



## Staff Development Workshops

May – June 2015

(as of 10 am Tuesday, June 9, 2015)

TO: The Campus Community

FROM: Staff Development Committee (Jon Brennan, David Brower, Lori Ciafardini, Cheryl Dietzman, Carrie Fishner, Ellen Giambalvo, Terry Hamblin, Cindy Haynes, Barbara Kaplan, Monica Liddle, Robert W. Mazzei, Andrew McIntosh, Rebecca Norman-Eck, Landa Palmer, Jeanette Reinhardt, Glenda Roberts, George Spielman)

Please register for the workshops described below at:

<http://www.SignUpGenius.com/go/5080B4EAF2F4-spring1>

**FOR OFFSITE ACCESS PLEASE E-MAIL THE FACILITATOR AT LEAST ONE WEEK IN ADVANCE.**

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 Ellen Giambalvo, x4495, [giambaew@delhi.edu](mailto:giambaew@delhi.edu) or Barbara Kaplan, x4091, [kaplanba@delhi.edu](mailto:kaplanba@delhi.edu).

### WORKSHOP #1: COMPLIANCE ASSIST REFRESHER

Date: Monday, May 18  
Time: 9 am – 10 am  
Location: Bush Hall Room 302  
Facilitator: Monica Liddle  
Minimum: 2  
Maximum: 26

*Have you forgotten how to enter results in Compliance Assist? We will remind you how, while also demonstrating the report function of Compliance Assist. All assessment results should be entered by May 18.*

### WORKSHOP #2: WHAT IS THE USCAA?

Date: Monday, May 18  
Time: 11 am – 12 Noon  
Location: Clark Field House Conference Room  
Facilitator: Bob Backus  
Minimum: 2  
Maximum: 30

*A faculty oriented staff development workshop presented to give our Delhi teaching faculty the eligibility requirements and information on our new affiliation with the United States Collegiate Athletic Association. Topics will include examples of colleges we will be competing against, post-season at-large bids to National events, academic eligibility requirements for Associates Degree students, etc. Questions will certainly be appreciated. Light refreshments will be served.*

### WORKSHOP #3: CAMPUS INJURY REPORTING & SAFETY

Date: Tuesday, May 19  
Time: 9 am – 10 am  
Location: Sanford Hall Centennial Center  
Facilitator(s): Karen Gabriel & Jessica Reckeweg  
Minimum: 5  
Maximum: 75  
Offsite access: Contact facilitator directly

*Provide guidance to faculty, staff and those acting in supervisory roles as to their rights and responsibilities in response to various types of injuries and accidents that occur on campus. Training will cover student injuries, employees injured at work and visitors that are injured or involved in accidents while on the campus. We will review current forms, campus procedures and reporting obligations.*

### WORKSHOP #4: AMERICAN RED CROSS CPR/AED CERTIFICATION

Date: Tuesday, May 19  
Time: 9 am – 1 pm  
Location: Evenden Tower Room 104 and Evenden Tower Room 14  
Maximum: 10  
Minimum: 5  
Facilitator: Eric Laine II

*Participants will learn how to recognize when an emergency is occurring, safely approach and assist victims, and provide appropriate care including CPR/AED and care for breathing emergencies. Upon successful completion of the workshop and associated tests, participants will receive a certification card in American Red Cross CPR and AED. A fee of \$19 will be charged to cover the certification fee. Gloves and breathing barriers will be provided for the participants. Participants may take the workshop and choose not to pay for the certification.*

### BRONCO BARGAINS - DONATIONS DROP OFF (not a workshop, just a plug for the sale)

Tuesday, May 19

9 am to 1 pm

Farrell Commons

*Drop off your gently used clothes, accessories and home goods.*

### WORKSHOP #5: ETIQUETTE IN THE WORKPLACE: MASTERING THE ART OF CUSTOMER SERVICE

Date: Tuesday, May 19  
Time: 10 am – 11:30 am  
Location: Sanford Hall Centennial Center  
Facilitator: Dr. David Brower  
Minimum: 2  
Maximum: 50

*Join colleague David Brower for a conversation on how to provide the highest levels of customer service possible to all of our stakeholders – students, colleagues, and the community. The session will be interactive and engaging, and will provide participants the opportunity to collaborate with counterparts from across campus in solving common and complex day-to-day service related challenges. This session is open to all faculty and staff.*

### WORKSHOP #6: ASSESSMENT DAY

Date: Wednesday, May 20  
*Schedule to follow*

### WORKSHOP #7: SHARING TEACHING IDEAS

*For Faculty, By Faculty*  
May 21, 2015

8:00 – 8:25	Coffee and Pastries Resnick Learning Center		
8:25 – 8:30	Welcoming Remarks		
	1A – Write and Rewrite: Feedback and the Recursive Writing Process Across the Curriculum Presenters: Writing Across the Curriculum	1B – Creating your Design Course for Metacourses Presenter: Ericka Ericson Description: This lab details how faculty can	3C – H.O.T. Ideas: Higher Order Thinking and Bloom's Taxonomy Presenter: Abby Wilson & Monica Liddle Description:
8:30 – 9:30			

	<p>Group <b>Description:</b> This semester, the Writing Across the Curriculum assessment group is focusing on the role of feedback in writing assignments and student performance, either through having students complete the same type of assignment - such as lab reports, short answer quizzes, or critical reflections - over the course of the semester or assigning rough and final drafts of the same assignment. In both of these approaches, prompt and constructive feedback is essential. What types of feedback are most useful to students and have the most positive impact on the quality of student writing and learning outcomes? Join us to hear about the results of this semester's assessment, get ideas about incorporating writing and feedback into your classes, and share your own!</p> <p><b>Location: Resnick Learning Center</b></p>	<p>create a DESIGN course for use with Metacourses in Moodle. The instructor will work individually with the attendees through the process of developing a DESIGN for metacourse use in the future.</p> <p><b>Location: Bush 302</b></p>	<p>Originally developed in the 1950's and revised in the 1990's, Bloom's taxonomy continues to be used today to categorize and order ways of learning and thinking. Learn how you can utilize Bloom's taxonomy to plan effective instruction, write objectives and encourage students to move from the most basic thinking skills to more complex learning activities which leads to Higher Order Thinking. Bring information about a course you want to review and an overview of assignments you use. This will be an interactive session.</p> <p><b>Location: Bush 131</b></p>
9:45 – 10:45	<p><b>2A - Coffee, Cake, Challenge, Change, Celebrate</b> <b>Presenter:</b> Elizabeth Sova <b>Description:</b> This is a campus full of applied teaching and learning. Our students thrive on hands-on experiences. Let's talk about what we are doing, what your students are doing and celebrate your success stories. We can think about ways to change things up and apply some proven best practices. That is, when you are finished with your mouthful of cake and coffee!</p> <p><b>Location: Resnick Learning Center</b></p>	<p><b>5B – What's New in eLearning Technology in Delhi?</b> <b>Presenters:</b> Michelle Estable <b>Description:</b> A review of new technologies, new training programs, and support options for eLearning design and delivery at Delhi.</p> <p><b>Location: Bush 302</b></p>	<p><b>2C– The Rally Project</b> <b>Presenter:</b> Liz Frisbee <b>Description:</b> A portion of our students have a difficult time finding the time or making the time to study- so why not require them to study for your course? The goal of the Rally Project is to encourage struggling students to adopt the habitual practice of studying for small time frames. More specifically, require a minimum of three hours of studying per week for students who do not perform with a C+ average or better on lecture exams. This pilot program may provide data to validate the project's success by having a direct correlation between increased or set weekly study hours and improved cumulative grades in the course.</p> <p><b>Location: Sanford 201</b></p>
11:00 – 12:00	<p><b>3A – Understanding Disabilities Q&amp;A</b> <b>Presenter:</b> Linda Weinberg <b>Description:</b> This workshop will address questions such as:  <input type="checkbox"/> Accepted Students - Who knows?  <input type="checkbox"/> Accommodation Process- How does it happen?  <input type="checkbox"/> Types of Disabilities- What do we do?</p> <p><b>Location: Resnick Learning Center</b></p>	<p><b>3B – Formatting your course for Vancko Hall...Correctly and EASILY!</b> <b>Presenters:</b> Tracey Caponera &amp; Kelly Keck <b>Description:</b> This workshop will walk you through step by step what is required to develop or revise a course in Vancko Hall correctly using the standardized rubric. Each step of the way you will also see examples of how one faculty member is applying the rubric to a current online course, illustrating how easy the process can be to creating a technically correct course. Participants will also gain engaging online teaching ideas to incorporate into their course and anyone participating in the workshop will have access to a well-designed "shell" that can make course development or course revision in Vankco Hall much <i>less</i> stressful and time consuming!</p> <p><b>Location: Bush 302</b></p>	<p><b>3C – Treating Students Fairly</b> <b>Presenter:</b> Jack Tessier &amp; Heather Schwartz <b>Description:</b> What does it mean to treat students fairly as opposed to treating students equally? Participants will engage in a discussion of how to treat students fairly, both in and out of the classroom that will incorporate pedagogical discourse as well as first-hand experiences of the participants. Should students all be treated the same? If not, who should be treated differently? A series of scenarios will lead us through these and other challenging questions.</p> <p><b>Location: Bush 131</b></p>
12:00 – 1:00	<p><b>Lunch Provided by the Provost</b> <i>Optional Lunch Discussion: Collaborative Projects: Have you ever imagined working on a project that spanned disciplines? Participants will share their interests and build potential partnerships.</i></p>		
1:00-2:00	<p><b>4A – Have you Flipped?</b> <b>Presenter:</b> Kathleen Ogborn <b>Description:</b> The Flipped Classroom is a reversed teaching model that uses the internet to deliver course materials, allowing time in the classroom to be spent interacting with students. While in the classroom students have the opportunity to ask questions and work through problems with the guidance of their instructors and the support of their peers - creating a collaborative learning environment. Classroom activities include Readiness Assurance Tests (RAT) also known as Immediate Feedback Tests, student response system, games, homework problem sets and crossword puzzles. With more opportunities</p>	<p><b>4B – Instructional Design Considerations &amp; Approaches</b> <b>Presenter:</b> Michelle Estable &amp; Kelly Keck <b>Description:</b> A look at the prime considerations and types of instructional design approaches that help support learning autonomy. This course is pedagogically-focused, not technical-focused.</p> <p><b>Location: Bush 302</b></p>	<p><b>4C – Inspiring and Assessing Creativity</b> <b>Presenter:</b> Panel <b>Description:</b> How do you design projects to engage creative thinking skills? How do you "measure" creativity once you see it? How do you facilitate peer-critiques when examining creative products? The panel will share ideas for fostering and assessing creativity in a variety of fields. Participants will be invited to ask questions and discuss their ideas.</p> <p><b>Location: Bush 131</b></p>

	for students to apply their knowledge and receive frequent feedback, they acquire a deeper understanding of the course content. <b>Location: Resnick Learning Center</b>		
<b>2:00 - 2:15</b>	<b>Wrap Up</b>		

## **BRONCO BARGAINS - SALE** (not a workshop, just another shameless plug)

Thursday, May 21

8 am to 3 pm (open to the public from 10 am to 3 pm)

Farrell Commons

*Shop shop shop to support student scholarships!*

### **WORKSHOP #8: MILO COURSE READINGS: A LIBRARY TOOL FOR ONLINE COURSES**

Date: Wednesday, May 27

Time: 9 am – 10 am

Location: Online via Zoom Click <https://delhi.zoom.us/j/348870339> to join the session

Facilitator(s): Amanda Calabrese

Minimum: 1

Maximum: 25

Offsite access: <https://delhi.zoom.us/j/348870339>

*Come learn about MILO Course Readings, a new tool in Vancko Hall that allows you to create reading lists of library content in your courses. If you have ever added a link to a library article in an online course and had that link malfunction, this workshop is for you. If you've never had a link go bad but you do search the library's databases for course materials, this workshop is for you. And even if you've never considered using library resources in your courses, this workshop is for you, too! We will review how to use the tool and discuss the benefits of using the library to provide access to readings.*

### **WORKSHOP #9: FAST TRACK TO SERVICE-LEARNING**

Date: Wednesday, May 27

Time: 10 am – 12 Noon

Location: Sanford Hall Centennial Center

Facilitator(s): Jim Lees, Jenny Collins, Misty Fields, Elizabeth Sova, Ben West

Minimum: 4

Maximum: 30

Offsite access: Contact Elizabeth Sova directly

*For those who want to add some spice to their teaching methods, and get some great ideas on moving students to meet their learning objectives, try using the proven pedagogy, service-learning. By asking students to reflect on their applied learning during the semester you can reinforce the experience and embed the knowledge they have acquired.*

*During this two hour workshop we will guide you through your online Service-Learning Certification, guaranteed.*

*Laptop required. Light refreshments included!*

### **WORKSHOP #10: eBIRD**

Date: Thursday, May 28

Time: 9 am – 10 am

Location: Bush Hall Room 302

Facilitator(s): Mike Jordan

Minimum: 6

Maximum: 20

*Add some citizen science to your daily walk or backyard bird watching. eBird is a website that collects data from individuals across the US, Canada, and beyond. Learn how to submit an online checklist to document your bird sightings and contribute to science. We will explore some other bird related sites also.*

### **WORKSHOP #11: EFFECTIVE ONLINE DISCUSSIONS**

Dates: June 1 – 14 (2 weeks, online)

Time: 95% asynchronous, 2 x 30 minute synchronous chats

Location: This will be an online course in Moodle

Facilitator(s): Michelle Estable

Minimum: 8

Maximum: 15

Offsite access: Contact facilitator directly

*The next session of the Effective Online Discussions training will be held from June 1 – 14th. It is one of the courses that leads to a Virtual Teaching Certification. It is a two week course, and will require anywhere from 5-7 hours/week*

*of time to complete. It is 95% asynchronous, with two 30-minute synchronous sessions, 1 per week. We will try to find a time for the synchronous chat sessions that works for everyone. While encouraged to attend those, if one cannot, then we will work out some alternative way to make up that work. This is a very interactive 'learn-by-doing' training – it requires people committed to being active, engaged, participants. If you are interested in being a participant in this upcoming session, please register to confirm attendance/interest in order to secure your spot in the training. Due to the interactive nature of this training, we need to cap it at 15 participants.*

#### **WORKSHOP #12: LEARNING POSITIVITY 101**

Date: Monday, June 1  
Time: 9 am – 11 am  
Location: Farrell Center Rooms 211A and 211B  
Facilitator(s): Michelle Estable & Kathryn DeZur  
Minimum: 5  
Maximum: 30

*Research in the field of positive psychology has shown that optimists statistically have lower rates of depression, achieve higher grades in school, earn higher incomes, recover from illness faster, receive more promotions on the job, recover from loss and trauma better, and experience a host of other associated benefits that come with a positive mindset. This workshop will briefly cover some of the research in the field, and then will mostly focus on a series of interactive hands-on activities and discussions on learning how to use some techniques in the field that lead to a more positive mind-set; these techniques can that can be used personally, at home, with colleagues, and/or with students.*

#### **WORKSHOP #13: SCREENCASTING WITH SCREENCAST-O-MATIC**

Date: Monday, June 1  
Time: 11 am – 12 Noon  
Location: Bush Hall Room 302  
Facilitator: Andrew McIntosh  
Minimum: 1  
Maximum: 26

*This presentation will demonstrate how to utilize Screencast-O-Matic and various screencasting technique. In addition, the workshop will cover uploading videos to YouTube, setting privacy options for screencasts, and connections to pedagogy.*

#### **WORKSHOP #14: CLASSROOM TECHNOLOGY BASICS**

Date: Monday, June 1  
Time: 1 pm – 2 pm  
Location: Evenden Tower Room 203  
Facilitator: Dylan Tucker  
Minimum: 5  
Maximum: 25

*We will be looking at the basics of connecting to and using classroom technology. Ever have the 'start of class panic' because something isn't working as expected? We will cover some basic troubleshooting steps to follow that can help get you back up and running quickly.*

#### **WORKSHOP #15: OPEN EDUCATIONAL RESOURCES**

Date: Monday, June 1  
Time: 2 pm – 3 pm  
Location: Bush Hall Room 302  
Facilitator(s): Andrew McIntosh and Kelly Keck  
Minimum: 1  
Maximum: 26

*Open Educational Resources (OER) are free learning materials for students and educators. OER reduces the cost of education while providing quality content. This workshop will focus on the integration of OER materials and share lists of online resources for accessing OER for courses, along with some information about Creative Commons licenses and copyright law.*

#### **SHARED SERVICES SUMMIT**

Date: Tuesday, June 2

Time: 9 am – 3 pm  
Location: Farrell Center Commons

### **WORKSHOP #16: INSTRUCTIONAL DESIGN CONSIDERATIONS & APPROACHES**

Date: Tuesday, June 2  
Time: 10 am – 11 am  
Location: Bush Hall Room 302  
Facilitator(s): Michelle Estable & Kelly Keck  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitator directly

*A look at the prime considerations and types of instructional design approaches that help support learning autonomy. This course is pedagogically-focused, not technical- focused.*

### **WORKSHOP #17: SCREENCASTING WITH SCREENCAST-O-MATIC**

Date: Tuesday, June 2  
Time: 11 am – 12 Noon  
Location: Online via Zoom. Zoom access details will be sent to the list of attendees that have signed up.  
Facilitator: Andrew McIntosh  
Minimum: 1  
Maximum: 100  
Offsite access: Zoom

*This presentation will demonstrate how to utilize Screencast-O-Matic and various screencasting technique. In addition, the workshop will cover uploading videos to YouTube, setting privacy options for screencasts, and connections to pedagogy.*

### **WORKSHOP #18: DESIGNING FOR MOBILE LEARNING**

Date: Tuesday, June 2  
Time: 1 pm – 2 pm  
Location: Bush Hall Room 302  
Facilitator: Michelle Estable  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitator directly

*More and more students are accessing courses in Moodle with tablets and mobile phones. This workshop will look at the prime considerations and approaches to quality design in a course with BYOD access in mind.*

### **WORKSHOP #19: WHAT'S NEW IN MOODLE v 2.8**

Date: Wednesday, June 3  
Time: 9 am – 10 am  
Location: Bush Hall Room 302  
Facilitator: Ericka Erickson  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitator directly

*This session will go over the new features and additions to Moodle v2.8, which we have upgraded to in May. It will also cover some of the new plugins and tools in v2.8 that allow more interactive learning (such as the new tool Poodle).*

### **WORKSHOP #20: FREE INDIVIDUAL GOLF LESSON**

Date: Wednesday, June 3 (Also offered Thursday, June 4 and Wednesday, June 10)  
Time: 9 am – 12 Noon  
Location: College Golf Course  
Facilitator: Jim Lees, PGA Professional

*Staff/Faculty members can spend a half hour with Jim trying to improve any aspect of their golf game. Equipment can be provided if necessary. There are 6 slots available each day starting at 9 am and ending at 12 pm. **Contact Jim directly to arrange a time at [leesjr@delhi.edu](mailto:leesjr@delhi.edu) or 4574.***

### **WORKSHOP #21: QUALITY MATTERS RUBRIC**

Date: Wednesday, June 3  
Time: 10 am – 11 am  
Location: Sanford Hall Room 119  
Facilitator: Kelly Keck  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitator directly

*A review of the QM rubric components, with a look at examples of each item and discussion on how to design for quality in eLearning.*

### **WORKSHOP #22: OMNIUPDATE REFRESHER**

Date: Wednesday, June 3  
Time: 10 am - 11:30 am  
Location: Bush Hall Room 302  
Facilitator: Kenny Fass  
Minimum: 4  
Maximum: 12

*This workshop will be a question and answer session for current users of OmniUpdate looking to increase their knowledge of how to edit and create webpages. Bring your questions along with your OmniUpdate login. You can also email me prior to the training at [webmaster@delhi.edu](mailto:webmaster@delhi.edu) with questions or specific features you would like to cover.*

### **WORKSHOP #23: SCREENCASTING WITH SCREENCAST-O-MATIC**

Date: Wednesday, June 3  
Time: 11 am – 12 pm  
Location: Zoom (virtual). Zoom access details will be sent to the list of attendees.  
Facilitator: Andrew McIntosh  
Minimum: 1  
Maximum: 100  
Offsite access: Zoom

*This presentation will demonstrate how to utilize Screencast-O-Matic and various screencasting technique. In addition, the workshop will cover uploading videos to YouTube, setting privacy options for screencasts, and connections to pedagogy.*

### **WORKSHOP #24: RESEARCH AND CREATIVE ACHIEVEMENT DAY**

Date: Wednesday, June 3  
Time: 12 pm – 2 pm  
Location: Sanford Hall Centennial Center (Poster and sharing session in the lobby outside)  
Facilitator: Dr. Jack Tessier  
Minimum: 6  
Maximum: 75

*Come together to share your research and creative works while learning about what other faculty and staff are doing. The keynote speaker will be the 2013-2014 Chancellor's Award for Excellence in Scholarship and Creative Achievement winner, Susan Deane. A poster and sharing session will follow. Refreshments will be provided. If you would like to share your work (you are both welcome and encouraged to do so), please contact Jack Tessier for details ([tessiejt@delhi.edu](mailto:tessiejt@delhi.edu), 746-4483).*

### **WORKSHOP #25: FROM 0 TO ADA IN MOODLE**

Date: Wednesday, June 3  
Time: 2 pm – 3 pm  
Location: Bush Hall Room 302  
Facilitators: Andrew McIntosh & Kelly Keck  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitators directly

*This workshop will cover the basics of ADA compliance in eLearning design, with a look at the ADA section of the*



*Quality Matters rubric and SUNY's new OSCQR Accessibility Rubric. An overview of tools and possible approaches will also be covered.*

#### **WORKSHOP #26: FREE INDIVIDUAL GOLF LESSON**

Date: Thursday, June 4 (Also offered Wednesday, June 3 and Wednesday, June 10)  
Time: 9 am – 12 Noon  
Location: College Golf Course  
Facilitator: Jim Lees, PGA Professional

*Staff/Faculty members can spend a half hour with Jim trying to improve any aspect of their golf game. Equipment can be provided if necessary. There are 6 slots available each day starting at 9 am and ending at 12 pm. **Contact Jim directly to arrange a time at [leesjr@delhi.edu](mailto:leesjr@delhi.edu) or 4574.***

#### **WORKSHOP #27: BASIC BEER MAKING PART 1**

Date: Thursday, June 4 and Thursday, June 18  
Time: 9 am – 12 Noon  
Location: Evenden Tower Room 410  
Facilitator: Dr. Jack Tessier  
Maximum: 8  
Fee: \$5

*Participants will work together to brew a batch of homemade beer. Each participant will leave with their own six-pack of bottled homebrew. This workshop is comprised of TWO sessions, THREE hours each and TWO weeks apart.*

#### **WORKSHOP #28: WHAT'S NEW IN eLEARNING TECHNOLOGY AT SUNY DELHI**

Date: Thursday, June 4  
Time: 9 am – 10 am  
Location: Bush Hall Room 302  
Facilitator: Michelle Estable  
Minimum: 4  
Maximum: 26  
Offsite access: Contact facilitator directly

*A review of new technologies, new training programs, and support options for eLearning design and delivery at Delhi.*

#### **WORKSHOP #29: VIKING RIVER CRUISES**

Date: Thursday, June 4  
Time: 10 am – 11 am  
Location: Sanford Hall Centennial Center  
Facilitator: Bill Burke  
Minimum: 5  
Maximum: 50

*Have you seen Viking River Cruises advertised on the PBS show Downton Abbey or received one of their catalogs and wondered if one of these trips was for you? If so, join Bill Burke for a discussion about his experience on the Paris & the Heart of Normandy cruise on the Seine River in France in August, 2014. Highlights of the trip included sightseeing and shopping in Paris, stops at several historic towns along the Seine, and a memorable day trip from the port of Rouen through the Normandy countryside to Gold Beach, Utah Beach and the American Military Cemetery at Omaha Beach. Bill's traveling companion was his good friend Les, a 90 year old WWII veteran who fought in Europe but had always wanted to visit the D-Day invasion sites. Discussion topics will include: airfare/cruise cost, money conversion/gratuities, food & services on the ship, Wi-Fi/cell phone service, local guides/tours, state room options, pros/cons of Viking cruises, and who are the travelers on these cruises?*

#### **WORKSHOP #30: BACKING UP & ARCHIVING COURSES, CONTENT & STUDENT WORK IN MOODLE**

Date: Thursday, June 4  
Time: 10 am – 11 am  
Location: Bush Hall Room 302  
Facilitator: John Horner  
Minimum: 8  
Maximum: 26

Offsite access: Contact facilitator directly

*This session will cover the basics of backing up and archiving student data, student assignments and work, the gradebook, and course content. It will include information on how to copy course content to new blank course shells and how to create course archive files.*

### **WORKSHOP #31: CLASSROOM TECHNOLOGY BASICS – CANCELLED 6/2/2015**

### **WORKSHOP #32: FRESHMAN SEMINAR**

Date: Thursday, June 4

Time: 10 am – 12 pm

Location: Catskill Hall Great Room

Facilitator(s): Dr. John Sandman

*This workshop will be for both new and old Freshman Seminar Teachers. For new teachers, we will start by discussing sample course outlines. Then, experienced seminar teachers will share best practices. The workshop will also include a top secret, sneak preview of the student activities schedule for fall 2015.*

### **WORKSHOP #33: OPEN LAB TIME**

Date: Thursday, June 4

Time: 11 am – 1 pm

Location: Bush Hall Room 302

Facilitator(s): CCTL eLearning Support Team

Minimum: 4

Maximum: 26

Offsite access: Contact Michelle Estable directly

*This is an open lab time. Come and have us work on something in your course with you, or come to discuss your ideas and projects with us, or ask us how to do something. The whole team will be present to support questions and needs.*

### **WORKSHOP #34: USING ZOOM 101**

Date: Thursday, June 4

Time: 1 pm – 2 pm

Location: Bush Hall Room 302

Facilitator: Don Conklin

Minimum: 1

Maximum: 26

*Zoom is Delhi's professional webinar tool. Come to this in-person lab session and be walked through accessing and setting up your account for the first time, and learn some tips to starting to use Zoom. Attend the Using Zoom 102 session to get your first hands-on virtual training session using Zoom.*

### **WORKSHOP #35: BRONCOCHECK. BRONCO WHAT??**

Date: Thursday, June 4

Time: 2 pm – 3 pm

Location: Farrell Center Rooms 211A and 211B

Facilitator(s): Bari Marshall and Elizabeth Outsen

Minimum: 2

Maximum: 50

*Do you BroncoCHECK? Have you ever been BroncoCHECKed? Would you like to know more about BroncoCHECK? Facilitators will introduce you to what a BroncoCHECK is, why we have the program, and why we want you to be aware of it. Also, we love to recruit new people to show our incoming freshman what BroncoCHECK is to introduce this program in our college community.*

### **WORKSHOP #36: MOODLE BASICS**

Date: Thursday, June 4

Time: 2 pm – 3 pm

Location: Bush Hall Room 302

Facilitator: John Horner

Minimum: 4

Maximum: 26

Offsite access: Contact facilitator directly

*A review of the basics of Moodle to create, design and deliver an online course. Topics include adding elements, lessons, quizzes, videos, forums, and other learning objects to a Moodle course. This course is technical-focused, not pedagogically focused.*

### **WORKSHOP #37: USING ZOOM 102**

Date: Thursday, June 4

Time: 3 pm – 4 pm

Location: Zoom (virtual). Zoom access details will be sent to the list of attendees

Facilitator: Don Conklin

Minimum: 1

Maximum: 12

Offsite access: Exclusively Online

*This workshop will cover the various features in the Zoom webinar tool, which can be used for tutoring students, meetings with peers, giving online lectures to students, and a host of other functions. This requires already knowing how to access your Zoom account and basic set up. Take the Using Zoom 101 course first if you are unsure of this process.*

### **WORKSHOP #38: ALL ABOUT THE CLOUD**

Date: Friday, June 5

Time: 10 am – 11 am

Location: Bush Hall Room 131

Facilitator(s): Scott May

Minimum: 5

Maximum: 20

Offsite access: Contact facilitator directly

*You hear all this talk about the Cloud, but what is it? This session will talk about what the "Cloud" is and isn't. How the cloud impacts our daily work and personal lives.*

### **WORKSHOP #39: ENJOYING WINES OF THE USA**

Date: Friday, June 5

Time: 11 am – 1 pm

Location: Alumni Hall 2<sup>nd</sup> Floor

Facilitator: Victor Sommo

Minimum: 10

Maximum: 20

Fee: \$25 (Fee to Cheryl Dietzman on or before May 29)

*Join Chef Instructor Victor Sommo in exploring the wines of the United States. A relative newcomer in the world of wine; the USA is not as bound to tradition as its European competitors. From California to New York State you will find a diversity of wines that will satisfy many tastes! The session will explore the wines of all of the USA's major wine producing regions. Discover the diversity of this country's wines and why the USA is considered one of the world's premier wine making countries.*

### **WORKSHOP #40: ADVISOR TRAINING**

Date: Monday, June 8

Time: 10 am – 12 Noon

Location: Sanford Hall Centennial Center

Facilitator: Jeff Stedman

Minimum: 1

Maximum: 50

*This workshop will have discussions about connecting with students, how credits affect financial aid and living on campus, Degree Works, academic probation, advising forms, advising scenarios, academic warnings, CLEP, excluding grades, transcripts and much, much more.*

### **WORKSHOP #41: GRILLING**

Date: Monday, June 8

Time: 11 am – 1 pm

Location: MacDonald Hall Room 119  
Facilitator: Chef Sean Pehrsson  
Maximum: 15  
Fee (if any): \$12 (Fee to Cheryl Dietzman on or before June 3)

*With the warmer weather upon us, it's time to take to the grills! Enjoy a lively interactive session with Chef Sean Pehrsson to learn the basics and best practices of outdoor cooking. We'll discuss the differences between grilling with charcoal, wood, and gas; provide insight on the best cuts of meats to use when grilling; and demonstrate techniques to ensure your final products "wow" your guests! Lots of time will be allotted for questions and answers and we'll enjoy lunch at the conclusion of the seminar. Reserve your spot quickly as there are only 15 available! \$12 seminar fee includes lunch.*

#### **WORKSHOP #42: E-MAIL & ADVANCED FEATURES**

Date: Monday, June 8  
Time: 1:30 pm – 2:30 pm  
Location: Bush Hall Room 302  
Facilitator: Liz Avery  
Minimum: 2  
Maximum: 26

*A look at the faculty/staff web-based e-mail, including but not limited to groups, basic and advanced features such as a signature, folders, automatic replies and inbox rules.*

#### **WORKSHOP #43: INSTRUCTIONAL CONSIDERATIONS & APPROACHES – OFFERED JUNE 2 ONLY**

#### **WORKSHOP #44: DESIGNING FOR MOBILE LEARNING - OFFERED JUNE 2 ONLY**

#### **WORKSHOP #45: FREE INDIVIDUAL GOLF LESSON**

Date: Wednesday, June 10 (Also offered Wednesday, June 3 and Thursday, June 4)  
Time: 9 am – 12 Noon  
Location: College Golf Course  
Facilitator: Jim Lees, PGA Professional

*Staff/Faculty members can spend a half hour with Jim trying to improve any aspect of their golf game. Equipment can be provided if necessary. There are 6 slots available each day starting at 9 am and ending at 12 pm. **Contact Jim directly to arrange a time at [leesjr@delhi.edu](mailto:leesjr@delhi.edu) or 4574.***

#### **WORKSHOP #46: SOCIAL MEDIA SMARTS**

Date: Wednesday, June 10  
Time: 9 am – 10 am  
Location: Evenden Tower Room 203  
Facilitator(s): Kimberly MacLeod, APR  
Minimum: 1  
Maximum: 20

*Navigating the world of social media has become more challenging with constant changes in platforms, technologies and communities. Learn to apply general best practices that will help you act ethically and responsibly when the lines are blurred between your professional and personal life. The power of positive engagement will be shared as well as examples of social media posts gone wrong.*

#### **WORKSHOP #47: BUDGET & PLANNING**

Date: Wednesday, June 10  
Time: 10 am – 11 am  
Location: Sanford Hall Centennial Center  
Facilitator(s): Dan Davis and Nikki Hoffman  
Minimum: 1  
Maximum: 75

*Updates to the Unit plans for the 2016-17 academic year will be discussed. Those who will be completing unit plans are encouraged to attend, view the updates and ask any questions about the budget and planning process*

## **WORKSHOP #48: CREATING YOUR DESIGN COURSE FOR METACOURSES**

Date: Wednesday, June 10  
Time: 1 pm – 2 pm  
Location: Bush Hall Room 302  
Facilitator: Ericka Erickson  
Minimum: 4  
Maximum: 26

*This lab details how faculty can create a DESIGN course for use with Metacourses in Moodle. The instructor will work individually with the attendees through the process of developing a DESIGN for metacourse use in the future.*

## **WORKSHOP #49: PROJECT MANAGEMENT 2 DAY WORKSHOP**

**CANCELLED DUE TO INSUFFICIENT ENROLLMENT (10 am, June 9, 2015)**

Date: Thursday, June 11 and Friday, June 12  
Time: 9 am – 4 pm both days  
Location: Sanford Hall Room 201  
Facilitator: Jon Brennan  
Minimum: 4  
Maximum: 75  
Offsite access: Contact facilitator directly

**PLEASE RSVP FOR THIS SESSION BY MAY 30 SO WE KNOW HOW MANY MANUALS TO PRINT AND HOW MUCH FOOD TO ORDER.** If the minimum number of participants is not met by May 30, the session may be **cancelled/rescheduled**. Please RSVP at this link (**please only register if you can attend both days**): <http://www.signupgenius.com/go/20f094fa5ae2ea4fd0-project1>

*This 2 day course is designed to teach the fundamentals of project management to New York State employees. The course uses the NYS Project Management Guidebook, v2 as a foundation. This 2-day workshop will take learners through the project management lifecycle and based on discussions activity, will work as a team to produce cohesive project management documents. This 2-day workshop seeks to provide a common framework and language for people to use when working on project teams. It is not designed for people already working in project management roles, but rather, this workshop is designed for people new to project management with little or no formal training. The focus of the training is to help SUNY employees understand the concepts and improve their project management skills.*

### **Who should attend?**

*We would like to get people that are new to project management. We are not looking for project managers. We want people that will likely work as part of a project team, or may manage small projects as part of their work, but are not project managers by title. The course is a fundamentals course, and does not deep-dive into many topics. There are a lot of group activities that build upon one another, so please **make sure you attend both days of the workshop**.*

## **WORKSHOP #50: BASKET WEAVING**

Date: Monday, June 15  
Time: 9:30 am -12:30 pm  
Location: Farrell Center Art Studio Room 216  
Facilitator(s): Barb Sturdevant and Lisa Tessier  
Minimum: 5  
Maximum: 10  
Fee (if any): \$6.00 to be paid upon arrival at workshop

*Join us for a fun, hands-on workshop that will teach the basics of weaving with rattan. Participants will leave with a beautiful, hand-made market basket! Please bring a pail about the size of a mop bucket, clothes pins, gardening shears or heavy scissors.*

## **WORKSHOP #51: MANDATORY ANNUAL TRAINING – DO THE RIGHT THING: CREATING A SAFE & RESPECTFUL ENVIRONMENT FOR COLLEAGUES, STUDENTS & VISITORS**

Date: Monday, June 15  
Time: 9 am – 10:30 am  
Location: **Evenden Tower Room 104 (REVISED LOCATION)**

Presenter: Lynn Berger

Minimum: 1

Maximum: 100

Off Site Access: Contact facilitator directly

*SUNY Delhi has an obligation to comply with a variety of federal, state and local laws such as Title IX, the Violence Against Women Act, and the Americans with Disabilities Act. Learn about recent child protection policy changes, upcoming changes in the area of sexual violence prevention, how these and other laws and related College policies impact you, and what to do if you observe or hear about any incidents. All faculty and staff are required to attend compliance training in these areas annually, so **if you have not attended training this academic year, please attend in person or by phone.***

#### **WORKSHOP #52: WILD WEEDS WALK**

Date: Tuesday, June 16

Time: 1 pm – 2:30 pm

Location: Outdoor Education Center on Route 28

Facilitator: Amy Metnick

Minimum: 5

Maximum: 15

*A field and woods walk in which participants learn to identify wild Catskills botanicals of nutritional and therapeutic value. Long pants and sturdy shoes recommended. A handy handout that charts plant names and their uses and identifies resources will be distributed to participants. **Please carpool if possible.***

#### **WORKSHOP #53: SOPHIE BECOMES AN ADIRONDACK 46'ER**

Date: Tuesday, June 16

Time: 9 am – 10:30 am

Location: Sanford Hall Centennial Center

Facilitator(s): Nancy Macdonald & Sophie

Minimum: 1

Maximum: 75

*Tales and pictures of hiking the 46 peaks in the Adirondacks over 4,000' with an 18 pound Yorki-poo*

#### **WORKSHOP #54: CADI Catering 101**

Date: Tuesday, June 16

Time: 11 am – 12 Noon

Location: Sanford Hall Centennial Center

Facilitator(s): Megan Munson & Christina Viafore

Minimum: 5

Maximum: 40

*CADI Catering 101 has all the ingredients you need to get started towards learning how to plan a successful catered event. This is a great opportunity to turn the overwhelming event planning process into a rewarding, and fun endeavor. You can even sample some of their new menu offerings! So, whether you are an active event planner or just want to learn more about the campus catering process, CADI Catering 101 course can help.*

#### **WORKSHOP #55: USING MICROSOFT PUBLISHER**

Date: Wednesday, June 17

Time: 1 pm – 2 pm

Location: Bush Hall Room 302

Facilitator: Christina Viafore

Minimum: 5

Maximum: 26

Offsite access: Contact facilitator directly

*Are you using word to create posters? Come to this workshop and learn the vast capabilities of Microsoft Publisher. You will never use Microsoft Word again!*

#### **WORKSHOP #56: BASIC BEER MAKING PART 2**

Date: Thursday, June 18 (**Must have attended Part 1 on Thursday, June 4**)

Time: 9 am – 12 Noon

Location: Evenden Tower Room 410  
Facilitator: Dr. Jack Tessier  
Maximum: 8  
Fee: \$5

*Participants will work together to brew a batch of homemade beer. Each participant will leave with their own six-pack of bottled homebrew. This workshop is comprised of TWO sessions, THREE hours each and TWO weeks apart.*

#### **WORKSHOP #57: EXCEL TIPS & TRICKS**

Date: Thursday, June 18  
Time: 9 am – 10 am  
Location: Bush Hall Room 302  
Facilitator: Kristy Fitch  
Minimum: 4  
Maximum: 26

*Come sharpen your Excel skills and learn how to utilize different Excel features. (If there are any particular features you would like to learn about please email me in advance and I will incorporate as many as time will allow -*

*[fitchkr@delhi.edu](mailto:fitchkr@delhi.edu) )*

#### **WORKSHOP #58: LEARN FLATWATER KAYAKING**

Date: Thursday, June 18 and Friday, June 19  
Time: 10 am – 12 Noon and 8 am – 1 pm  
Location: Kunsela Hall Pool and South Hall/Delaware River  
Facilitator(s): David DeForest & Eric Laine  
Minimum: 3  
Maximum: 8

*Participants need to know how to swim. Participants will be eligible to rent the boats for summer use.*