructor Data and Communication

Conflict of Interest

- GSUSA employees may not have an interest (financial or otherwise, direct or indirect) or engage in a business or transaction or professional activity or incur an obligation that is in conflict with the proper discharge of the employee's official duties at GSUSA.

Confidential Information

- GSUSA employees may not disclose confidential information gained during official duties or otherwise use confidential information for personal gain or benefit.

Office of Training Management

- What We Do:
 - Classroom Assistance
 - Program Assistants
 - Program Specialists
 - Course Materials
 - Class Notifications



Curriculum Products & Services Leadership Team

- Beth Stoops,
 - VP Curriculum Products and Services
- Rod Hill,
 - Director, CAPS/EMS
- Tina Taylor,
 - Director, Management Sciences
- W. D. Wilkerson,
 - Faculty Liaison
- Veralee Mundine,
 - Director, Operations Services & Delivery
- Cynthia Hawkins,
 - Director, CLM
- Michael Binder,
 - Director, GATI
- John Green,
 - Director, Human Resources
- David Bilker,
 - Director, Financial Management (not pictured)



Classroom Management:

- ✓ Provide meaningful feedback to students to improve their work
- ✓ Cultivate an environment of mutual respect
- ✓ Are invested in their student outcomes.
- ✓ Play a role in student retention.
- ✓ Own the student experience.
- ✓ Challenge themselves and their students.
- ✓ Sees students as customers.

Instructor's Responsibilities

Before Class

- Review Higher Reach (HiRe) for class confirmation
- Confirm receipt of email from Training Management with course reporting information
- Verify location of the class and whom to contact if problems arise
- Make travel arrangements according to approved procedures, (if applicable)
- Verify that you possess the most current version of the course materials, including the GS PowerPoint presentation
- Confirm AV needs with Training Management point of contact

First Day of Class

- Arrive at least 30 minutes before start of class
- Locate the assigned classroom
- Ensure all necessary course materials and equipment are assessable and functioning in the classroom
- Distribute course materials for the class, if applicable
- Greet participants as they arrive
- Identify participants with special needs and discuss ways to maximize their learning experience, if applicable
- Direct participants to complete the Student Information Form
- Circulate the class roster each day for participants to verify their attendance with initials
- Review emergency evacuation instructions with the class

During Class

- Follow standard security measures for the location
- Manage classroom engagement, activities and interactions
- Avoid controversial topics
- Ensure that all participants in class receive the required hours of instruction;
- Contact curriculum organization if more course material is needed to meet required hours of instruction; ***Avoid early dismissal***
- Promote Graduate School USA's programs and services

Last Day of class

- **Encourage participants to complete electronic course evaluations**
- Return course roster, Videos/DVDs, AV equipment, and any unused course documentation

Teaching Assignments

Open Enrollment (OE)

- Assigned by CD/PM
- Location – DMV area
 - Graduate School
 - Other Locations
- Individual Registration
 - Walk-Ins and Substitutions

On-Site (OS) - Contracts

- Assigned by CD/PM with coordination from Business Development
- Location – Nationwide
- Federal Agencies
- Travel Reimbursement

Teaching Assignments

- Confirmation within two weeks of Class
 - Notified via email
- Access School's Registration System
 - Higher Reach
 - <https://register.graduateschool.edu/modules/instructor>
 - Higher Reach System Administrator,
 - HiRSystemAdmin@graduateschool.edu.

Surveys

- Student Course Evaluations
 - Feedback



- Faculty Evaluation/Observations

Faculty Resources

- Faculty Portal
 - <https://www.graduateschool.edu/content/faculty-source> (10/15/19)
- Synch Human Resources (HR)
- Higher Reach (HiRe)
- GSUSA Email Address
- GSUSA Website (<https://www.graduateschool.edu>)
- IT Support
- Virtual Training
 - D2L
 - Adobe Connect

Getting Started

- ✓ New Faculty Orientation
- Meet with Curriculum Directors/Program Managers
 - Teaching Assignments
 - Course Codes
 - Scheduling
- Higher Reach (HiRe) Training
 - Date TBD

Next Steps:

- Complete All HR On-boarding Requirements
- Review Faculty Handbook
 - Sign Instructor Receipt and Acceptance
- System Access
 - Synch HR, Higher Reach (HiRe)
 - GSUSA Email
- Classroom Tours (2nd Floor & Basement)



*Thank
you*