



World-Class Education

KEAN USA Professional Development Days

June 13, 14, 15, and 16, 2016

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## Monday, June 13<sup>th</sup>

8:30-9:00	Breakfast	Downs Hall
9:00-12:00	Writing Your Assessment Report/Program Review (Group Time to Discuss and Write with OAA Present)	Downs Hall
10:30-10:45	Morning Refreshments	Downs Hall
12:15-1:30	Lunch	Downs Hall
1:45-2:45	<u>Early Afternoon Sessions</u> Session 1: Website Content Management Training Session 2: Periodic Review Report Committee Session 3: Campus Police Presentation Session 4: Faculty Resources to Support Student Writing Session 5: Ladders of Success	CAS 202/203/204 MSC 315 CAS 106 MSC 226 MSC Little Theater
2:45-3:00	Afternoon Refreshments	MSC Atrium
3:15-4:30	<u>Late Afternoon Sessions</u> Session 1: Enrollment Management Update Session 2: Managing Disruptive or Emotionally Distressed Students Session 3: Technology in the Classroom Session 4: If Your Parents Sold Your Bicycle the First time You Fell...: Promoting Active Learners Through Intentional Strategies Session 5: Paying Yourself	MSC 226 MSC Little Theatre MSC 315 MSC 228 CAS 106

## Tuesday, June 14<sup>th</sup>

8:30-9:00	Breakfast	MSC Atrium
9:15-10:30	<u>Early Morning Sessions</u>	
	Session 1: Periodic Review Report Update	MSC Little Theatre
	Session 2: Use a Clicker Type System that Works from any Device!	MSC 315
	Session 3: Money at Work: Sharpening Investments Skills	MSC 228
	Session 4: Time Management	CAS 106
	Session 5: The Studio Model for Intensive Instruction	MSC 226
10:30-10:45	Morning Refreshments	MSC Atrium
10:45-12:00	<u>Mid-Morning Sessions</u>	
	Session 1: Student Group Advisor Training	MSC 315
	Session 2: Critical Reading and Community	CAS 106
	Session 3: Interprofessional Health Sciences Movement: Continuing our Commitment	MSC 226
	Session 4: The Accepted Transfer Student Experience and Engagement	MSC 228
	Session 5: FERPA: What You Need to Know	MSC Little Theatre
12:15-1:15	Lunch	Down's Hall
1:30-2:45	University Senate Committee Meetings	Down's Hall
3:00-4:30	University Senate Meeting	Kean Hall 127

## Wednesday, June 15<sup>th</sup>

8:30-9:00	Breakfast	MSC Atrium
8:30-12:30	Institutional Review Board (IRB) –Criteria for Review: Social, Behavioral and Educational Research (Half Day Workshop)	MSC 228
9:15-10:30	<u>Early Morning Sessions</u>	
	Session 1: Ladders of Success	MSC Little Theatre
	Session 2: The Deferred Compensation Plan: Is it right for you?	MSC 226
	Session 3: Let Us Help You: Alumni and Philanthropy	MSC 315
	Session 4: The Practice of Mindfulness to Assist Students	CAS 106
10:30-10:45	Morning Refreshments	MSC Atrium
10:45-12:00	<u>Mid-Morning Sessions</u>	
	Session 1: Faculty-lead International Travelearn Programs	CAS 106
	Session 2: Investor’s Behaviors	MSC 226
	Session 3: Student Conduct Hearing Officer Training (By Invitation Only)	MSC 315
	Session 4: Environmental Health and Safety	MSC Little Theatre
12:15-1:15	Lunch	Downs Hall
1:30-2:45	<u>Early Afternoon Sessions</u>	
	Session 1: FERPA: What You Need to Know	MSC Little Theatre
	Session 2: UPC Meeting	MSC 315
	Session 3: Blackboard Training: Creating Effective Assignments	CAS 202/203/204
	Session 4: You Can Be a Media Resource	CAS 106
	Session 5: Using Qualtrics Surveys in Human Subjects Research	MSC 228
2:45-3:00	Afternoon Refreshments	MSC Atrium
3:00-4:30	<u>Late Afternoon Sessions</u>	
	Session 1: Catalog and Curriculum Management Software Demo	MSC 226
	Session 2: Campus Police Presentation	MSC Little Theatre
	Session 3: Blackboard Training: Creating Assessments	CAS 202/203/204
	Session 4: Teaching with Turnitin	CAS 106
	Session 5: Using Qualtrics Surveys in Human Subjects Research	MSC 228

## Thursday, June 16<sup>th</sup>

8:30-9:00	Breakfast	MSC Atrium
8:15-4:00	GE3000/T2K Full Day Training by Invitation (See Page 6 for Details)	
9:15-10:30	<u>Early Morning Sessions</u>	
	Session 1: E-books, Multimedia, and More: Tips for Embedding These and Other Specialized Library Resources in Your Classes	Library 115
	Session 2: Online Course Development Process	MSC 315
	Session 3: Customer Service Inside and Out	CAS 106
	Session 4: Collaborative Testing to Improve Executive Functioning	MSC 228
10:30-10:45	Morning Refreshments	MSC Atrium
10:45-12:00	<u>Mid-Morning Sessions</u>	
	Session 1: Federal Work Study Supervisor Training	MSC 315
	Session 2: The Buzz about Writing Across the Curriculum	CAS 106
	Session 3: Blackboard Training: Presenting Dynamic Content	Library 115
	Session 4: Providing Accommodations to Students with Disabilities	MSC Little Theatre
12:15-1:15	Lunch	Downs Hall
1:30-2:45	<u>Early Afternoon Sessions</u>	
	Session 1: Educating Students about the Process of Education	MSC 226
	Session 2: Update on General Education	CAS 106
	Session 3: Hands Only CPR	MSC Little Theatre
	Session 4: Blackboard Tips and Tricks to Get Up and Running	Library 115
2:45-3:00	Afternoon Refreshments	MSC Atrium
3:00-4:30	<u>Late Afternoon Sessions</u>	
	Session 1: Cyber Security Awareness: Protecting Student Information	Library 115
	Session 2: Having Fun with Statistics	CAS 106
	Session 3: Legal Considerations for Purchasing	MSC Little Theatre
	Session 4: UCC Meeting	MSC 226

**School of General Studies Transition to Kean and Transfer Transitions Annual Instructor Training  
Thursday June 16, 2016**

<b>Check - In &amp; Registration</b>	<b>8:15am to 8:40am, Little Theatre, MSC</b>			
<b>Welcome and Keynote Address</b>	<b>8:40am to 10:15am, Little Theater, MSC</b> Dr. Christine Harrington, Ph.D. Professor, Psychology and Student Success Director, Center for the Enrichment of Learning and Teaching 2016 EXCELLENCE IN TEACHING FIRST-YEAR SEMINAR AWARD RECIPIENT FROM THE NATIONAL RESOURCES CENTER FOR THE FIRST-YEAR EXPERIENCE AND STUDENTS IN TRANSITION.			
<b>Breakout Session 1:</b>	<b>10:25am to 11:15am</b>			
	<b>T2K Track GE 1000</b>	<b>Location</b>	<b>Transfer Transitions Track GE 3000</b>	<b>Location</b>
	Blackboard for T2K	CAS204	Introduction to Transfer Transitions	CAS 205
<i>Split sessions – mini presentations</i>	Center for Leadership & Service	CAS250		
<i>Split sessions – mini presentations</i>	Pearson MSSL / E-Portfolio	CAS202		
<i>Split sessions – mini presentations</i>	Student Involvement / Student Tips	CAS252		
	Counseling / Health Services	CAS251		
<b>Breakout Session 2:</b>	<b>11:20am to 12:10pm</b>			
	<b>GE 1000</b>	<b>Location</b>	<b>GE 3000</b>	<b>Location</b>
	Blackboard for T2K	CAS204	Introduction to Transfer Transitions	CAS 205
	Center for Leadership & Service	CAS250		
<i>Split sessions – mini presentations</i>	Advisement	CAS203		
<i>Split sessions – mini presentations</i>	Pearson MSSL / E-Portfolio	CAS202		
<i>Split sessions – mini presentations</i>	Student Involvement / Student Tips	CAS252		
<i>Split sessions – mini presentations</i>	Counseling / Health Services	CAS251		
<b>Lunch</b>	<b>12:15pm to 1:15pm, Downs Hall</b>			
<b>Breakout Session 3:</b>	<b>1:20pm to 2:10pm</b>			
	<b>GE 1000</b>	<b>Location</b>	<b>GE 3000</b>	<b>Location</b>
	Blackboard for T2K	CAS204	Transfer Advisement Support	CAS 203
	Center for Leadership & Service	CAS250		
	Writing	CAS236		
<i>Split sessions – mini presentations</i>	Pearson MSSL / E-Portfolio	CAS202		
<i>Split sessions – mini presentations</i>	Student Involvement/Student Tips	CAS252		
<i>Split sessions – mini presentations</i>	Counseling / Health Services	CAS251		
<b>Building the Perfect Teaching Team: Collaborating for Student Success</b>	<b>2:20pm to 3:50pm, MSC 228</b> <b>INSTRUCTOR AND PEER MENTOR RECOGNITIONS</b> <b>WORKING GROUPS</b> <i>*Dessert and beverage station at session*</i>			
<b>Closing</b>	<b>3:50pm to 4:00pm, MSC228</b>			

## Session Descriptions and Presenters

### **The Accepted Transfer Student Experience and Engagement**

This session is designed to bring awareness to the campus community on the accepted transfer student process. The process is a collaborative effort between Enrollment Management and Academic Affairs to ensure a seamless experience into Kean University.

Presenter: LaTysha Gaines, Managing Assistant Director for Transfer Admissions

### **Blackboard Tips and Tricks to Get Up and Running**

How can you use Blackboard to streamline your work and enhance instruction of your students at the same time? This interactive session, intended for beginning to intermediate Blackboard users in their face-to-face courses, will discuss Blackboard features such as setting up the gradebook, automated rubrics, customizing the menu, organizing your course, and much more. Participants are encouraged to bring their laptops so that they can work along on one of their courses for Fall 2016.

Presenter: Dr. Reva Narasimhan, School of Mathematics

### **Blackboard Training: Creating Assessments**

This training will provide a review of the assessment stages and creation process. By the end of the training, participants should be able to: define and discuss the range and benefits of different question types; distinguish assessment methods and relate these to good practice in course design; create an auto-graded assignments; set-up and import questions.

Presenter: Dr. Matthew Mongelli, School of Natural Sciences and Blackboard Certified Trainer

### **Blackboard Training: Presenting Dynamic Content**

This training will provide an overview of the tools and features that can be used to create dynamic learning content. By the end of the training, participants should be able to: identify and practice the methods to enable enhancements to course organization by means of course links, tool links, web links etc.; manage Content Editor for Course Files; create Mashup (e.g. SlideShare and Flickr); generate and update Calendar Tool.

Presenter: Dr. Nicholas Palmieri, School of Physical Education, Recreation and Health and Blackboard Certified Trainer

### **Blackboard Training: Creating Effective Assignments**

This training will provide a review of the distinctive stages of the assignment creation process. By the end of the training participants should be able to: create and manage assignments; understand the advantages of rubrics; and identify strategies for deterring plagiarism.

Presenter: Dr. Franklin Turner, School of Psychology and Blackboard Certified Trainer

### **The Buzz about Writing Across the Curriculum**

Teaching with writing? Looking for some new ways to spark conversations about plagiarism, the writing process, punctuation, logical fallacies, grammar and other writing-related topics? This session will present faculty with a unique set of resources designed to engage students with writing: BuzzFeed quizzes designed by Writing Center staff accompanied by supporting instructional materials (assignments and lesson plans). Join us to learn about the potential of these fun, non-scientific personality quizzes to inspire serious reflection on writing.

Presenter: Kathryn Inskeep, Director, Writing Center

### **Campus Police Presentation**

The following people will present and answer questions on the noted topics:

- Ana A. Zsak, Acting Director of Kean University Public Safety/Police Department- Clery definitions
- Lt Michael Gorman - Public Safety/Active Shooter
- Managing Assistant Director Len Dolan - Fire Safety/Situational Awareness

### **Catalog and Curriculum Management Software Demo**

Join us for a live demo of SmartCatalog, a completely web-based catalog and curriculum management tool. Come learn how this easy-to-use tool can help centralize the workflow and management of critical catalog and curriculum related information. Features include custom form creation, workflow and email notifications.

Presenter: Ken Wolpin, Registrar

### **Critical Reading and Community**

In the Fall, General Education will pilot a new course: ID 1500 Critical Reading and Community.

This workshop discusses the concept, the content and especially the active teaching methods planned for this course. Participants can exchange experiences and ideas on active learning.

Presenter: Karin Beck, Executive Director, SGS

### **Collaborative Testing to Improve Executive Functioning**

Executive functions are abilities that allow a person to engage successfully in independent, purposeful, self-serving behaviors. Collaborative testing is a classroom activity that can promote the development of executive functioning. This can improve an individual's planning ability to function in the "real world." Presentation of previous research as well as an interactive activity will demonstrate the usefulness of this procedure.

Presenter: Ilyse Odesky, Assistant Professor, Psychology

### **Customer Service Inside and Out**

Customer service is built on professionalism and having a good attitude. In this session you'll learn the basics of professionalism, challenging encounters, and the contagious effect they have on the team. In addition, we'll discuss self-programming for success, blame cycles, complaint cycles, and ways to control them.

Presenter: Lori Tarke, National Platform Speaker

### **Cyber Security Awareness: Protecting Student Personal Information**

The challenges related to the cyber world are twofold: making full use of the vast potential in terms of maximizing efficiency and effectiveness while simultaneously protecting systems from myriad and relentless threats and attacks. A critical flaw in many organizations tasked with maintaining and protecting a cyber-system is assuming that cyber-security is a technical issue, not an organizational one. This 30-minute session is designed to provide baseline awareness that helps maintain the integrity of the Kean cyber-system through reinforcement of industry and institutional best practices. All personnel with access to student and personnel records should attend.

Presenter: Dr. James Drylie, School of Criminal Justice and Public Administration

### **The Deferred Compensation Plan: Is it right for you?**

This session will provide an overview of the deferred compensation plan, including but not limited to how to enroll, contribution limits for 2016, ways to contribute, investment options, and other plan provisions.

Presenter: Prudential Representative



### **E-books, Multimedia, and More: Tips for Embedding These and Other Specialized Library Resources in Your Classes**

Description: Join us for this hands-on workshop, where you will have a chance to identify course-relevant research guides, e-books, and multimedia resources for your courses. Practice generating reading lists, creating playlists, and finding periodicals for which you can share static links through Blackboard, Google Sites, email messages, and so on.

Presenters: University Librarians Craig Anderson, Linda Cifelli, Janette Gonzalez and Chrisler Pitts.

### **Educating Students about the Process Education**

Motivational Interviewing (MI) promises an opportunity for academics to engage students in an on-going conversation through the classroom and advisement. The primary goal is to motivate students to work toward success using a direct and goal-oriented approach to resolve problems. The main purpose for using MI is to create an atmosphere where students can reflect on their own learning processes and move beyond obstacles. Participants will be invited to experience the process first hand by examining the obstacles that block their interaction with students. MI helps faculty and student affairs personnel by using empathy and active listening as couches to encourage self-reflection and problem solving among students. Using MI can help students transition to the university environment, as well as teaching a life changing experience that opens the door to seeing the world in a new way. It has potential to enrich the quality of learning for both students and members of the university community.

Presenters: Christopher Lynch, Communications and Armine Lulejian, Public Administration

### **Enrollment Management Update**

Come and learn more about Kean's newest division as it celebrates its 1st anniversary. Get in the know about their 2015-2016 plan, infrastructure and who to work with to get the information and services you need for our future and current students.

Presenter: Marsha McCarthy, Acting Associate Vice President, Enrollment Management

### **Environmental Health and Safety Programs at Kean University**

Find out how the EHS office can help you. This program will provide a brief overview of the applicable regulations and provide answers to some of the most frequent questions asked of EHS, including: how to respond to fire/medical emergency/chemical spills; report an injury or illness; report unsafe or unsanitary conditions; obtain more information on the products used in your area; and how to dispose of electronics, refrigerators, rechargeable batteries, bulbs, toners, and unwanted chemicals and products.

Presenter: Suzanne Kupiec, MPH, CSP, Director, Office of Environmental Health and Safety

### **Faculty-lead International Travel Programs**

Travelearn (TL) programs are short-term faculty-led programs that enhance on-campus classroom learning through overseas academic activities and travel. By integrating experiential learning abroad into courses at Kean, faculty deliver content that is rich in both intellectual learning and cultural enrichment. Learn how to put together a Travelearn program in order to offer another benefit of Kean's world-class education to our students.

Yaruby Petit-Frere, Director, Travelearn Program

### **Faculty Resources to Support Student Writing**

To support faculty with teaching with writing, we at the Writing Center have developed a range of services for individuals and departments. In this session, we will showcase some of our offerings (referral forms, presentation requests, WAC resources, etc.) and offer a sneak preview of some resources in development.

Presenter: Kathryn Inskeep, Director, Writing Center

### **Federal Work Study Supervisor Training**

Join us in a discussion of all aspects of the federal work study program and what best practices you can use to help your office run smoothly. A great opportunity to meet our new Federal Work Study coordinator, ask any burning questions you may have, and learn about the entire process.

Presenter: Elibelka Bueno, Federal Work Study Coordinator, Financial Aid

### **FERPA: What You Need to Know**

If you have access to student data, you are responsible for its proper handling. No matter what the form or content, you are accountable for handling student records in accordance with the law and University policy. FERPA requires that anyone accessing private student records have a "legitimate educational interest" for the information. Learn what you need to know in handling student information to minimize your risk of a FERPA violation.

Presenter: Offices of Human Resources, Academic Affairs and Enrollment Management

### **“Hands-only” CPR**

Hands-Only CPR is CPR without mouth-to-mouth breaths. It is recommended for use by people who see a teen or adult suddenly collapse in an “out-of-hospital” setting (such as at home, at work, at school, or in a park). This course covers the essentials of hands-only CPR techniques.

Presenter: Nicholas Palmieri, School of Physical Education, Recreation and Health

### **Having Fun with Statistics**

This session will focus on the use of statistics to illustrate key concepts in and out of the classroom in a practical rather than purely mathematical approach. Topics include why our brains do not intuitively handle statistics; a basic overview of descriptive statistics; the pros and cons of case studies; dubious statistics; basic probability; and special applications of statistics such as Benford’s law, the birthday paradox, the Monte Hall problem, and gambling.

Presenter: Richard Conti, Assistant Professor, Psychology

### **Institutional Review Board (IRB) – Criteria for Review: Social, Behavioral and Educational Research**

This session will focus on Social, Behavioral and Education research examples including research being done in the K-12 classroom. Specific topics will include: Brief Overview of Ethics and Regulations, What is Research? Criterion 1: Risks to Participants are Minimized, Criterion 2: Risks are Reasonable in Relation to Anticipated Benefits, Criterion 8: Additional Safeguards for Participants Likely to be Vulnerable to Coercion or Undue Influence, Criteria 4 and 5: Informed Consent – in particular, how important it is to be consistent with language across the IRB application, treating the consent form as the “contract” with the participant, and how to seek consent and assent when minors are involved.

Presenter: Jeffrey M. Cohen, Ph.D., CIP, PRIM&R (Public Responsibility in Medicine and Research)

### **If Your Parents Sold Your Bicycle the First Time You Fell...: Promoting Active Learners Through Intentional Strategies**

Undergraduates often work for grades and not for proficiency, and have irrational fears of failure. When they move to graduate programs, many students continue this pattern and have difficulty with achieving competencies. Kean's large numbers of first generation students and those from underperforming high schools may not come with requisite skills to understand the "academic game". This session will demonstrate how faculty can stress creating active learners by promoting academic task approach skills and competencies first and grades second so students become better students. Practical strategies to implement in class to promote academically skilled students will be presented.

Presenters: J. Barry Mascari, Associate Professor, Counselor Education and Jane Webber, Lecturer, Counselor Education

### **Interprofessional Health Sciences Movement: Continuing our Commitment**

A grass roots movement led to the creation of the health sciences interprofessional group specific to Kean University. The group has formed many subcommittees to create grand round presentations, health sciences open houses, our vision/mission statement and the development of videos to highlight these programs. All group members meet annually discuss subcommittee progress and set the agenda of interprofessional work for the following academic year. All KU members, who are interested in the interprofessional movement, are welcome to join us.

Presenter: Laurie Knis- Matthews, Professor, Occupational Therapy, Don Marks, Barry Mascari, Mahchid Namazi, Jennifer Pax and Allison Paolini

### **Investor's Behaviors**

When it comes to money and investing, we are not always as rational as we think we are – which is why there is a whole field of study that explains our sometimes strange behavior. Where do you, as an investor, fit in? Insight into the theory and findings of behavioral finance may help you answer this question.

Presenter: VOYA Representative

### **Ladders of Success**

In this session, the Office of Human Resources will introduce a forthcoming Learning & Development initiative for all employees of the University. This new initiative is a learning and development platform for enhancing staff skill sets through various modes of delivery. Areas include: Essentials, Leadership, Management, Operational Excellence, Quality, and more! Come and see how the Ladders can work for you!

Presenter: Dr. Yvonne Catino, Managing Assistant Director, Human Resources

### **Legal Considerations for Purchasing**

This session will provide an overview of the processes surrounding the purchase of University goods and services with an emphasis on the use of bid waivers and the use of independent contractors.

Presenters: Jennifer Soyka, Associate General Counsel, University Counsel

### **Let Us Help You: Alumni and Philanthropy**

Join this session to learn how departments and faculty can work with the Office of Alumni Relations and the Kean Foundation. We can help you to engage our Kean alumni as speakers/panelists for your classes and events, coordinate alumni reunions and student-alumni networking nights, and raise money for your programs and initiatives. Our alumni are a great resource and we hope to partner with you to tap into the alumni network and bring them back to campus to benefit Kean. Learn about successful initiatives you could model for alumni reunions, alumni panels, and our student-alumni mentoring program. Learn more about

how to assist with fundraising initiatives and programs, such as KeanLift the brand new crowdfunding platform.

Presenters: Stella Maher, Director of Alumni Relations and Alissa DiScala, Senior Advancement Officer

### **Managing Disruptive or Emotionally Distressed Students**

This session is designed to address how to respond to a student who is disruptive or in distress and get them the campus resources they need. Scenarios will be reviewed so that participants will feel more comfortable managing real life cases. How to file a KUBIT report about a student you are concerned about will be also be discussed.

Presenters: Lieutenant Mike Gorman, Operations and Investigations Commander, Kean Police  
Sharon McNulty, Acting Director of Counseling and Disability Services , Maximina Rivera, Assistant Vice President, Residential Services, Nicole Rodriguez, Managing Assistant Director of Community Standards and Student Conduct

### **Money at Work: Sharpening Investment Skills**

In this session, participants will learn financial competencies that will help them plan for retirement years. Discussion will focus on expanding your retirement investment portfolio to maximize potential growth, how to manage risk – scenarios and alternative investing vehicles to help manage more complex finances.

Presenter-TIAA Representative

### **Online Course Development Process**

This session will describe the steps taken by the Center for Online Learning to develop a quality online course. Standards in online course development will be presented as well as the role of the Distance Learning Committee in the approval process.

Presenters: Corey Vigdor, Director of Online Learning, Vivian Lynn, Associate Director of Online Learning and Dr. Thomas Page, Instructional Designer

### **Paying Yourself**

In this session, participants will learn financial competencies that will help them plan for retirement years. Discussion will be provided on how to help simplify retirement income, explain basic rules that govern retirement accounts and identify when to tap into different assets.

Presenter-TIAA Representative

### **The Practice of Mindfulness to Assist Students**

The practice of mindfulness is a useful tool when assisting students, but also when caring for ourselves. Schedules become busy and time management and anxiety often go hand-in-hand. This session will offer a beginning opportunity to develop a meditation practice and weave mindfulness into daily routines. Participants will learn simple techniques to bring peace and freedom to their everyday lives.

Presenter: Courtney Kindred Atkins, School of Communication, Media & Journalism

### **Providing Accommodations to Students with Disabilities**

Who is responsible for providing testing accommodations to students with disabilities? What is over-accommodating and why is it bad? Where is the Adaptive Testing room? Can my students test with Disability Services? Do they have to? This session from the Office of Disability Services will answer those questions and

more. We will discuss how you can best accommodate your students in the classroom and during testing, explain the problems that arise with over-accommodating and describe the services provided in our Adaptive Testing Center.

Presenter: Donna Dingle, Managing Assistant Director, Office of Disability Services

**Student Conduct Hearing Officer Training** (*Training is open to Student Conduct Hearing Officers only.*)

The Office of Community Standards and Student Conduct is an integral part of the educational experience here at Kean University; as it is responsible for determining student responsibility related to acts of misconduct and for developing appropriate responses when students have engaged in behavior that is inconsistent with the values of the University. This training will offer vital information to the Hearing Officers that participate in the student conduct process. The training includes background information on the student conduct values as well as decision making processing and sanctioning. *The Student Conduct Hearing Officer*

Presenter: Nicole Rodriguez, Director, Office of Community Standards & Student Conduct

**The Studio Model for Intensive Instruction**

The Education of an Architect is unlike many other disciplines in that the primary vehicle for the teaching of Design is the Architectural Studio. This Session will explain the unique properties of the Architectural Studio format, its history and development pedagogically and how elements of it maybe have application in other focus intensive training disciplines.

Presenter: Craig Konyk, Assistant Professor, Architecture

**Teaching with Turnitin**

Assign writing? Concerned about plagiarism? This session will highlight recent research on Turnitin.com's Originality Report and outline best practices for using this resource to increase students' understanding of source usage and develop their information literacy skills.

Presenter: Kathryn Inskeep Director, Writing Center

**Technology in the Classroom**

Trying to teach and interact with students while writing on the board presents several challenges; including too much time spent facing the board rather than the class and the difficulty of illustrating certain concepts on a board. To reduce my reliance on the board, I began using technology in the classroom and exploring alternatives to handwritten visuals. This session will demonstrate several programs that can enhance the effectiveness of lessons, including a graphing application, Microsoft OneNote, which allows you to import templates, typewritten notes or diagrams and make handwritten notes and comments directly on the screen, and a calculator emulator.

Presenter: Philicia Levinson, Adjunct Instructor, Mathematics

**Time Management and Organizational Skills**

In this session we will discuss the concept of time management. Topics include: Covey's 4 quadrants, time wasters, running effective business meetings, handling interruptions, phone techniques and more. We will also take a look at available apps to help us manage our time.

Presenter: Lori Tarke, National Platform Speaker

### **An Update on General Education**

Last year, Kean developed new Student Learning Outcomes for the General Education Program. In the light of these new SLOs, it is time to think about further developing the GE program. In this session, we will present ideas for this development in order to discuss them with faculty and staff.

Presenters: Dr. Karin Beck, School of General Studies, Dr. Donald Marks, Chair GE Committee

### **Use a Clicker Type System That Works from any Device!**

Socrative is a free instant response tool designed originally for the K-12 environment but can be used in any classroom. It can be accessed through web-enabled devices via app or browser. Socrative will be demonstrated using a "quiz" type activity and how to incorporate a "quick question" into a PowerPoint to judge understanding of the information, take polls or begin discussions.

Presenter: Mariann Moran, Associate Professor, Occupational Therapy

### **Using Qualtrics Surveys in Human Subjects Research**

Qualtrics trainers will offer a course for all faculty researchers and research advisers covering the human subjects protections that must be included when conducting online surveys. The topics that will be covered during the course are: How to create basic surveys, Question options available through Qualtrics, How to ensure that personally identifiable information is not collected with survey responses, Adding a consent form to the beginning of a survey that must be completed before the survey can be taken, How to include a "bail out" option in the survey for participants who do not want to continue once they have started the survey, Various ways of increasing survey privacy (password protection, date/time to close a survey, making sure that the survey is only taken once by each individual), Various ways to preserve data for the required 5 years (without keeping the survey on the Qualtrics website), Giving access to the survey to the faculty adviser and IRB coordinator and Various ways to download survey data into SPSS for further analysis.

Presenter: Kyle Whittle, Qualtrics, LLC

### **You Can Be a Media Resource**

For faculty and administrators interested in engaging with the media to promote their programs, expertise and research, this session will provide the basics of media outreach, such as how to use social media to interact with reporters, how to write an op-ed piece, and how to become a media expert who is interviewed on current topics and trends. A panel of faculty members who actively engage with the media will share experiences, offer advice and take questions from the audience.

Presenter: Margaret McCorry, Director of Media Relations, University Relations, Dr. Christopher Bellitto, Associate Professor of History, Dr. Soundaram Ramaswami, Assistant Professor, Educational Leadership, Robin Landa, Distinguished Professor, Robert Busch School of Design and Dr. Paul Croft, Executive Director, Environmental Science Program

### **Website Content Management Training**

This session is a hands-on training for content representatives -- individuals who have been charged with managing content on their Kean.edu web page(s). Attendees will learn how to add text, images and video in the Drupal content management system and optimize their pages for search engines. We will also offer tips on how to write strong web copy.

Presenter: Pekens Antoine, Webmaster, University Relations





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