

Staff Development Grant

Century College

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| Project: | New Employee Orientation |
| Description: | Creating an on-line new employee orientation in D2L |
| Project Leader: | Betty Mayer, Chief Human Resources Officer |
| Award: | \$5,000 |

Project Re-cap:

Century employed two customized trainers to take our Employee Guidebook and create a D2L formatted new employee orientation. D2L provides a means by which to track whether or not the employee completed the orientation. Quizzes were developed on discrimination/harassment, workplace violence, and fraud and these can also be tracked for completion.

The total cost of the project was \$10,200. This included setup, design, content manipulation and added features to provide a unique and interesting orientation. \$5,000 came from the grant funds and the college contributed \$5,200 for this project.

Impact:

Our objective was to create an on-line orientation that could not only provide information about the college but be a reference for current employees. The designers followed our Century website scheme. Since we know employees don't read the college policies they are given, quizzes were incorporated on discrimination/harassment, workplace violence, and fraud. These sections also provide a means to track whether or not the policy was read.

There is a welcome video from our president with pictures of the vice presidents and a list of deans and directors reporting to them. Reference buttons brings you to various topics. When clicking on "A" you get a list of all items that start with "A" – academic affairs, affirmative action, etc. Human Resources provided Frequently Asked Questions. When you click on the question, the answer is located at the bottom of the page. We also have a scavenger hunt for new employees to locate various departments. Each department in the scavenger hunt has agreed to provide a gift or informational material pertaining to their area. There are links to the MnSCU New Employee Orientation, Employee Right to Know video, DOER, and DOER's Sexual Harassment video, etc.

The project was presented to the college cabinet. The cabinet was truly amazed how creative the designers were in making this professional, interactive orientation. Our Vice President of Academic Affairs who is very computer savvy, would like the designer to show faculty how they can make their on-line instruction more interesting using the type of programming used on the on-line orientation. We plan to create separate courses on discrimination/harassment, etc. for on-going training based on the sections in the on-line orientation.

Reflections:

An on-line orientation in D2L has been in my thoughts for a long time but I've never had time to learn D2L. Thank goodness! The designers outdid themselves in creating a very professional on-line orientation with interactive sections we can use for monitoring completion. Sometimes it is better to go outside your area rather than think you can do it if you only had time.