

July 22, 2004

Dear Tony,

Welcome to LSUS! We are so thrilled to have you on our campus. Here are some dates for your calendar so you can make your plans now to join us for some activities before the first day of class.

The New Faculty Orientation will be **Monday, August 16, from 8:00 AM until 4:30 PM**, in the Teaching, Leadership and Technology Center, in room 205 of the Technology Center. This is the only building that has blue columns, and a map is enclosed. It will begin with a continental breakfast hosted by the LSUS Foundation, and the Campus Federal Credit Union (CFCU) will provide lunch. You will be meeting the Provost, Vice Chancellors and Deans at the breakfast and will also get your photos taken by our PR Director, Mr. Gregg Trusty, early in the day. The Chancellor, Dr. Vincent Marsala, will greet you at lunch and the Manager of CFCU, Ms. Linda Lee, will also welcome you. Dress is casual or business casual, whichever you prefer. We will not do walking tours in the heat, but we'll have virtual tours instead using PowerPoint slides. It's just too hot in August to take many outside tours. We'll do tours of the Noel-Memorial Library, the HPE Building and the Pioneer Heritage Center as a group later in the fall when it is cooler and you have more time.

We need to know one unique thing about each of you to use in the icebreaker exercise by **August 2, 2004**, or sooner. We promise not to embarrass anyone! This can be any fun fact about where you were born, something unique that has happened in your life, or an unusual place that you have visited. In previous years we've discovered that new faculty have been jugglers, met famous people, been country/western dancers, run marathons, etc. We think you will find this an intriguing way to meet the other new faculty members!

We also need your current email address so we can correspond with you until you get an LSUS email account. We do realize that some of you already have an LSUS email account. If you do not, please request that your Departmental Chair or Departmental Secretary order one for you. If you have an LSUS email account, you can read email from off campus by going to <https://pilot.lsus.edu/exchange>. Enter your email and password to access the secure web client of LSUS' Outlook.

On **Wednesday, August 18, from 1:30 until 4:00**, there will be a Blackboard (BB) class in TC 205, and we may have one on Friday, August 20. If you are not familiar with Blackboard, it's the Course Management System that we use at LSUS. You may have heard of or use WebCT at your current school. BB is similar but much easier to learn. Over 95% of our current faculty members have been trained to use Blackboard, so we are expecting that you will join us as soon as you can in a BB class. Our students love Blackboard and will hound you to death until you start using this nifty support system. If these dates are not convenient for you, there will be two or three other BB classes during the first two weeks of class. Some of you have already taken our BB class! If you currently use Blackboard, please let us know that too. You won't have to repeat a "basics" BB class if that is the case.

Here is what we need from you now: Please send your unique fact via email to: daustin@pilot.lsus.edu. Also send whatever email you are currently using, a telephone number (just in case we need it), if you have dietary restrictions for the lunch meal (desire vegetarian, etc.), and any questions you may have about the orientation or the BB class.

Every new full-time faculty member is expected to attend this event. If for any reason you can't be here, please let us know as soon as you get this letter. You will leave with an abundance of information and some goodies too! We think you will find that this will be a profitable experience for you as you learn first hand from the folks who know all about the "in's" and "out's" of LSUS as well as the rules about our Student Code of Conduct, FERPA, ADA and more. We are all eagerly looking forward to meeting you during a fun-filled, exciting day where you will learn lots of "LSUS" information.

Again, welcome to LSUS!

Dr. Donna Austin, Dean
Continuing Education and Public Service
Associate Professor of MIS
Office: (318) 797-5021 Home: (318) 798-6202
daustin@pilot.lsus.edu

Dr. Diane Boyd, Director
Teaching, Leadership and Technology Center
Assistant Professor of English
Office (318) 797-5126 & 798-4151
dboyd@pilot.lsus.edu