FALL 2006 OPENING CONFERENCE WORKSHOPS

ACADEMY FOR FACULTY DEVELOPMENT

➢ There are 3 workshops that all new faculty are required to attend:
  • Promotion and Tenure
  • Preventing Sexual Harassment
  • New Faculty Orientation

➢ All faculty are welcome at any sessions, space permitting. Please register beforehand.

➢ Please use the separate Registration Form to request a space in one or more workshops.

➢ To register for Wellness Screening, contact Pansy Simpson (524-5092) or Kendrick Kelly (524-5421).

➢ No registration is necessary for the Library Database Training Fair sessions.

Tuesday, August 15, 2006

9:00–9:45
Online Resources at the VSU Library
Learn how best to utilize the resources available through the library website for your research and teaching needs. Become familiar with database searching and basic techniques for finding journal articles and books. Learn how to subscribe to database search alerts and electronic journal services so the latest research literature in your field of study can be delivered to your computer desktop.
Instructor: Louveller Luster
Location: 123 Johnston Memorial Library Training Center

9:00–10:45
Budget Development for Grant Proposals in the Liberal Arts Disciplines
Examination of methods for developing budgets for grant proposals in the Liberal Arts disciplines (private or public funding agencies).
Instructor: Weldon Hill
Location: 113-E Harris Hall (AFD Main Conference Room)

9:00–10:45
Preparation for Promotion and Tenure (REQUIRED FOR NEW FACULTY)
Overview of the promotion and tenure processes—steps in the process, expectations, paperwork, guidelines for success, etc. Q&A.
Instructor: James E. Hunter
Location: 102 Harris Hall

9:00-12:00
Site Builder Web Management Software Training (1)
Instructors: Rob Duffendack and Thomas Reed (facilitator)
Location: 104 Harris Hall Computer Lab
10:00-2:45

*Library Database Training Fair*

Hands-on training using library subscription databases from EBSCO, Thomson Gale, ProQuest, and Chemical Abstracts Service. See library flier for more details. **No registration necessary.**

Instructors: various  
Location: Johnston Memorial Library

11:00-12:45

*Implementing State/National Accreditation Standards*

Required session for the Professional Education Unit. Pertinent administrative, instructional, and assessment procedures for maintaining program approval will be shared.

Instructor: Delores Greene  
Location: 113-E Harris Hall (AFD Main Conference Room)

11:00-12:45

*Writing Successful Grant Proposals Using GRC as an Effective Tool*

The Office of Sponsored Research and Programs presents a workshop focusing on grant writing, common grant writing mistakes and Grants Resource Center services.

Instructors: Richard Dunfee and Godwin Mbagwu  
Location: 113-A Harris Hall (AFD Computer Lab)

11:00-12:45

*VSU Virtual Tour for New (and Returning) Faculty*

A virtual tour through the services and different support centers within the University. Handouts provided.

Instructor: Salame Amr  
Location: 102 Harris Hall

1:00-2:45

*Digital Probeware and Data Loggers for Water Quality Monitoring*

An overview and hands-on demonstration of this technology will be presented. A curriculum entitled *What Do You Know About Water Quality?* will also be presented.

Instructor: Barry Fox  
Location: 113-E Harris Hall (AFD Main Conference Room)

1:00-2:45

*Human Subjects Principles for Researchers*

Protections for human subjects of research are required under Department of Health and Human Services (HHS) regulations. This workshop is designed to increase awareness of the work being done by the institutional review process to comply with the requirements.

Instructors: Enid Jones, Cheryl Stampley and Andrew Kanu  
Location: 113-A Harris Hall (AFD Computer Lab)

1:00-2:45

*Basic Statistics Using MINITAB (Level I)*

Overview of MINITAB menus, data files, variables, frequency distributions, graphical presentations, descriptive and inferential statistics for one sample.

Instructors: Gerald Burton and Rana Singh  
Location: 14-S Hunter McDaniel
1:00-4:00
Site Builder Web Management Software Training (2)
Instructors: Rob Duffendack and Thomas Reed (facilitator)
Location: 104 Harris Hall Computer Lab

3:00-3:45
Introduction to the Gartner Core Research Service (1)
Learn how to use the new Gartner Core Research service available to all faculty, staff and students this fall. The Gartner Core Research is a service that provides research and advice about information technology. Gartner Core Research for Higher Education Institutions is an offering designed to meet specific needs of students, faculty and staff as well as technology professionals within the institutions.
Instructor: Rodney Fowlkes
Location: 113-E Harris Hall (AFD Main Conference Room)

3:00-4:45
GroupWise (1)
Introduction to basic functions of GroupWise.
Instructor: Shahla Roayaei
Location: 113-A Harris Hall (AFD Computer Lab)

3:00-4:45
Travel Procedures and Invoice Processing
Overview of the travel process from the planning of a trip to the reimbursement of funds and the invoice payment process. The course is designed to provide information about the forms and documentation required to allow for smooth travel and invoice payment process.
Instructors: Sheila Rose and Karen Miller
Location: 102 Harris Hall

4:00-4:45
Introduction to the Gartner Core Research Service (2)
Learn how to use the new Gartner Core Research service available to all faculty, staff and students this fall. The Gartner Core Research is a service that provides research and advice about information technology. Gartner Core Research for Higher Education Institutions is an offering designed to meet specific needs of students, faculty and staff as well as technology professionals within the institutions.
Instructor: Rodney Fowlkes
Location: 113-E Harris Hall (AFD Main Conference Room)

Wednesday, August 16, 2006

9:00-9:45
E-Books and E-Journals at the VSU Library
Learn where to look, how to search for e-books, and how best to navigate through an e-book once you find one. Learn how to use e-books and e-journals for course reserves and class assignments.
Instructor: Louveller Luster
Location: 123 Johnston Memorial Library Training Center

9:00-10:45
University Counseling Center Workshop: “Why Isn’t My Student Learning?”
Focus on research-supported strategies that may be used with students who have learning disabilities. Issues will include defining “learning disability,” identifying the signs (difficulty sitting still, listening, comprehending, learning), understanding ADHD, reaching and teaching all students.
Instructors: Sheila Saravanabhavan and Rosezelia W. Roy
Location: 113-E Harris Hall (AFD Main Conference Room)

9:00-10:45
GroupWise (2)
Introduction to basic functions of GroupWise.
Instructor: Shahla Roayaei
Location: 113-A Harris Hall (AFD Computer Lab)

9:00–10:45
Blackboard (1)
Introduction to Blackboard.
Instructor: Sandeep Ahuja
Location: 104 Harris Hall Computer Lab

9:00-10:45
Collaborating for Professional Development
Designed to facilitate discourse on the development of a culture for collaborative engagement in teaching, research, grants writing, outreach initiatives, and publication. Higher education and P-12 educators invited to participate.
Instructor: Delois L. Maxwell
Location: 102 Harris Hall

10:00-3:30
Library Database Training Fair
Hands-on training using library subscription databases from Elsevier and Commerce Clearing House. See library flier for more details. No registration necessary.
Instructors: various
Location: Johnston Memorial Library

11:00-12:45
Faculty Evaluation Instrument
Overview of the Faculty Evaluation instrument currently in pilot testing in the School of Liberal Arts and Education and which is under consideration for university wide use.
Instructor: Weldon Hill
Location: 113-E Harris Hall (AFD Main Conference Room)

11:00-12:45
Advanced Blackboard (1)
Examination of further capabilities of Blackboard.
Instructor: Paul Kasehoo
Location: 104 Harris Hall Computer Lab

11:00-12:45
Navigating the Multi-Media Podium
Overview of the varied media functions of the multi-media podium for the electronic classroom.
Instructor: Marcia James  
Location: 102 Harris Hall

12:00-4:00  

Wellness Screening  
Health Check Screening by CommonHealth team. Screening takes approximately 15 minutes. Screening components include blood pressure, total cholesterol, HDL, and glucose. Participants fill out confidential questionnaire, receive screening results immediately, receive Personal Health Analysis report, and receive an incentive. Cost for screening: $5 for employee or $7 for employee and family. To register, contact Pansy Simpson (524-5092) or Kendrick Kelly (524-5421).  
Instructor: Denise Butler  
Location: 200 Foster Hall

1:00-2:45  

Zero-Based Budgeting  
An overview of theory, methods, and practice of zero-based budgeting as used at VSU in accordance with the Vision 20/20 Plan.  
Instructor: Dennis Jones  
Location: 113-E Harris Hall (AFD Main Conference Room)

1:00-2:45  

Blackboard (2)  
Introduction to Blackboard.  
Instructor: Hari Sharma  
Location: 104 Harris Hall Computer Lab

1:00-2:45  

Sexual Harassment Prevention (REQUIRED FOR NEW FACULTY)  
Instructors: George Gardner and Gary Martin (facilitator)  
Location: 102 Harris Hall

1:00-2:45  

Basic Statistics Using MINITAB (Level II)  
Two sample descriptive and inferential statistics, linear regression and correlation, association using contingency tables, one-way analysis of variance.  
Instructors: Seonkoo Han and Rana Singh  
Location: 14-S Hunter McDaniel

3:00-4:45  

What the Best University Professors Do  
Interactive workshop on best practices/excellence in the university classroom: class preparation, class management, evaluation of students and instruction, faculty expectations of students (and vice versa), student (and faculty) learning.  
Instructor: Vykuntapathi Thota  
Location: 113-E Harris Hall (AFD Main Conference Room)

3:00-4:45  

Procedures for Curriculum Changes  
Overview of the process for making changes to courses, curricula, programs, etc. An examination of the stages of the process, the committees that review proposals, and requisite paperwork.
3:00-4:45  
**Advanced Blackboard (2)**  
Examination of further capabilities of Blackboard.  
Instructor: Ali Mohamed  
Location: 104 Harris Hall Computer Lab

3:00-4:45  
**VSU Master Plan**  
The firm of Clark-Nexsen has been engaged to assist VSU in the development of a comprehensive facilities Master Plan to support the 2020 Vision Plan. Principals from Clark-Nexsen will present the preliminary recommendations and answer questions about the proposed Master Plan.  
Instructor/Facilitator: Clementine Cone  
Location: 102 Harris Hall

**Thursday, August 17, 2006**

12:00-4:00  
**Wellness Screening**  
Health Check Screening by CommonHealth team. Screening takes approximately 15 minutes. Screening components include blood pressure, total cholesterol, HDL, and glucose. Participants fill out confidential questionnaire, receive screening results immediately, receive Personal Health Analysis report, and receive an incentive. Cost for screening: $5 for employee or $7 for employee and family. **To register, contact Pansy Simpson (524-5092) or Kendrick Kelly (524-5421).**  
Instructor: Denise Butler  
Location: 200 Foster Hall

**Friday, August 18, 2006**

9:00-4:00  
**New Faculty Orientation (REQUIRED FOR NEW FACULTY)**  
Overview of health benefits program, life insurance plans, retirement plans, direct deposit plan, VSU and DHRM policies, VSU Pre-Tax Parking Fee Program, etc. Terrorism and Security presentation.  
Instructor: Gayle O'Neal  
Location: 102 Harris Hall
There is 1 workshop that all faculty are required to attend: Banner Overview.

All faculty/staff in the Professional Education Unit are required to attend the workshop on Strategic Planning for Quality Professional Education Programs.

All faculty are strongly encouraged to attend a workshop on Computer/IT Security.

All faculty teaching first-year General Education courses are encouraged to attend the workshop on General Education. Other interested faculty are also welcome.

Departmental chairs are encouraged to attend the workshops on Securing Private Grants and Policies and Procedures for Soliciting and Accepting Gifts.

All faculty are welcome at any sessions, space permitting. Please register beforehand for all sessions other than the Banner sessions.

Please use the separate Registration Form to request a space in one or more workshops.

Tuesday, January 9, 2007

9:00–10:45
What is “Good Writing”?  
Faculty often complain that some of their students cannot write well. What exactly do faculty expect in terms of student writing? Open discussion, moderated by Language and Literature faculty.  
Instructors:  TBA  
Location:  113-E Harris Hall (AFD Main Conference Room)

9:00–10:45
Procedures for Curriculum Changes  
Overview of the process for making changes to courses, curricula, programs, etc. An examination of the stages of the process, the committees that review proposals, and requisite paperwork.  
Instructors:  Kenneth Bernard and Tom LaRose  
Location:  113-A (AFD Computer Lab)

9:00–10:45
Basic Blackboard (1)
Introduction to Blackboard 7.
Instructors: Hari Sharma and Colleen Taylor
Location: 104 Harris Hall Computer Lab

9:00–10:45

Securing Private Grants
Defines procedures and provides materials for securing private grants. The roles of the Office of Development and other University Departments will be discussed in detail.
Instructor: Valerie Marsh
Location: 102 Harris Hall

11:00-12:45

SACS Reaffirmation: Tools for Compliance Certification and Institutional Effectiveness (1)
The purpose of this workshop is to introduce participants to VSU’s SACS web site and WEAVE Online, the University’s web-based tool for institutional effectiveness. Individuals who have been assigned responsibilities for documenting compliance with core requirements and comprehensive standards within the Principles of Accreditation and for the assessment and evaluation of student performance, academic programs, and non-academic units should attend this workshop.
Instructor: Emmett Ridley
Location: 113-E Harris Hall (AFD Main Conference Room)

11:00-12:45

Advanced Blackboard (1)
Examination of further capabilities of Blackboard 7.
Instructors: Ali Mohamed and Tom LaRose
Location: 104 Harris Hall Computer Lab

11:00-12:45

Computer/Information Technology Security (1)
An examination of practices, technologies and/or services used to promote User awareness, User training and User responsibility with regard to security risks or vulnerabilities, as well as methods and procedures related to information technology resources. Tips and guidelines to help protect Users from computer viruses, hacking and identity theft. Review of recent changes to the law and how they affect the University: Digital Millennium Act Update, Federal law on Electronic Discovery Process, Electronic Records.
Instructors: Shahla Roayaei and Beau Hurley
Location: 102 Harris Hall

11:00-12:45

Basic Statistics Using MINITAB (Level 2)
One sample and two sample inference based on means and proportions, linear regression and correlation, one-way analysis of variance. Use of the standard normal, t, Chi-Square and F distribution tables. Familiarity with MINITAB or SPSS is required.
Instructors: Gerald Burton and Rana Singh
Location: 126 Harris Hall (Psychology Lab)

1:00-2:45

Tk20
Overview of Tk20 CampusTools HigherEd.
Instructor: John Blackwell
Location: 113-A Harris Hall (AFD Computer Lab)

1:00-2:45
Basic Blackboard (2)
Introduction to Blackboard 7.
Instructors: Megan Brown and Shahla Roayaei
Location: 104 Harris Hall Computer Lab

1:00-2:45
Writing a Successful Grant Proposal
The fundamentals of writing successful grant proposals will be presented.
Instructor(s): Daniel T. Stoelting (speaker) and Godwin O. Mbogwu (facilitator)
Location: 102 Harris Hall

1:00-2:45
@Your Library: Finding Books and Journals (1)
Looking for books and journals online? Check out the library's electronic services available online for your research and teaching needs. Become familiar with library databases and search techniques to find journal articles and books.
Instructors: Darnell Law and Louveller Luster
Location: 123 Johnston Memorial Library Training Center

3:00-4:45
Collaborative Research and Publication Writing
A workshop geared to those persons interested in collaborative research that can lead to publication. Participants may come with writing topics to share. Handouts on strategies for integrating teaching, research and service will be distributed.
Instructors: Nira C. Taru and Delois Maxwell
Location: 113-E Harris Hall (AFD Main Conference Room)

3:00-4:45
Advanced Blackboard (2)
Examination of further capabilities of Blackboard 7.
Instructors: Paul Kaseloo and Hari Sharma
Location: 104 Harris Hall Computer Lab

3:00-4:45
Women Empowering Women
The workshop is intended to raise awareness of contributions of women to VSU and to empower VSU women for leadership. It will include a review of programs presented during Spring Semester 2006 and serve as a forum to generate ideas for the future.
Facilitator: Christine Diggs
Location: 102 Harris Hall

3:00-4:45
Find Articles Fast Using SFX (1)
What is it? Learn how to use the library's new service that links from a citation in one database to the full-text of that article in another, conducts an automatic search of the library catalog, TROY, and completes a pre-filled interlibrary loan form for journals the library does not own.
Instructor: Louveller Luster and Darnell Law
Wednesday, January 10, 2007

9:00-10:45  
**Increasing the Enrollment of African-American Students Abroad: History and Challenges**
While HBCUs and other higher educational institutions have recently intensified efforts to get more African-American students to study abroad, enrollments remain frustratingly low. This workshop will review the recent history of US study abroad enrollments, with a focus on minority students, and discuss obstacles to increasing student and faculty participation, nationally and at Virginia State. (Part 1 of a 2-part workshop sponsored by the George H. Bennett Office for International Education.)
Instructors: Michael Vande Berg, Vice President for Academic Affairs, Council on International Educational Exchange (CIEE) (presenter) and Maxine Sample (facilitator)
Location: 113-E Harris Hall (AFD Main Conference Room)

9:00-10:45  
**Excel Grade book Skills**
No previous Excel experience necessary. This workshop is designed to help faculty use Excel spreadsheets for class records management—tracking tardies and absences, generating midterm and final reports with varied grade weights, printing specific pages, etc. Template and handouts available.
Instructor: Curtis Holsopple
Location: 113-A Harris Hall (AFD Computer Lab)

9:00-10:45  
**Strategic Planning for Quality Professional Education Programs**
Participants will review and revise components of the initial Strategic Planning Document. Regulations that govern implementation of quality Education Programs will also be shared. This session is required for faculty/staff in the Professional Education Unit.
Instructor: Delores Greene
Location: 102 Harris Hall

9:00-10:45  
**@Your Library: Finding Books and Journals (2)**
Looking for books and journals online? Check out the library’s electronic services available online for your research and teaching needs. Become familiar with library databases and search techniques to find journal articles and books.
Instructors: Darnell Law and Louvelier Luster
Location: 123 Johnston Memorial Library Training Center

9:00-12:00  
**Basic Site Builder Web Management Software Training**
An introduction to Site Builder, designed for those with little or no previous experience with the software.
Instructors: Tom Adams and Thomas Reed (facilitator)
Location: 104 Harris Hall Computer Lab

11:00-12:45  
**SACS Reaffirmation: Tools for Compliance Certification and Institutional Effectiveness (2)**
The purpose of this workshop is to introduce participants to VSU's SACS web site and WEAVE Online, the University's web-based tool for institutional effectiveness. Individuals who have been assigned responsibilities for documenting compliance with core requirements and comprehensive standards within the Principles of Accreditation and for the assessment and evaluation of student performance, academic programs, and non-academic units should attend this workshop.

Instructor: Emmett Ridley
Location: 113-E Harris Hall (AFD Main Conference Room)

11:00-12:45

Computer/Information Technology Security (2)
An examination of practices, technologies and/or services used to promote User awareness, User training and User responsibility with regard to security risks or vulnerabilities, as well as methods and procedures related to information technology resources. Tips and guidelines to help protect Users from computer viruses, hacking and identity theft. Review of recent changes to the law and how they affect the University: Digital Millennium Act Update, Federal law on Electronic Discovery Process, Electronic
Instructors: Shahla Roayaei and Beau Hurley
Location: 102 Harris Hall

11:00-12:45

Find Articles Fast Using SFX (2)
What is it? Learn how to use the library's new service that links from a citation in one database to the full-text of that article in another, conducts an automatic search of the library catalog, TROY, and completes a pre-filled interlibrary loan form for journals the library does not own.
Instructor: Louveller Luster and Darnell Law
Location: 123 Johnston Memorial Library Training Center

1:00-2:45

Increasing Study Abroad Enrollments at VSU: Developing a Strategy
This workshop will provide an overview of the broad range of US study abroad models and allow participants to explore the development of a strategy to increase study abroad enrollments at VSU. (Part 2 of a 2-part workshop sponsored by the George H. Bennett Office for International Education.)
Instructors: Michael Vande Berg, Vice President for Academic Affairs, CIEE and Selena Cuffe, Director, CIEE (presenters), and Maxine Sample (facilitator)
Location: 113-E Harris Hall (AFD Main Conference Room)

1:00-2:45

VSU Master Plan
The firm of Clark-Nexsen has been engaged to assist VSU in the development of a comprehensive facilities Master Plan to support the 2020 Vision Plan. Principals from Clark-Nexsen will present the preliminary recommendations and answer questions about the proposed Master Plan.
Instructor/Facilitator: Clementine Cone
Location: 102 Harris Hall

1:00-4:00

Advanced Site Builder Web Management Software Training
More advanced Site Builder training designed primarily to help current users better understand the software. Participants can bring questions they have about problems they've been experiencing.
Instructors: Tom Adams and Thomas Reed (facilitator)
Location: 104 Harris Hall Computer Lab
General Education: A Special Session for Faculty of First-Year Courses
A presentation by Dr. Betsy Barefoot, Co-Director and Senior Scholar at the Policy Center on the First Year of College. The address by Dr. Barefoot, an expert on first-year programming in American higher education, will help faculty in core freshman courses begin a conversation about how to support each other and enhance the academic experience and achievements of VSU's freshmen.
Instructors: Betsy Barefoot (presenter) and Donna Crawford (facilitator)
Location: Colson Auditorium (Harris Hall)

Navigating the Multi-Media Podium
Overview of the varied media functions of the multi-media podium for the electronic classroom.
Instructor: Marcia James
Location: 113-E Harris Hall (AFD Main Conference Room)

Introduction to the Gartner Core Research Service
Learn how to use the new Gartner Core Research service available to all faculty, staff and students this fall. The Gartner Core Research is a service that provides research and advice about information technology. Gartner Core Research for Higher Education Institutions is an offering designed to meet specific needs of students, faculty and staff as well as technology professionals within the institutions.
Instructor: Rodney Fowlkes
Location: 113-A Harris Hall (AFD Computer Lab)

Policies and Procedures for Soliciting and Accepting Gifts
A workshop that defines gifts and provides a brief synopsis of what is and is not acceptable in terms of asking for and receiving gifts in behalf of the University. The roles of the Office of Development and other University Departments will be discussed in detail.
Instructor: Bart Blanks
Location: 102 Harris Hall

Basic Statistics Using SPSS (Level II)
One sample and two sample inference based on means and proportions, linear regression and correlation, one-way analysis of variance. Use of the standard normal, t, Chi-Square and F distribution tables.
Familiarity with SPSS or MINITAB is required.
Instructors: Ken Bernard and Rana Singh
Location: 126 Harris Hall (Psychology Lab)

Thursday, January 11, 2007

9:00-10:15
VSU and Banner—An Introduction (REQUIRED OF FACULTY)
This workshop will show at a high-level how Banner will make class administration (and higher education administration) more efficient and effective for faculty, and more beneficial to our students.
Instructors: Deressa Miller and Debera Bonner
Location: Colson Auditorium (Harris Hall)
10:30-11:45

*VSU and Banner—An Introduction* (REQUIRED OF ACADEMIC STAFF)

This workshop will show at a high-level how Banner will make class administration (and higher education administration) more efficient and effective for staff, and more beneficial to our students.

Instructors: Deressa Miller and Debera Bonner

Location: Colson Auditorium (Harris Hall)