

DEVELOPMENTAL TRAINING WORKSHOPS FOR FACULTY & STAFF

AUGUST 10–14, 2015

NOTE: All workshops will be held in AD 101-102 *except for* BLACKBOARD workshops which will be in HT 115.
NEW STUDENT ORIENTATION is Thursday, August 13 from 9 to 1.

MONDAY, AUGUST 10 / FACULTY ASSEMBLY WORKSHOPS

9 – 12 noon

WELCOME: President Nancy “Rusty” Barceló

INTRODUCTION of New Faculty: Deans

EXPECTATIONS for the Academic Year:

Dr. Pedro L. Martinez, Provost

FACULTY SENATE Nominations, Elections,

Committee sign-up: Dr. David Torres

LUNCH ON YOUR OWN: 12 – 1 pm

1:30 – 3:30

(CLASS) Committee for Learning Assessment of Students

(Update on Gathered Data-Pilot Phase I):

Mandatory for faculty

Dr. Joaquin Vilá & Carmella Sanchez

3:30 – 4:30

PEDAGOGY AND INSTRUCTION: For faculty

Dr. Regina Robbins & Carmella Sanchez

TUESDAY, AUGUST 11

8:30 – 10

BUDGET, PROCUREMENT, FINANCE & SELF-SERVICE BANNER: Business Office
Mandatory sign-in for supervisors, administrative assistants, grant managers

10:15 – 11

CLERY ACT, SAFETY & SECURITY:
Jimi Montoya, Jacob Pacheco, John Waters
Mandatory sign-in for faculty/staff

11 – 12

ACCESSIBILITY SERVICES: Verna Trujillo
Mandatory sign-in for faculty/staff

12 – 1

LUNCH ON YOUR OWN

1:15 – 2:15

PAFS, STIPENDS, DONATIONS, GRANTS:
Bernie Padilla & Ricky Serna
Mandatory sign-in for faculty/staff involved in processing documents

2:30 – 3:30

MORE THAN NICE: Addressing Micro-aggressions for Student Success
Dr. Patricia Trujillo

WEDNESDAY, AUGUST 12

8:30–12

FACULTY ADVISOR TRAINING:
Key Advising Processes: Procedures, Policies, Best Practices and Banner, plus Degree Works Refresher, SAP and other Financial Aid Considerations:
Tobe Bott-Lyons, Joe Martinez, Kathleen Sena
Mandatory sign-in for faculty advisors

12–1

LUNCH ON YOUR OWN

1:15–2

CLERY ACT, SAFETY & SECURITY:
Jimi Montoya, Jacob Pacheco, John Waters
Mandatory sign-in for faculty/staff

2:15–3:15

TITLE IX: Bernie Padilla
Mandatory sign-in for faculty/staff

3:15–5

BUDGET, PROCUREMENT, FINANCE & SELF-SERVICE BANNER: Business Office
Mandatory sign-in for supervisors, administrative assistants, grant managers

THURSDAY, AUGUST 13

8:30–9:30

PAFS, STIPENDS, DONATIONS, GRANTS:
Bernie Padilla & Ricky Serna
Mandatory sign-in for faculty/staff involved in processing documents

9–1

NEW STUDENT ORIENTATION

9:45–10:45

TITLE IX: Bernie Padilla
Mandatory sign-in for faculty/staff

10:45–11:45

ACCESSIBILITY SERVICES: Verna Trujillo
Mandatory sign-in for faculty/staff

12–1

LUNCH ON YOUR OWN

1:15–2:15

SPACE UTILIZATION, RENTALS AND FORMS: Domingo Sanchez
Mandatory sign-in for supervisors, administrative assistants

2:30–3:30

BLACKBOARD UPDATE: **HT 115**
Dr. Ken Dvorak, **Mandatory for faculty/staff who work with Blackboard**

3:30–4:30

FERPA/STUDENT CODE OF CONDUCT:
Kathleen Sena
Mandatory sign-in for faculty/staff

FRIDAY, AUGUST 14

9–10:30

WHAT IS OUR PROFESSIONAL CULTURE?
Sponsored by SBDC

- Customer Service
- Professional Dress
- Code of Conduct

Mandatory sign-in for faculty/staff

10:45–11:45

FERPA/STUDENT CODE OF CONDUCT:
Kathleen Sena
Mandatory sign-in for faculty/staff

12–1

LUNCH ON YOUR OWN

1–2

BLACKBOARD COLLABORATE: **HT 115**
Dr. Ken Dvorak
Mandatory for faculty/staff who work with Blackboard

WORKSHOP DESCRIPTIONS ARE ON THE BACK OF THIS SCHEDULE.

WORKSHOP DESCRIPTIONS

BUDGET, PROCUREMENT, FINANCE AND SELF SERVICE BANNER: An overview of the budget process will be presented by the budget analyst and VP for finance and administration. The director of financial services and the procurement agent will present an overview of the purchasing policies and procedures as well as recent changes. IT personnel will present a short tutorial on the use of Self Service Banner as well.

Target Audience: Administrative assistants and faculty and staff members who work closely with these functions.

CLERY ACT, SAFETY & SECURITY: Focusing on the safety and security of Northern's campus, presenters will examine the responsibility of employees to act as Campus Security Authorities as defined under the Jeanne Clery Act. The importance of reporting campus crimes and drug and alcohol related incidents will be discussed. In addition, campus awareness of the SaVE Act, which brings to the forefront the issue of dating violence, domestic violence, sexual assault and stalking on our campus will be addressed. An overview of Northern's Campus Security functions to include Northern's campus emergency notification system – *EAGLE ALERT* – will be detailed.

Target Audience: All staff and faculty.

ACCESSIBILITY SERVICES: Supporting students with disabilities at NNMC; the law and accommodations. This workshop is for faculty and staff to understand laws and regulations around serving students with disabilities in the classroom environment. The presentation will review current policies and procedures and touch on strategies and techniques to incorporate Universal Design for Learning and include all students as opposed to individual accommodations. There will be a Q & A at the end of the session.

Target Audience: Faculty and staff to understand the law and regulations around serving students with disabilities in the classroom environment.

PAFS, STIPENDS, DONATIONS AND GRANTS: Provides an overview of the processes, policies and regulations that impact how the College may compensate staff, faculty and students.

Target Audience: This workshop is required for staff and faculty who manage department budgets, oversee grants and assist in preparing paperwork to post employment opportunities, hire an employee, issue a stipend, and award tuition assistance to a student.

MORE THAN NICE: ADDRESSING MICROAGGRESSIONS FOR STUDENT SUCCESS: In this introductory workshop, we will define, explore examples, and create awareness of microaggressions – subtle, verbal and nonverbal slights directed toward an individual due to their group identity(ies). This workshop will provide staff and faculty the opportunity to reflect on the impact of microaggressions on retention in academic programs and departments, and discuss strategies to minimize the impact of microaggression and create supportive environments for learning and working.

Target audience: Faculty, student support staff, all staff, and anyone interested in improving interpersonal relationships.

FACULTY ADVISOR TRAINING: This training will cover key processes, procedures and strategies for faculty advising. Major topics will include: advising processes, procedures and policies; banner for advising; DegreeAudit @NNMC; SAP and other financial aid considerations; and, best practices for faculty advising. In addition to covering essential information for faculty advisement, this workshop will provide an opportunity for group discussion about the best ways to structure and manage advising caseloads, as well as an opportunity to share resources and solutions related to advising and supporting students.

Target audience: All faculty advisors.

PEDAGOGY AND INSTRUCTION: This workshop is aimed at the professional development of our faculty lecturers and anyone at Northern interested in learning new approaches to teaching and learning. The goal of the workshop is to enhance development of our academic programs by presenting, discussing and debating pedagogical approaches to teaching within our classes. We will focus on topics ranging from designing and implementing active-learning pedagogies to fostering metacognition in the classroom.

Target audience: Faculty.

TITLE IX: Provides training in equity, academics and athletics programs, preventing hostile environments on the basis of sex, prohibiting sexual harassment and sexual violence, protecting from retaliation and remedying the effects of other gender-based forms of discrimination. The training must be taken when hired and once every three (3) years following.

Target Audience: Mandatory for all faculty and staff.

SPACE UTILIZATION, RENTALS AND FORMS: Provides an overview of the process for requesting the use of Institutional facilities by faculty, staff and external public and non-profit parties. Pricing for the use of facilities, catering services, security and custodial staff, information technology setup requirements and allowable institutional sponsorships will be discussed.

Target audience: Supervisors, administrative assistants and grant managers.

BLACKBOARD UPDATE: A number of upgrades have been made to our Blackboard Learning Management System. Attend to find out about improvements to the grade book, a new improved safe assign and YouTube tool and much more. Featured during this session will be the introduction to our Faculty Training Blackboard Institute and scheduled training sessions planned for Fall semester.

Target audience: All faculty using or interested in learning more about how Blackboard can improve teaching methodology.

BLACKBOARD COLLABORATE: What is it? Blackboard Collaborate is a simple, convenient, and reliable online collaborative learning solution. Key features: online web conferencing with your students, anytime, anywhere; collaboration, from creating virtual meetings to hybrid and online learning, you will have all of the synchronous learning tools you need including classroom recorded lectures; Full-featured interaction and engagement featuring strategies for delivering classroom instruction, tutoring, and advising and professional development online.

Target audience: All faculty and staff wanting to learn about the next advancement in online learning and professional development using Blackboard Collaborate.

FERPA/STUDENT CODE OF CONDUCT: All staff and faculty are responsible for adhering to FERPA (Family Educational Rights and Privacy Act of 1974), a federal law designed to protect the privacy of educational records. Student's rights are broadly defined and applied. The student is the owner of the information in their education record and the institution is the custodian of that record. Come to this session to refresh your knowledge of this important requirement.

Target Audience: All faculty and staff.

WHAT IS OUR PROFESSIONAL CULTURE? Be a part of an effective and winning culture and come together to be a positive model for other organizations to follow! Find out how YOU can leave a lasting impression and start the Northern Brand Buzz.

Target Audience: All faculty and staff.