

**Professional Development Day
February 12, 2019**



**G.I.F.T.S. Workshop
Descriptions and
Schedule**

Table of Contents

Morning G.I.F.T.S. Descriptions.....	2-3
Afternoon G.I.F.T.S. Descriptions.....	4-5
Professional Development AGENDA	6-9
Exciting Conferences and Seminars.....	11
Upcoming Professional Development Workshops.....	12

Great Ideas For Teaching Students (G.I.F.T.S.): As members of a learning-centered college, we all teach students in some way, whether behind the scenes, around the college, online, or in front of a classroom.

Morning G.I.F.T.S. Descriptions

General Overview of the CRM: This session with Maureen Anderson is a general overview of the Admissions Customer Relationship Management system and how the college will improve communication with prospective students. In addition, we will review the capabilities (and limitations) of the new Admissions CRM. **Target audience:** Faculty and staff who are not directly responsible for marketing their programs and non-Student Affairs employees.

Communication Overview in the CRM: Learn the capabilities of the CRM to understand how we can improve communication about CF's programs and services. This session with Maureen Anderson will provide an overview of the Communication Plan so that program managers and coordinators can understand how and when information is provided to students and learn how to improve our marketing to students. **Target audience:** Program managers and program coordinators who are responsible for marketing their areas.

What's the BIG Deal about FERPA?: In an age of communication and technology, it is important to stay current with the Family Educational Rights and Privacy Act (FERPA) and how to protect yourself and the college while ensuring students' privacy. This refresher course with Dr. Alton Austin will address best practices when you are dealing with students' educational records. **Target audience:** All college employees who interact with students, their parents, and student records.

LRC Tours: Come tour the new spaces and behind the scenes with Karla Wilson and Dr. Tammi Viviano-Broderick to see what the Learning Resources Center and the new Learning Commons has to offer students. **Target audience:** All college employees.

Office 365 + Windows 10: Join Nancy Abshier and see what students encounter as they use Office 365 and Windows 10. **Target audience:** All college employees.

Morning G.I.F.T.S. Descriptions Cont.

Retention and Completion: This is a college-wide follow-up to discussion groups held with faculty in January. What do you think would help retain students and support their efforts to finish strong? Share your thoughts, learn about ideas others have suggested, and hear about some exciting applications of these ideas in the pipeline. This is a great opportunity to participate in collaborative discussions across departments and campus areas. Facilitated by Leah Gamble and Allan Danuff.
Target Audience: All college employees.

Partners in Student Success: Faculty and Financial Aid : During this session, Financial Aid expert Jean Imes will explain the process of awarding financial aid to students, releasing monies for textbook purchases, and the role that faculty members play in ensuring accuracy and timeliness of disbursements. Learn more about attendance reporting and final grades, SAP (Satisfactory Academic Progress), temporary access codes for textbooks, fundable coursework, and the financial aid process including the FAFSA, verification, and scholarships. Together, we can help students be better prepared and, in turn, successful in the classroom. **Target audience:** All faculty.

Advising: Explore YOUR Role: Learn the WHATs, HOWs, WHENs, WHEREs, and WHYs of SUCCESSFUL Academic Advising with Debbie Bowe, Chenita Hart and Susan Thomas. We can't spell sUccessful without U! **Target audience:** All Academic Affairs and Student Affairs employees.

Accreditation...Who does that?: Join Matt Matthews as he reviews the timelines for the SACSCOC accreditation 5th Year Report and the important processes for our overall accreditation reaffirmation. **Target audience:** All college employees.

Sharing the CF Story: CF faculty and staff are our greatest assets in promoting a college-going culture. Meet with Marketing and Public Relations team members Lois Brauckmuller and Danielle Doty to learn how they help promote your programs and how you can share the CF story. **Target audience:** All college employees.

A word cloud of terms related to community colleges. The largest words are 'COMMUNITY' and 'COLLEGES' in red. Other prominent words include 'Career Certificates', 'Money', 'Associates Degree', 'Public Education', 'Tuition Fees', 'Technical', 'Junior College States', 'sdihsrjopqs', 'Transfer', 'Aid', 'Programs', 'Two Year', 'eLearning', 'Students', 'Online', 'Flexibility', 'Cost', 'Degrees', 'Admission', 'Loan', 'Convenience', 'Affordability', 'Funding', and 'States'.

Student Affairs Afternoon G.I.F.T.S. Descriptions

Enrollment Updates: Join Dr. Saul Reyes for updates on college enrollment.

Target audience: All Student Affairs employees.

FERPA Staff Refresher: In an age of communication in so many formats, it is important to stay current with the Family Educational Rights and Privacy Act (FERPA) laws and how to protect students' privacy. This refresher course with Dr. Alton Austin will address best practices when handling and communicating about students' educational records. **Target audience:** All Student Affairs employees.

Overview of the New Admissions CRM: This session with Maureen Anderson is an overview of the new recruitment and admissions processes, including how we can obtain names of prospective students and how we will communicate with students in the process. This session will also provide a brief introduction to how staff will use the CRM in their day-to-day activities. **Target audience:** Student Affairs employees and/or those directly responsible for interacting with students during the admissions and enrollment processes.

Violence Against Women Act Refresher: This session with Dr. Henri Benlolo will offer a refresher on the Violence Against Women Act (VAWA). **Target audience:** All Student Affairs employees.

Faculty Afternoon G.I.F.T.S. Descriptions

I Know A Great Lesson When I See It, But How Do I Create It?: AFC's 2018 Professor of the Year Brenda Skoczelas, from Lake Sumter State College, is offering this session. Exciting, engaging lessons that promote mastery look easy when someone else does it, but how do you create one when staring at a blank computer screen? This highly interactive session uncovers the common traits of great lessons and allows participants to leave with specific components to build their own creative lessons in any discipline!

Baycare: Learn how to handle disruptive and/or distressed students. You will learn how to: 1) Prevent disruptions, including disruptions caused by students with disabilities; 2) Identify warning signs of potentially harmful situations and how to defuse or de-escalate them; 3) Report inappropriate or potentially harmful behavior; 4) Identify signs associated with students who may be in distress; 5) Refer students to college resources for help; and 6) Understand the roles of the CF Special Admissions Committee and the CF Threat Assessment Team.

Tutoring: Come meet Chelsey, one of our outstanding CF tutors, who will share with you what kind of free tutoring is available for students in-person and online, and how you can help with some new tutoring initiatives to assist students and increase their success.

Conferences in Canvas: Join Cole Diaz and learn how to use the Conferences tool in Canvas to video or audio chat with one or more students. Share your desktop and walk students through something they are working on and with which they need assistance.

Faculty Afternoon G.I.F.T.S. Descriptions

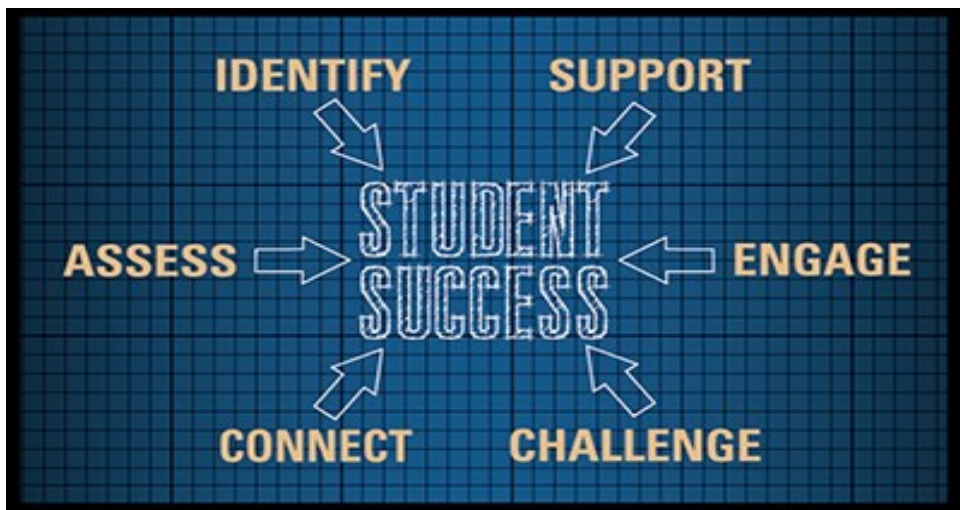
Canvas Gradebook: Now that using the Canvas gradebook is required of all faculty members, come learn with Josh Strigle how to set up and use the gradebook and ways to make it work best for you.

Curriculum Builder: Curriculum Builder is a Canvas plugin that allows faculty members to search their library's content from within the Learning Management System (LMS) and create reading lists for students. Join Faithe Ruiz and learn how to organize scholarly articles, e-book chapters, online reference materials, and more from within course modules.

PrepSTEP: Tutorials and Practice Tests for Student Success: PrepSTEP is a dynamic online learning platform from EBSCO and LearningExpress presenting tutorials, practice tests, and e-books which empower students to build foundational skills for college success. With PrepSTEP students can: improve core English, math and science skills; score higher on college placement tests; acquire basic computer skills; build workplace skills and explore careers; prepare for grad school and occupational exams; and succeed in college and beyond. Teresa Faust and Rebecca Schweighardt will introduce PrepSTEP and demonstrate how PrepSTEP can be used to support course work and student success.

StartSmart Academic Pathways: Come meet with Karla Wilson and Lois Kohlweiss and find out how students determine their Academic Paths, where the paths can be found on the web, and how to help students understand the importance of creating personal paths and staying on them. We will discuss the Pathways process and how you can help students be successful.

Tech Tips: Interesting Engaging Technologies: Let Brandy Currie show you how to communicate with students in the medium they prefer by using the free Remind App. You can also learn how to develop a portfolio project for your students using a web-based platform.



College Professional Development Day February 12, 2019

AGENDA

8:00 College-wide breakfast [Cafeteria](#)

After breakfast, please follow the schedule established by your supervisor.

9:00 College-wide announcements [Dassance Auditorium](#)
Dr. Mark Paugh
Dr. Jillian Ramsammy

9:30 College-wide presentations
Maureen Anderson – The college is implementing a new Customer Relationship Management (CRM) system for the admissions process. This will allow the college to communicate more strategically with students who have begun the admissions process, as well as prospective future students.

Karla Wilson – Through our StartSmart@CF initiatives, learn how every member of the college can help our students succeed.

After morning announcements and presentations, please follow the schedule established by your supervisor.

Student Affairs and Academic Affairs personnel should attend the morning G.I.F.T.S.

Morning G.I.F.T.S.

Join us for the morning G.I.F.T.S. where information for all is offered. See times and descriptions of the sessions on page 3.

10:10 [General Overview of the CRM](#) [Dassance Auditorium](#)
[Retention and Completion](#) 3-101K
[What's the BIG Deal about FERPA?](#) 7-105
[Office 365 + Windows 10](#) 3-117D
[LRC Tours](#) [Building 3 - meet in current entryway](#)
[Partners in Student Success: Faculty and Financial Aid](#) 7-111
[Advising](#) 7-104
[Accreditation...Who does that?](#) 4-207

10:45 [General Overview of the CRM](#) [Dassance Auditorium](#)
[Retention and Completion](#) [3-101K](#)
[What's the BIG Deal about FERPA?](#) [7-105](#)
[Office 365 + Windows 10](#) [3-117D](#)
[LRC Tours](#) [Building 3 - meet in current entryway](#)
[Partners in Student Success: Faculty and Financial Aid](#) [7-111](#)
[Advising](#) [7-104](#)
[Accreditation...Who does that?](#) [4-207](#)
[Sharing the CF Story](#) [3-112](#)

11:20 [Communication Overview in the CRM](#) [Dassance Auditorium](#)
[What's the BIG Deal about FERPA?](#) [7-105](#)
[Office 365 + Windows 10](#) [3-117D](#)
[LRC Tours](#) [Building 3 - meet in current entryway](#)
[Partners in Student Success: Faculty and Financial Aid](#) [7-111](#)
[Accreditation...Who does that?](#) [4-207](#)
[Sharing the CF Story](#) [3-112](#)

After the morning G.I.F.T.S., please follow the schedule established by your supervisor.

Student Affairs staff should report to 7-111 at 1:30 pm following lunch on your own.

Faculty should report to the Klein at 12 pm (agenda continues on page 8).

Student Affairs Afternoon G.I.F.T.S.

1:30 [Enrollment Updates](#) [7-111](#)
[FERPA Staff Refresher](#) [7-111](#)
[Overview of the New Admissions CRM](#) [7-111](#)
[Violence Against Women Act Refresher](#) [7-111](#)

3:00 [Department Level Meetings](#) (as scheduled by each department and supervisor).

Faculty Afternoon Agenda

12:00 Faculty Lunch Klein
Stars Award Presentation

Keynote Speaker: AFC's 2018 Professor of the Year Brenda Skoczelas

"I SHOULDN'T BE IN EDUCATION"

Brenda Skoczelas began her unlikely professional journey as a teacher in a high-needs high school with no background in education or classroom management. Almost every obstacle that can be given to a first-year teacher was thrown in her path, and even her colleagues were expecting her to leave before her first year ended. Despite that, Ms. Skoczelas has thrived in education, moving on to teach Physics at Lake-Sumter State College, and being named the Association of Florida Colleges Professor of the Year. This highly interactive and thought-provoking keynote celebrates innovation in the classroom, faculty resilience, and connects to the Professor of the Year that lives within every college instructor.



Do you have an idea you wish you had **time** to implement? If so, **SUMMER FANTASY** may be the workshop for you! The purpose of this workshop opportunity is to give faculty **paid time** to work on a project that will directly affect student learning and/or support successful learning experiences for students. The workshop is held every summer for two days. The 2019 workshop will take place May 10th and 11th. Watch your email for an application link in March and visit https://inside.cf.edu/departments/opd/TLsite/prof_dev.htm or more information. Space is limited so start thinking about your ideas!

StartSmart Fellows

The Fellows are departmental liaisons for the seven meta-major areas and Student Affairs. They help connect students, faculty, staff, and campus resources to support student success. Find the latest list of StartSmart Fellows, their office hours in the Learning Resources Center, the calendar of planned workshops and more at: https://inside.cf.edu/departments/opd/TLsite/StartSmart_Fellows.htm

Faculty Afternoon G.I.F.T.S.

GIFTS *In response to the Retention and Completion group discussions in January, as well as Professional Development Day surveys, the following GIFTS are being offered to address some of the comments and suggestions received.*

1:30 I Know A Great Lesson When I See It, But How Do I Create It? 40-310

Baycare 40-208

Tutoring 40-205

Conferences In Canvas 40-203

Curriculum Builder 40-212

2:05 I Know A Great Lesson When I See It, But How Do I Create It? 40-310

Baycare 40-208

Tutoring 40-205

Conferences In Canvas 40-203

Curriculum Builder 40-212

Canvas Gradebook 40-210

2:40 I Know A Great Lesson When I See It, But How Do I Create It? 40-310

Conferences In Canvas 40-203

Canvas Gradebook 40-210

PrepSTEP 40-303

StartSmart Academic Pathways 40-308

Tech Tips: Interesting Engaging Technologies 40-309

3:15 Canvas Gradebook 40-210

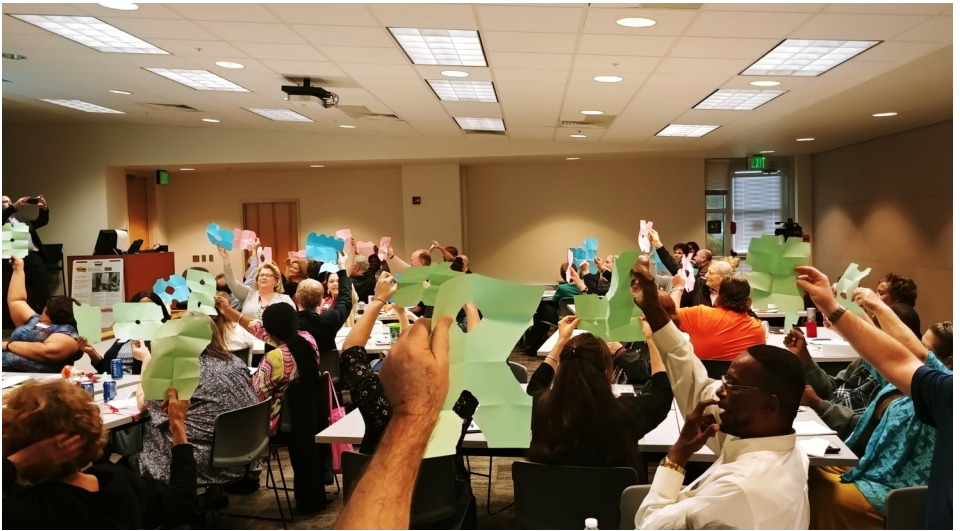
PrepSTEP 40-303

StartSmart Academic Pathways 40-308

Tech Tips: Interesting Engaging Technologies 40-309

4:00 Advising Center Tour—Join the advising team for a tour of the Student Success Advising Center. [Building 5 - 2nd Floor](#)

TLEI MISSION: The Teaching Learning Engagement Institute dedicates itself to fostering a learning-centered culture at the College of Central Florida, shifting the educational focus from teaching to learning. Recognizing that outstanding instruction is an on-going process which requires continuous improvement, the CF Teaching Learning Engagement Institute promotes and supports opportunities which stimulate excellence in teaching in order to enhance student learning.



Early Support Program (ESP)

Have you submitted ESPs for students who need assistance in your classes yet? If you have concerns about a student, the ESP team wants to know! Common reasons for referral include irregular attendance, disability services needs, discipline problems, family difficulties, financial constraints, grade concerns, health challenges, academic integrity, missing coursework, non-engagement, and social/emotional concerns. To refer a student, please sign into MyCF and click on the quick link on the left that looks like a yield sign.

Exciting Conferences and Seminars

*There is a limited amount of money available for faculty
to attend these highly rated events.*

The AFC Conference on College Teaching & Learning

April 3-5

St. Petersburg, FL

The Master Teacher Seminar

held in July

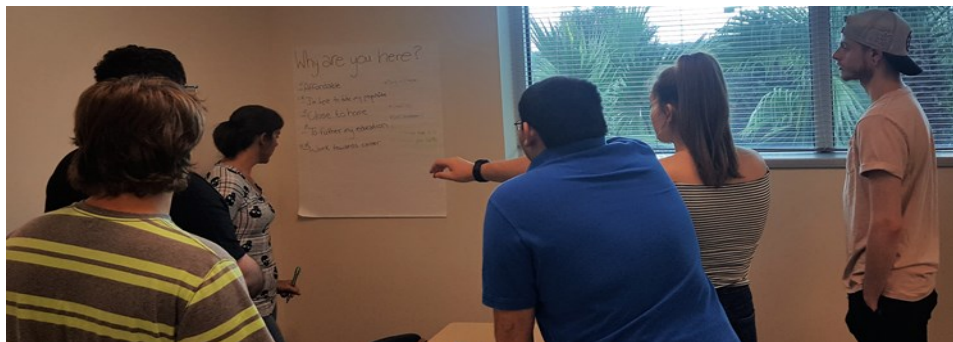
Pensacola, FL

See what your colleagues have said about these conferences:
<https://inside.cf.edu/departments/opd/TLIsite/directions/PDF/nov18.pdf>

For more information, contact Dr. James Meier,
Teaching Learning Engagement Institute Coordinator

Phone: ext. 1782

Email: meierj@cf.edu



Upcoming Professional Development Workshops

Diving Deeper Into Canvas Series

Episode 1: Assignments

Episode 2: Discussion Board

Episode 3: Quizzes

Episode 4: Gradebook

Episode 5: Modules, People, and Groups

Episode 6: Canvas Conferencing/Open Discussions

Other Upcoming Workshops

PrepSTEP
Curriculum Builder
PowerPoint 2019/Windows 10
Adobe Acrobat Pro
Movie Day

Excel 2019/Windows 10
Using the Remind App
Office 365/Windows 10
Word 2019/Windows 10

See the full calendar of Professional Development Workshops:
https://inside.cf.edu/departments/opd/Workshop_Calendar.htm

Tuition Reimbursement

OPD still has funds available. Contact Steve Hill for more information.

Contact Us

If you are interested in attending any of these workshops, contact Steve Hill:

Phone: ext.1762

Email: opd@cf.edu