

**Developmental Training Workshops for Faculty and Staff**

**August 10-14, 2015**

**New Student Orientation: Thursday, August 13, 2015, 9:00 – 1:00 pm.**

<b>Monday, August 10, 2015</b>	<b>Tuesday, August 11, 2015</b>	<b>Wednesday, August 12, 2015</b>	<b>Thursday, August 13, 2015</b>	<b>Friday, August 14, 2015</b>
<p>9:00 – 12:00 (AD 101-102) Welcome by President Nancy “Rusty” Barceló</p> <p>Introduction of New Faculty by Deans</p> <p>Expectations for Academic Year by Dr. Pedro L. Martinez, Provost</p> <p>Faculty Senate Nominations/Elections Faculty Committee sign ups By David Torres</p> <p align="center">-----<b>LUNCH ON YOUR OWN</b>----- <b>12:00 – 1:15</b></p> <p>1:30 - 3:30 (AD 101-102) Committee for Learning Assessment of Students (CLASS) (Update on Gathered Data-Pilot Phase I) <b>(Mandatory for Faculty)</b> By Dr. Joaquin Vilá and Carmella Sanchez</p> <p>3:30 – 4:30 (AD 101-102) Pedagogy and Instruction (For Faculty) By Regina Robbins and Carmella Sanchez</p>	<p>8:30 – 10:00 (AD 101-102) Budget, Procurement, Finance and Self Service Banner <b>(Mandatory Sign In for Supervisors, Administrative Assistants and Grant Managers)</b> By Business Office Staff</p> <p>10:15 – 11:00 (CFA) Clery Act, Safety and Security <b>(Mandatory Sign In for Faculty/Staff)</b> By Jimi Martinez, Jacob Pacheco and John Waters</p> <p>11:00 – 12:00 (AD-101-102) Accessibility Services <b>(Mandatory Sign in for Faculty/Staff)</b> By Verna Trujillo</p> <p align="center">-----<b>LUNCH ON YOUR OWN</b>----- <b>12:00 – 1:00</b></p> <p>1:15 – 2:15 (AD 101-102) PAFS, Stipends, Donations, Grants <b>(Mandatory Sign-In for Faculty/Staff involved in processing documents)</b> By Bernie Padilla and Ricky Serna</p> <p>2:30 – 3:30 (AD 101-102)  By Patricia Trujillo</p>	<p>8:30 – 12:00 (AD 101-102) Faculty Advisor Training <b>(Mandatory Sign In for Faculty Advisors)</b> Key Advising Processes, Procedures and Policies Best Practices for Faculty Advising Banner for Advising Degree Works Refresher SAP and Other Financial Aid Considerations By Tobe Bott-Lyons, Joe Martinez, Kathleen Sena and Jacob Pacheco</p> <p align="center">-----<b>LUNCH ON YOUR OWN</b>----- <b>12:00 – 1:00</b></p> <p>1:15 – 2:00 (HT 115) Clery Act, Safety and Security <b>(Mandatory Sign-In for Faculty/Staff)</b> Jimi Martinez, Jacob Pacheco and John Waters</p> <p>2:15 – 3:15 (AD 101-102) Title IX <b>(Mandatory Sign-In for Faculty/Staff)</b> By Bernie Padilla</p> <p>3:15 – 5:00 (HT 115) Budget, Procurement, Finance and Self Service Banner <b>(Mandatory Sign-In for Supervisors, Administrative Assistants and Grant Managers)</b> By Business Office</p>	<p>8:30 – 9:30 (HT 115) PAFS, Stipends, Donations, Grants <b>(Mandatory Sign-In for Faculty/Staff involved in processing documents)</b> By Bernie Padilla and Ricky Serna</p> <p>9:45 – 10:45 (HT 115) Title IX <b>(Mandatory Sign-In for Faculty/Staff)</b> By Bernie Padilla</p> <p>10:45 – 11:45 (HT 115) Accessibility Services <b>(Mandatory Sign-In for Faculty/Staff)</b> By Verna Trujillo</p> <p align="center">-----<b>LUNCH ON YOUR OWN</b>----- <b>12:00 – 1:00</b></p> <p>1:15 – 2:15 (AD 101-102) Space Utilization, Rentals and Forms <b>(Mandatory Sign-In for Supervisors, Administrative Assistants)</b> By Domingo Sanchez</p> <p>2:30 – 3:30 (HT 115) Blackboard <b>(Mandatory Sign-In by Faculty and Staff)</b> By Ken Dvorak</p> <p>3:30 – 4:30 (AD 101-102) FERPA/Student Code of Conduct <b>(Mandatory Sign In for Faculty Staff)</b> By Kathleen Sena</p>	<p>9:00 – 10:30 (AD 101-102) What is Professionalism? • Customer Service • Professional Dress • Code of Conduct <b>(Mandatory Sign-In for Faculty/Staff)</b> (Sponsored by SBDC)</p> <p>10:45 – 11:45 (HT 115) FERPA/Code of Conduct <b>(Mandatory Sign-In for Faculty/Staff)</b> By Kathleen Sena</p> <p align="center">-----<b>LUNCH ON YOUR OWN</b>----- <b>12:00 – 1:00</b></p> <p>1:00 – 2:00 (HT 115) Blackboard Collaborate <b>(Mandatory for Faculty and Staff)</b> By Ken Dvorak</p>