



# NEW EMPLOYEE Experience

## PURPOSE AND OVERVIEW

The New Employee Experience (NEE) will orient and equip new employees with the tools, resources, and knowledge necessary to be successful employees at Midland College.

This program is designed to help new employees create important relationships with their colleagues across the college and create a purposeful sense of belonging for new employees.

The NEE is a program for all new employees at Midland College. New employees are expected to participate in this program.

## BENEFITS OF PARTICIPATING:

1. Employees will learn **general institutional knowledge** including:
  - general organizational, reporting structure, and strategic direction of Midland College;
  - academic, workforce, and continuing education programs at Midland College;
  - basic information technology and online platforms supported by Midland College;
  - institutional efforts to promote diversity, equity, and inclusion across Midland College;
  - key components of Title IX and FERPA and how they impact the employees' role.
2. Employees will learn the available **student programs and support** including:
  - dual credit and early college high school (ECHS) programs at Midland College;
  - the various student support services and activities available to students;
  - the various instructional support services and mechanisms available to students;
  - *STRIVE*, Midland College's Quality Enhancement Plan.
3. *There are sessions specific to faculty in the NEE that only faculty are expected to attend.* Faculty will learn expectations and procedures relating to **teaching and learning** including:
  - the faculty evaluation process;
  - ways for faculty to get involved in various projects, work groups, and committees at Midland College;
  - the MC Portal, Canvas, Zoom, and other Midland College instructional platforms;
  - the structure and purpose of faculty-specific committees;
  - expectations for engaging students in their courses.

## **NEW EMPLOYEE EXPERIENCE SCHEDULE**

Sessions will take place in person on the MC Main Campus. Light refreshments will be served at each session. Calendar invitations with room locations will be sent to all new full-time employees. Part-time employees can be added upon request.

## **NEW EMPLOYEE EXPERIENCE SESSION TOPICS**

**Topics at the various NEE sessions will include:**

- New Employee/Faculty Kickoff
- Overview of Midland College IT and Online Platforms
- Navigating the Organizational Structure
- Overview of the Student Experience: Student Services plus Academic, Workforce, and Continuing Education Programs

## **FACULTY SESSIONS**

**In addition to the above, new faculty are assigned a facilitator. Topics Discussed may include:**

- Overview of Instructional Tools Available to Faculty
- Faculty Engagement and College Service
- How to use Canvas: MC's LMS
- Best Practices for Engaging Students

