



**Staff Development Workshops
May-June 2011**

TO: The Campus Community

FROM: Staff Development Committee (David Brower, Terry Hamblin, Cindy Haynes, Rebecca Hilts, Barbara Kaplan, Monica Liddle, Bonnie Martin, Rob Mazzei, Glenda Roberts, Vince Olechnowicz, Amber Tatnall, Deb Underwood)

Please register for the workshops described below at: <http://www.signupgenius.com/go/staff294>

If you register for a workshop with limited seating, **please de-register if you are unable to attend**, so that someone else may be offered the opportunity to participate.

Please retain these workshop descriptions for date, time and locations. We will not be sending memoranda confirming attendance. It is your responsibility to place this information in your personnel file, should you wish to do so.

The Staff Development Committee is continuing to work on an annual calendar of workshops. Our purpose is to provide **all** Delhi staff access to in-house programs for job enhancement, professional development and personal enrichment. If you are willing to present a workshop in the future or, if there are workshops on specific topics which you would like to see offered, please contact a committee member.

If you are interested in joining the Staff Development Committee to help plan future workshops, please contact Bonnie Martin at x 4498 or via email martinbg@delhi.edu.

WORKSHOP #1: IT TAKES A VILLAGE TO CREATE A HOSPITAL IN SECOND LIFE (PART OF MOODLEMOOT)

Date: Tuesday, May 24

Time: Noon to 1 pm

Location: MacDonald Hall, 2nd floor

Presenters: Hope Windle, Sherry Chisamore, Lisa Schulte; SUNY Ulster

Maximum: 40

SUNY Delhi faculty and staff with an interest in the Second Life 3D virtual world application are invited to a session featuring colleagues from SUNY Ulster. They have teamed up with SUNY Oneonta and others to create a virtual hospital as a learning resource and activity center for their nursing courses. This session is geared especially for nursing faculty, but could be of value to any instructor looking at ways to meet curricular goals through the Second Life virtual 3-D world.

WORKSHOP #2: ACADEMIC ASSESSMENT DAY

Date: Wednesday, May 25

Time: 9 am to 4 pm

Location: Farrell Center Commons

Presenter: Dr. John Nader

The Provost's Office has organized our first campus-wide academic assessment day, Wednesday, May 25. This event will be a great opportunity for all faculty members to establish, improve and update their assessment plans with the help of their colleagues.

A brief morning session will discuss our campus best practices and summarize SUNY, Middle States and accrediting agency expectations as these pertain to student learning outcomes, and program level reviews. Breakout sessions by program area will begin immediately after the general session:

- Faculty with solid experience with assessment may work toward program level improvement.
- Faculty new to assessment will develop student learning outcomes that can be embedded in syllabi and courses, create rubrics, identify tools, and establish standards that can be used to measure student success.
- Faculty facilitators will be available to assist each program area.

We will distribute a printed overview of key concepts and terms beforehand. Please bring your syllabi, your ideas, and your questions and your willingness to improve our assessment efforts.

The best part? Lunch will be served!

ACADEMIC ASSESSMENT DAY II – THREE WORKSHOPS (#3, #4, #5 -SEE BELOW)

Date: Thursday, May 26

Can't get enough of assessment? The Provost's Office at SUNY Delhi has organized a series of for Thursday, May 26. This optional second day will be a great opportunity for faculty members to participate in one of the following three sessions: the uses of Turn It In to Assuring Academic Integrity; Improving Information Management and Literacy in the Delhi Curriculum and Making the Most of Your Program Review.

WORKSHOP #3: ACADEMIC ASSESSMENT DAY II – TURN IT IN

Date: Thursday, May 26

Location: Farrell 111

Time: 8:45 to 10 am

Presenter: Dr. John Nader

The Turn It In session will give participants a chance to learn the uses and value of our new software designed to assist students and faculty in addressing plagiarism and related violation of academic integrity.

WORKSHOP #4: ACADEMIC ASSESSMENT DAY II – IMPROVING INFORMATION MANAGEMENT

Date: Thursday, May 26

Time: 10 to 11:15 am

Location: Farrell 111

Presenter: Dr. John Nader

The Information Management component of Delhi's General Education program may be dated. This session will include a review of our current efforts to address the SUNY mandate and open a discussion about how to better address the information literacy and management needs of our students in light of the dramatic changes over the past decade.

WORKSHOP #5: ACADEMIC ASSESSMENT DAY II – MAKING THE MOST OF YOUR PROGRAM REVIEW

Date: Thursday, May 26

Time: 11:15 am to 12:30 pm

Location: Farrell 111

Presenter: Dr. John Nader

Making the Most of Your Program Review will focus on ways to improve your program level assessment by making use of our campus best practices. This may complement work done in the first assessment day and may address topics such as student and graduate surveys, addressing the need for useful data in your reviews and including programmatic outcomes in your review. This is an ideal way to identify your data needs, learn for colleagues and moving your work from Assessment Day I to the next level.

WORKSHOP #6: CAMPUS CONNECTION: SUICIDE PREVENTION TRAINING FOR GATEKEEPERS

BKHD/MyDocs/Staff Development/May-June 2011 Brochure

Date: Tuesday, May 31
Time: 9 am to Noon
Location: Farrell Center Rooms 111 and 112
Presenter: Cathy Harris, Christian Vesterfelt, Mary Wake
Minimum: 8
Maximum: 32

In suicide prevention a Gatekeeper refers to someone who: knows basic information about suicide and available resources for help; believes that suicide can be prevented; learns basic suicide intervention skills; and has the confidence to respond. Campus Connect is an experientially based gatekeeper training for faculty, staff and students that was developed by the Syracuse University Counseling Center. This workshop incorporates the traditional emphasis of educating potential gatekeepers on basic knowledge and skills, while also enhancing their ability to establish a more meaningful and positive relationship with individuals in crisis. It is believed that if gatekeepers are able to establish relationships with individuals in crisis, the individual in crisis will benefit directly from the sense of support, validation, and connection this relationship provides. Additionally, it is believed that individuals in crisis will more be more likely to follow through on referrals to professional resources if they feel the gatekeeper understands them and if they feel they can trust the gatekeeper.

WORKSHOP #7: GOLF SHORT GAME – THE SHORTCUT TO BETTER SCORING

Date: Tuesday, May 31
Time: 10 am to Noon
Location: Short game/practice green area adjacent to the parking lot at the College Golf Course at Delhi
Presenter: Jim Lees
Maximum: 5

Improve your golf shots from 75 yards to the hole. Approximately 2/3rds of a golf score consists of shots from 75 yards to the hole. Having a methodology for this area will improve your golf score greatly. Golf short game fundamentals covered: putting, distance control for shots 75 yards to the hole and greenside sand shots. This would also be a helpful workshop if wish to learn to play the game. Those who have their own equipment, please bring your entire set of clubs. Equipment can be provided if indicated when registering. Any questions regarding this workshop please contact Jim at 4574.

WORKSHOP #8: WORD 2010 FOR BEGINNERS

Date: Tuesday, May 31
Time: 1 to 2 pm
Location: Bush 226
Presenter: Deb Underwood
Maximum: 20

Learn how to navigate around the new Word 2010. See what it looks like and find the stuff you normally use.

WORKSHOP #9: GOLF SHORT GAME – THE SHORTCUT TO BETTER SCORING

Date: Wednesday, June 1
Time: 10 am to Noon
Location: Short game/practice green area adjacent to the parking lot at the College Golf Course at Delhi
Presenter: Jim Lees
Maximum: 5

Improve your golf shots from 75 yards to the hole. Approximately 2/3rds of a golf score consists of shots from 75 yards to the hole. Having a methodology for this area will improve your golf score greatly. Golf short game fundamentals covered: putting, distance control for shots 75 yards to the hole and greenside sand shots. This would also be a helpful workshop if wish to learn to play the game. Those who have their own equipment, please bring your entire set of clubs. Equipment can be provided if indicated when registering. Any questions regarding this workshop please contact Jim at 4574.

WORKSHOP #10: SHARING TEACHING IDEAS

BKHD/MyDocs/Staff Development/May-June 2011 Brochure

Date: Wednesday, June 1
 Time: 8:30 am to 3 pm
 Location: Resnick Learning Center and Bush 226

8:30 - 9:00	Coffee and Pastries	
9:00 – 10:00	<p>1A – Developing Research Assignments Presenter: Dunstan McNutt Description: Have you found the results of students' research wanting, or do you feel like they just aren't getting it? Do you have some words of wisdom to share with others? Bring a couple of research assignments you have used in the past, or plan to use in the future, to workshop them with your colleagues. We will begin the session discussing how to develop student learning outcomes for general or discipline-specific research assignments and break into groups to apply these to existing research assignments. Other issues up for discussion include rubrics, setting appropriate benchmarks, and coaching students through the particulars of different disciplines. Location: Learning Center</p>	<p>1B – Using Case Studies Presenter: Dan Klossner Description: Are you interested in making your class more interactive and applicable to real-life situations? Then, come learn how to use already available case study resources to make your class more fun. It's not as challenging as you might think. Location: Bush 226</p>
10:15 – 11:15	<p>2A – Smartboard Presenter: Monica Liddle & Abby Brannen-Wilson Description: Have you heard your children talk about the Smartboard in their classroom? We have one in Evenden 205. Learn how to use the Smartboard to incorporate active learning, higher level thinking skills, and get your students engaged and excited. Location: Evenden 205</p>	<p>2B – Face-to-Face with Vancko Hall Presenter: Bill Williams Description: Have you ever considered Vancko Hall for standard, face-to-face courses? There are a number of easy to use features that can add value, improve organization, and save both paper and time. In this workshop, we will introduce and discuss "low-hanging fruit" to complement your existing course. Location: Bush 226</p>

11:30 – 12:30	<p>3A – Meditation in the Classroom Presenter: Akira Odani Description: Life tends to get splintered in modern times. The younger generation is vulnerable to sensory overload of various kinds. This predicament comes from TV programs and commercials, digital social media, and other stimulation which constantly bombards their senses. Multitasking makes genuine learning and reflection more challenging than ever. One solution is the mastery of meditation – a mental skill to regain control of our focus and attention. Meditation exercises in the classroom can improve our students’ ability to retain knowledge, to reflect more deeply, and improve self-awareness. The workshop will involve a couple of short exercises on meditation and discussion on the impact of such activities for a better learning outcome. Location: Learning Center</p>	<p>3B – Cloud Computing in a Business Education Environment Presenter: Ed Stammel, Shannon Shoemaker Description: A brief introduction to Skydrive and Office 365 with commentary on the encouraging results of an experiment with 70 CITA 110, <u>Introduction to Computer Applications</u> students who, without warning,, went paperless after Winter break in the Spring semester of 2011. Location: Bush 226</p>
12:30 – 1:15	<p>Brown Bag Lunch Round Table Discussion: Getting Students to Read the Textbook</p>	
1:30 – 2:30	<p>4A – Team-Based Learning Presenter: Kathryn DeZur Description: Team-Based Learning revolves around the pedagogical philosophy that students absorb more content, think more critically, and develop more social skills that will be important to their future careers when they work consistently in teams than if they work as individuals. This approach is distinguished from the “casual” use of small groups in that nearly all the work during each class period is completed within teams that remain the same throughout the semester, which allows for cohesion of groups to develop over time. Come find out how your colleagues are incorporating team-based learning into their classes, how team-based learning still demands individual accountability, and how to avoid the dreaded phenomenon of "social loafing." Location: Learning Center</p>	<p>4B – Grading Rubrics Presenter: MP Lewis Description: Grading rubrics are a set of criteria used to evaluate assignments. Rubrics standardize assessment of learning and provide the student with performance expectations and grading standards in advance. This session will present how rubrics are designed and can be used to effectively evaluate student performance. Location: Bush 226</p>
2:30 – 3:00	<p>Wrap Up and Debrief</p>	

WORKSHOP 10B: WORD 2010

Date: Wednesday, June 1

BKHD/MyDocs/Staff Development/May-June 2011 Brochure

Time: 10 am
Location: Sanford 121
Presenter: Deb Underwood
Maximum: 23

Learn how to navigate around the new Word 2010. See what it looks like and find the stuff you normally use.

WORKSHOP #11: TRANSFER ASSISTANCE: HOW TO EMPOWER YOUR STUDENTS AND ADVISEES

Date: Thursday, June 2
Time: 9 to 10 am
Location: Bush 226
Presenter: Kristin DeForest
Maximum: 23

This workshop will address the items a student needs to address in regards to transferring to another college; such as, transfer requirements, transcripts, SUNY, CUNY or private, and the SUNY Guarantee.

WORKSHOP # 12: NEW ADVISORS: BASIC ADVISING PRACTICES

Date: Thursday, June 2
Time: 10:30 am to Noon
Location: Bush 226
Presenter: Jeff Stedman
Maximum: 23

Advisors who are new or have only been advising for a few years can learn about topics on registration, degree evaluation, general education requirements, financial aid, majors on campus, bronco web uses, guidelines for advising during orientation, probation contracts, grade exclusions, and useful and important forms. Other topics can be discussed and questions about best practices will be addressed.

WORKSHOP #13: DRAWING AND SCULPTING FROM THE MODEL

Date: Thursday, June 2
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #14: HOW TO AVOID EATING JET-LAGGED FOOD: THE SECRETS OF BUYING LOCAL REVEALED!

Date: Thursday, June 2
Time: 1 to 2 pm
Location: Farrell Center 211
Presenter: Mary Pysnik
Minimum: 2
Maximum: 30

Does finding sources of locally grown food seem impossible to you? Are you looking for ways to incorporate local food into your curriculum? Have you been trying to eat more seasonally? Not even sure what "buying locally" means? Whether you're new to the idea of buying local or have been doing it for many years, this workshop will have a little something for everyone. Refreshments provided!

WORKSHOP #15: ONLINE SAVINGS

Date: Thursday, June 2
Time: 2 to 3 pm
Location: Bush 226
Presenter: Shannon Shoemaker
Maximum: 23

Would you like to learn a few tricks to save your time and money when shopping online and off? Come learn about using coupon codes, instant rebates, shopping clubs and savings alert websites. Be ready to share your own shopping secrets as well. Never pay retail!

WORKSHOP #16: EXPERIENCED ADVISORS: ROUNDTABLE DISCUSSIONS

Date: Friday, June 3
Time: 9 to 10:30 am
Location: Learning Center Open Area
Presenters: David Brower, Jeff Stedman
Maximum: 40

Seasoned advisors can gather to discuss positive experiences in advising. Useful and successful practices will also be discussed. Particular topics will include: connecting with students, probation students, early warnings, contacting students, degree evaluations and curriculum sheets. Participants can also bring other topics for discussion.

WORKSHOP #17: ONLINE COURSE ESSENTIALS: OBJECTIVES, ALIGNMENT, AND ENGAGEMENT

Date: Friday, June 3
Time: 10 to 11:30 am
Location: Bush 131
Presenter: Clark Shah-Nelson
Maximum: 23

Participants will put some pedagogical basics for creating excellent online courses into practice: creating measurable learning outcomes and objectives, making sure course materials, activities, and assessments align with the objectives, creating high quality rubrics for assessment of student work, and engaging students through the Community of Inquiry model of teaching, cognitive and social presence.

WORKSHOP #18: COMPUTER SECURITY 101

Date: Friday, June 3
Time: 1:30 to 2:30 pm
Location: Sanford 116
Presenter: Jon Brennan
Maximum: 23

Computer security can be a difficult concept for many people. There are so many strange words and acronyms that it can seem like someone is talking a foreign language when they are discussing it. This session will break down this seemingly complex topic into a format that is understandable to experts and novices alike. The session begins by explaining what some of those terms and acronyms mean. If you understand what they mean and how they're used with your computer and the Internet, then you can also understand the problems they cause and what you need to do to protect yourself. Attendees will leave this session armed with information on how to find, install, and use free security tools to help ensure safe internet use. Topics covered may include:

- *Finding, installing, and updating free anti-virus / spy-ware*
- *Keeping your computer up to date with free windows updates*
- *Keeping your important files safe with free online backup tools*
- *Tracking your stolen computer with free "lojack" style software*
- *Tips for keeping safe while shopping online*

Participants are encouraged to bring any questions relating to keeping safe on the internet for discussion.

WORKSHOP #19: TECHNOLOGY THAT WORKS FOR YOU

Date: Friday, June 3
 Time: 2:30 to 3:30 pm
 Location: Sanford 116
 Presenter: Jon Brennan
 Maximum: 23

In this session we will show you how you can maximize the use of technology in your personal life to either save you some serious cash. Potential topics of discussion:

- *Eliminating your cable bills with online streaming. The services are out there that offer many of your favorite shows for free streaming over the internet. You can watch last night's episode of many popular cable TV shows. You can even stream many channels live over the internet for free. Most newer televisions have the ability to connect directly to a PC. If you have an older television, most computers can be inexpensively upgraded to provide the necessary connections.*
- *Eliminating your phone bills with Voice over IP. These days, voice is treated much the same as other data. If you have a broadband internet connection, you do not need a phone line. Your internet provider is probably offering you a digital phone service. We will show you how you can do the same exact thing for a fraction of the cost. You can even make free calls from your SmartPhone using your home number and without using your cellphone minutes.*
- *Reduce your cellphone bill by getting free calls, text messages, 411, and other services on your cellphone*
- *Eliminate software costs with free Open-Source software. There is a ton of "free" software out there, but in an online world riddled with computer security threats how do we know what is safe and what is not? Even with the safe stuff, how do we know what is worth downloading?*
Free Audio / Video players and editors
Free Photoshop alternatives
Free MS Office replacements

WORKSHOP #20: GET SMRT

Date: Monday, June 6
 Time: 9 to 10 am
 Location: Bush 226
 Presenter: Carol Bishop
 Maximum: 23

Using the SUNY Management Resource Tool (SMRT) account administrators can access their state account information (budget, detail expenditures, reexamining balances) through the SUNY web portal. We will cover basic review for beginners, recent enhancements and an open discussion to talk about what information you need and the best way to get it. Special security access is required so please sign up early.

WORKSHOP #21: WORKPLACE VIOLENCE PREVENTION

Date: Monday, June 6
 Time: 10 am to Noon
 Location: Farrell 211 A and B
 Presenters: Perri DeFreece, Cathy Harris, Bonnie Martin

Participants will be engaged in a realistic, practical dialogue about what needs to be done and the approaches and techniques to be used to prevent harassment and potential violence in the workplace. Faculty and staff will: enhance their understanding that communication between two people can influence each other's response; recognize situations and behaviors that influence positive communication or create barriers to successful communication and; understand everyone's obligations and responsibilities to create and maintain a positive, harassment and violence free work environment. We will also review NYS and campus policies for workplace violence prevention.

WORKSHOP #22: INSTITUTIONAL REVIEW BOARD TRAINING FOR SUSTAINABILITY ACROSS THE CAMPUS

Date: Monday, June 6
Time: 1 to 3 pm
Location: Bush 226
Presenter: Dr. Jack Tessier
Maximum: 23

The SUNY Delhi Institutional Review board reviews proposals for research that involves human subjects when the data will be used off campus. Anyone who wants to present and/or publish their research off campus must complete training in IRB practices and have their proposal approved in advance of the research. This workshop will deliver that training and offer opportunities to ask questions about the process.

WORKSHOP #23: WORD 2010

Date: Tuesday, June 7
Time: 9 to 10 am
Location: Bush 226
Presenter: Deb Underwood
Maximum: 23

Learn how to navigate around the new Word 2010. See what it looks like and find the stuff you normally use.

WORKSHOP #24: V1 VIDEO GOLF SWING ANALYSIS

Date: Tuesday, June 7
Time: 10 am to Noon
Location: PGM Swing Lab (basement of Evenden Tower)
Presenter: Jim Lees
Maximum: 5

How does your golf swing compare to the pros? A video of your golf swing will be captured and then reviewed. Comparisons will be made with those who play golf on the professional tours. Swing motion drills will be introduced to improve your full golf swing. This would be a nice follow up from the golf short game workshop. Please bring your own club or clubs to use when being analyzed. Equipment can be provided if indicated when registering. Any questions regarding this workshop please contact Jim at 4574.

WORKSHOP #25: DRAWING AND SCULPTING FROM THE MODEL

Date: Tuesday, June 7
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #26: GOLF SWING ANALYSIS

Date: Tuesday, June 7
Time: 1:30 to 3:30 pm
Location: PGM Swing Lab (basement of Evenden Tower)
Presenter: Jim Lees

Maximum: 5

How does your golf swing compare to the pros? A video of your golf swing will be captured and then reviewed. Comparisons will be made with those who play golf on the professional tours. Swing motion drills will be introduced to improve your full golf swing. This would be a nice follow up from the golf short game workshop. Please bring your own club or clubs to use when being analyzed. Equipment can be provided if indicated when registering. Any questions regarding this workshop please contact Jim at 4574.

WORKSHOP #27: SUPERVISORS ROUNDTABLE - UUP

Date: Wednesday, June 8
Time: 9 to 10 am
Location: Bush 131
Presenter: Jan Elwell, Bonnie Martin
Maximum: 25

Do you have questions about contracts, salaries, policies, renewals, time and attendance, continuing and permanent appointment, and other human resource topics? Are you unsure of what your responsibilities are or what to do in certain situations? Would you like to network with other supervisors to discuss common experiences and concerns? All supervisors, both new and seasoned, are welcome to join us at the Supervisor's Roundtable.

WORKSHOP #28: BEST PRACTICES IN ASSESSMENT OF NON-ACADEMIC UNITS

Date: Wednesday, June 8
Time: 10 am to Noon
Location: Bush 131
Presenter: Brian Hutzley
Minimum: 5
Maximum: 25

Guidelines for Developing and Implementing Comprehensive Assessment Plans in Non Academic Units. Join us in a discussion about tips and best practices for measuring and improving performance. This will help us develop campus wide guidelines. Please bring any existing assessment data and improvement plans from your area.

WORKSHOP #29: EDIBLE PORCELAIN

Date: Wednesday, June 8
Time: 1 to 3 pm
Location: MacDonald 137
Presenter: Julee Miller
No Fee
Minimum: 5
Maximum: 12

Explore the mysterious confection used as early as the 1700's to make edible plates and cups for banquet service...originally known as Dragonpaste and now called Pastillage (PAH-stee-yahj). You will make a hanging family tree ornament to take home in one of three style choices (templates will be provided). Bring a small rolling pin, a fine paintbrush and a nice sharp exacto knife. Demo and hands-on. (18th century wigs optional). Fun to use with children as it is 100% edible (tastes a bit like candy cigarettes) and lends itself well to cutting with cookie cutters.

WORKSHOP #30: FROM BITS TO THE INTERNET: INFORMATION TECHNOLOGY ESSENTIALS

Date: Thursday, June 9
Time: 9 to 11 am
Location: Sanford 116
Presenter: Bill Williams
Maximum: 24

We will explore and discuss the concepts and technologies at the foundation of our ever-changing digital world. You will gain a basic understanding of data, computers, software, networking, and the Internet. Get one step ahead of the kids.

WORKSHOP #31: DRAWING AND SCULPTING FROM THE MODEL

Date: Thursday, June 9
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #32: DEVELOPING SURVEYS

Date: Thursday, June 9
Time: 1 to 2 pm
Location: Sanford 116
Presenter: Amie Mansfield
Maximum: 23

The Survey Says... Have you ever wanted to do a survey but were afraid of them? Learn how to construct survey questions to obtain the information that you are looking for. In the process, learn more about SUNY Delhi's IRB and why research matters. Best practices will be discussed.

WORKSHOP #33: DIVERSITY ROUNDTABLE

Date: Thursday, June 9
Time: 2 to 3 pm
Location: Bush 131
Presenter: President Vancko, Barbara Jones, Bonnie Martin
Maximum: 25

Diversity is an important part of the Delhi experience. But what does that mean? What knowledge, values and experiences do we want students to gain as part of their academic and co-curricular programs? What are our best practices and where should we focus improvements? Please join President Vancko for an informal discussion of diversity on the Delhi campus.

WORKSHOP #34: BUDGET AND PLANNING UNIT PLAN LAUNCH

Date: Monday, June 13
Time: 9 to 10 am
Location: Bush 226
Presenter: Dr. Jack Tessier
Maximum: 23

The new unit plan template for the 2012-2013 academic year will be unveiled to the campus. Those who will complete unit plans are encouraged to attend, view the unit plan template, and ask questions about the new unit plan.

WORKSHOP #35: GETTING MORE BANG FOR YOUR BUCK: HOW TO TRAVEL MORE WITH LESS

Date: Monday, June 13
Time: 10 to 11 am
Location: Bush 226
Presenter: David Brower

Minimum: 2
Maximum: 23

Back by popular demand, and just in time for the summer travel season! Have a passion for travel but need to do so on a tight budget? Join us for an interactive session on learning how to get the most out of your travel dollars. Participants will be introduced to plenty of travel websites that cater to different travel segments, from families, to couples, to those traveling with pets. The session will even address innovative and non-traditional options for traveling - including camping, backpacking, and "backyard" tourism. Leave the seminar armed with a list of websites and other resources to book the next vacation of your dreams!

WORKSHOP #36: MIDDLE STATES UPDATE

Date: Monday, June 13
Time: 11 am to 12:30 pm
Location: Farrell 211 A and B
Presenter: Dr. Terry Hamblin

This workshop will present an update from the Working Group reports and an overview of the self-study as it is written up to that point in time.

WORKSHOP #37: CAPITAL PLAN UPDATE

Date: Monday, June 13
Time: 1:30 to 3 pm
Location: Bush 131
Presenter: Joe Batchelder
Maximum: 25

Join us for a review of the capital and master plans and find out more about upcoming projects, including: Kunslea Hall, the Child Care Center, residence hall improvements, Sanford renovation, Site Utility Infrastructure, Grounds Building, Thurston renovation and more. A question and answer session will follow a brief presentation.

WORKSHOP #38: DRAWING AND SCULPTING FROM THE MODEL

Date: Tuesday, June 14
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #39: TAKING IT TO THE STREET... EXPERIENCING THE SENECA LAKE WINE TRAIL

Date: Tuesday, June 14
Time: 8 am to 7 pm
Location: Meet at Bush Hall flagpoles
Presenter: David Brower
Minimum: 2
Maximum: 20

Advance Fee: \$35 per person – Must be paid in full by June 7, 2011 to Ellen Giambalvo in Human Resources, with cash or check payable to David Brower; includes transportation, lunch, and admission/tasting at four wineries.

Yes, folks, it's a good old fashioned road trip! We're taking our wine seminar to Seneca Lake this time

around. Join colleague and fellow wine enjoyer David Brower for a relaxing and educational look into wines of all types and price ranges from Seneca Lake – one of New York State’s finest wine producing regions. For this particular session, we will be visiting Lamoreaux Landing Wine Cellars, Wagner Vineyards, Hazlitt 1852 Vineyards, and Chateau LaFayette Reneau. We will be enjoying lunch at the Ginny Lee Café at Wagner Vineyards. All transportation, tasting fees and lunch are included with the attendance fee. As always, lots of time will be allotted for questions and answers. Reserve your spot quickly as there are only 20 available! **Staff should plan to charge appropriate leave credits (with supervisory approval) for this full day event.** Please contact David Brower if you can volunteer to be a second driver.

WORKSHOP #40: SUPERVISORS’ ROUNDTABLE - CSEA

Date: Thursday, June 23
Time: 9 to 10 am
Location: Bush 131
Presenter: Jan Elwell, Bonnie Martin
Maximum: 25

Do you have questions about appointments, probation, evaluations, time and attendance, collective bargaining agreements or other issues concerning CSEA, PEF or Council 82 represented staff who report to you? Would you like to network with other supervisors and discuss common responsibilities, challenges and solutions? Please join us for the Supervisors' Roundtable.

WORKSHOP #41: WEB 2.0 IN YOUR COURSES: GOOGLE DOCS, DIIGO, AND VOICETHREAD

Date: Wednesday, June 15
Time: 10 to 11:30 am
Location: Bush 226
Presenter: Clark Shah-Nelson
Maximum: 23

Participants will learn about three useful Web 2.0 sites that can be used to infuse collaboration and engagement into any course. Also available online for remote participants, sign-up with name + virtual.

WORKSHOP #42: SUMMER ENTERTAINING MADE EASY!

Date: Wednesday, June 15
Time: 1 to 3 pm
Location: MacDonald 116 and 119
Presenter: Jessica Backus-Foster
Maximum: 5
Fee: \$7 (payable by June 8 to Ellen Giambalvo in Human Resources)

Come experience the easy and stress-free way to throw your next get together. Whether you're planning an event to celebrate a special occasion or just having some friends over for some much deserved relaxation; we have your answer to easy entertaining. Learn to make a variety of unique and tasty chips and dips for your next summer party! We will also be making delicious alcoholic drinks to quench your thirst during the summer heat.

WORKSHOP #43: PLANNING FOR RETIREMENT

New date and time

Date: ~~Thursday, June 16~~ Tuesday, May 31
Time: ~~9 to 10:30 am~~ 2:00 – 3:30 pm
Location: Bush 131
Presenter: Jan Elwell, Bonnie Martin
Maximum: 25

Advanced planning and informed decisions are important to creating a successful and satisfying life in retirement. Learn about how health insurance and other benefits work for retirees. Topics covered will include: eligibility requirements; paying for health insurance in retirement; sick leave credit; dependent survivor coverage and more. A 35 minute video presentation will be followed by a question and answer session.

WORKSHOP #44: TEXTBOOKS AND LEARNING OBJECTS: TWO NEW MODELS + OPEN EDUCATIONAL RESOURCES

Date: Thursday, June 16
Time: 10:30 to 11:30 am
Location: Bush 226
Presenter: Clark Shah-Nelson
Maximum: 23

The textbook publishing industry is rapidly changing. Participants in this session will explore two new models from textbook publishers Flat World Knowledge, and Cengage Learning that could dramatically lower costs for students and increase mobile availability and interactivity. We will also look at some of places instructors can locate free and open educational resources to incorporate in courses. Also available online for remote participants, sign-up with name + virtual.

WORKSHOP #45: DRAWING AND SCULPTING FROM THE MODEL

Date: Thursday, June 16
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #46: MOODLE GRADEBOOK

Date: Thursday, June 16
Time: 2 to 3:30 pm
Location: Bush 226
Presenter: Grady Miller
Maximum: 23

All the ins and outs of the Moodle gradebook with lots of time for individual gradebook questions/setups. Also available to remote faculty via webconferencing.

WORKSHOP #47: RESIDENCE LIFE REVIEW

Date: Friday, June 17
Time: 2 to 3 pm
Location: Riverview Townhouses Community Building
Presenter: John Padovani, Jason Fishner
Minimum: 5
Maximum: 70

This session will review what the department has accomplished over the past year, projects and plans for the future, and a tour of the Riverview Townhouses addition.

WORKSHOP #47B: GOING GREEN: HOW TO GET EVERYTHING YOU NEED BUT PRINT LESS AND SAVE MONEY

Date: Monday, June 20
Time: 10 to 11 am
Location: Bush 226
Presenter: Donna Dougherty
Maximum: 23

NEW!

Topics will include: **Multiple Pages:** Instructions on how to print multiple pages on each printed page; **Consolidating Files:** Instructions on how to consolidate multiple print files into one; **Print Preview:** Instructions for using Print Preview in Microsoft Word and Excel to get more text per page; **Page Margins:** Instructions on how to adjust the margins in Microsoft Word and Excel; **Printing Multiple Slides:** Instruction on how to print multiple slides on each page in Microsoft PowerPoint; **Printing Selected Slides:** Instruction on how to print only selected slides in Microsoft PowerPoint. **Slide Sorter Tool:** Instructions for using Microsoft PowerPoints slide sorter tool; **Duplex printing:** to save paper; **Confluence:** How to create confluence pages, add attachments etc to reduce printing; **Vancko Hall:** distributing class materials in Vancko Hall & encouraging students not to print.

WORKSHOP #48: EMAIL ETIQUETTE

Date: Monday, June 20
Time: 11 am to Noon
Location: Bush 226
Presenter: Shannon Shoemaker
Maximum: 23

E-mail, it seems to have taken over our lives. The use of e-mail for internal and external communication has become the norm but are you using it effectively? Come and learn the basics of e-mail etiquette and get the most out of your messages.

WORKSHOP #49: BEGINNERS MOODLE

Date: Monday, June 20
Time: 2 to 3:30 pm
Location: Bush 226
Presenter: Grady Miller
Maximum: 23

How to get started designing online courses or using Vancko Hall for enhancing classroom courses. This will cover the basics of setting up a course, adding files, resources and activities. Also available to remote faculty via webconferencing.

WORKSHOP #50: RESPONSIBILITIES OF THE IACUC

Date: Tuesday, June 21
Time: 9 am to Noon
Location: Farnsworth 163
Presenter: Carolyn Scobie

This will be a condensed presentation based on information derived from the formal IACUC 101 series that is offered regionally. Training for IACUC members is essential, and this will be a first step in establishing a formal training program at Delhi. All IACUC members should attend, but this workshop is open to anyone who is interested in just what an Institutional Animal Care and Use Committee is and what it does.

WORKSHOP #51: DRAWING AND SCULPTING FROM THE MODEL

Date: Tuesday, June 21
Time: 11 am to 2 pm
Location: Farrell Center Drawing Studio
Presenter: Rhonda Harrow-Engel
Minimum: 4
Maximum: 8
Fee: \$10 per session, to cover the model's fee, payable at the session

During the first week, June 2 and 7, we will draw from the model using charcoal on newsprint. Beginning with rapid gestures we will progress to 20 and 40 minute poses.

During the subsequent sessions, June 9, 14, 16 and 21, we will begin with rapid charcoal sketches of the model in the agreed upon pose, and then work with clay to produce a finished sculpture.

WORKSHOP #52: WORD 2010 FOR ADVANCED USERS

Date: Tuesday, June 21

Time: 1 to 3 pm

Location: Bush 226

Presenter: Deb Underwood

Maximum: 20

Do you have questions since you have been using Word 2010? Would like help with something you are doing? Please feel free to attend if you have helpful suggestions that would help other current users? Come join the group. No formal training for this session.