



KEAN

KEAN USA

Professional Development Days
January 9-12, 2017

**See Where A
World-Class Education
Takes You**

Monday, January 9th

8:30-9:00	Breakfast	Wilkins Theatre
9:15-10:30	<u>Early Morning Sessions-</u> Session 1: Undergraduate Recruitment Lifecycle Session 2: Graduate Student Lifecycle	Wilkins Theatre STEM Auditorium
10:45-12:00	<u>Mid-Morning Sessions</u> Session 1: Recipe for Success: Enrollment Communications, Analytics and Outcomes Session 2: Creating a World-Class Campus Experience	Wilkins Theatre STEM Auditorium
12:15-1:30	Lunch	STEM Atrium and 6 th Floor
1:45-2:45	<u>Early Afternoon Sessions</u> Session 1: Using Colleague and KeanWise for Advisement Session 2: "Where is My Advisor?" - Helping Students Navigate the Advising Process Session 3: Guidesheets, 4-Year Plans and Program Evaluations - Using Kean Resources in Advisement Session 4: Student - Centered Approach in Everyday Interactions Session 5: What You Need to Know About the 2017-18 Application for Financial Aid	Little Theatre STEM Auditorium MSC228 CAS106 J100
3:15-4:30	<u>Late Afternoon Sessions-Advising</u> Session 1: Using Colleague and KeanWise for Advisement Session 2: Helping Academically At-Risk Students: A Case Study Approach Session 3: YouCanBook.me Booking Software Explained Session 4: Student Accounting—We're More Than Just Tuition Bills Session 5: Student - Centered Approach in Everyday Interactions	Little Theatre STEM Auditorium MSC228 CAS106 J100

Tuesday, January 10th

8:30-9:00	Breakfast	Wilkins Theatre
9:15-10:30	<u>Early Morning Session</u> Session 1: Middle States Periodic Review Report (PRR) Committee Update	Wilkins Theatre
10:45-12:00	<u>Mid-Morning Sessions</u> Session 1: Administrative Assessment Updates Session 2: Developing and Using Rubrics to Measure Program Student Learning Outcomes (SLOs)	Wilkins Theatre STEM Auditorium
12:15-1:15	Lunch	STEM Atrium and 6 th Floor
1:30-2:45	<u>Early Afternoon Sessions</u> Session 1: Working with Non-Native Speakers Part 1 Session 2: Implementing the New GE Program Session 3: FERPA: What You Need to Know Session 4: Managing Conflict in the Workplace Session 5: Virtual EMS: How to Reserve Space for My Event	MSC228 CAS106 Little Theatre STEM Auditorium J100
3:00-4:30	<u>Late Afternoon Sessions</u> Session 1: Working with Non-Native Speakers Part 2 Session 2: Emotional Intelligence at Work Session 3: "Hands-Only" CPR Session 4: How to Get Your Content on Kean's Website Session 5: Identifying the "Stressed Out" Student	MSC228 Little Theatre J100 STEM Auditorium CAS106

Wednesday, January 11th

8:30-9:00	Breakfast	Wilkins Theatre
9:15-10:30	<u>Early Morning Sessions</u>	
	Session 1: *Title IX Compliance: A Discussion and Update of the Law and Institutional Requirements	Wilkins Theatre
	Session 2: Rethinking What We Know About Learning: A Crash Course in the Brain and Teaching	STEM Auditorium
	Session 3: The Role of the Supervisor	Little Theatre
10:45-12:00	<u>Mid-Morning Sessions</u>	
	Session 1: This Teachable Moment: Using Mindfulness Skills to Promote Student Engagement and Academic Success	Wilkins Theatre
	Session 2: The Therapeutic Workday: Incorporating Ergonomics, Occupational and Your Fitness Goals to be Productive and Happy at Work	Little Theatre
	Session 3: Kean Ocean and You: Perfect Together	CAS106
	Session 4: Managing Disruptive or Emotionally Distressed Students	STEM Auditorium
	Session 5: KU Health Professions and our Inter-professionalism Initiative	J100
12:15-1:15	Lunch	STEM Atrium and 6 th Floor
1:30-2:45	<u>Early Afternoon Sessions</u>	
	Session 1: *Title IX Compliance: A Discussion and Update of the Law and Institutional Requirement	Wilkins Theatre
	Session 2: The Role of the Supervisor	Little Theatre
	Session 3: Welcome to the New Normal in Higher Education: Preferred Pronouns, Gender-Neutral Bathrooms, and Pansexuality	STEM Auditorium
3:00-4:30	<u>Late Afternoon Sessions</u>	
	Session 1: Promoting Healthy Scientific Skepticism	CAS106
	Session 2: Managing Disruptive or Emotionally Distressed Students	Little Theatre
	Session 3: Library Research and Information Services Using EBSCO	L115
	Session 4: "It's all about 'SME'(Subject Matter Expert) when getting the word out..."	STEM Auditorium
	Session 5: Evaluating Your Investments	J100

**Attendance at one of the Title IX Compliance Sessions is Required by all Employees*

Thursday, January 12th

8:30-9:00	Breakfast	Wilkins Theatre
9:15-10:30	<u>Early Morning Sessions</u>	
	Session 1: Transferring to Kean: How to Create a World-class Impression for New Transfer Students	Little Theatre
	Session 2: Using News Literacy in the Classroom	CAS106
	Session 3: Public Safety Issues	Wilkins Theatre
	Session 4: Accommodating Students with Disabilities	STEM Auditorium
9:15-12:15	Transfer Transitions, GE 3000, Faculty Workshop	MSC226
10:45-12:00	<u>Mid-Morning Sessions</u>	
	Session 1: Faculty Mentor Program	Little Theatre
	Session 2: Supersize my iPad	CAS106
	Session 3: Workplace Violence Mitigation Training: “Understanding, Recognizing and Preventing through Education”	Wilkins Theatre
	Session 4: Academic Programs in the Age of Twitter	STEM Auditorium
	Session 5: Annual Update for University-Sponsored Youth Focused Summer Camps, Clinics and Pre-College Programs	J100
12:15-1:15	Lunch	STEM Atrium and 6 th Floor
1:30-2:45	<u>Early Afternoon Sessions</u>	
	Session 1: Public Safety Issues	Wilkins Theatre
	Session 2: Gaining Insight: Navigating Debt Consolidation and Understanding the Mortgage Process	J100
	Session 3: FEMA Model for PTSD	CAS106
	Session 4: Accommodating Students with Disabilities	HH113
	Session 5: Kean USA Faculty Teaching Opportunities at WKU	Little Theatre
3:00-4:30	<u>Late Afternoon Sessions</u>	
	Session 1: Student Group and Organization Advisor Training (By Invitation Only)	HH113
	Session 2: Workplace Violence Mitigation Training: “Understanding, Recognizing and Preventing through Education”	Wilkins Theatre
	Session 3: Ellucian (Datatel) Interface Upgrade Information	Little Theatre
	Session 4: Student Support Services Updates	CAS106
	Session 5: Please Don’t Stretch the Seal! Kean University Branding	J100

Session Descriptions and Presenters

Academic Programs in the Age of Twitter

In this presentation the idea of academic programs and departments creating and using a virtual presence through web pages, twitter, and other forms of social media will be discussed.

Presenter: Dr. Brian Regal, Assistant Professor, History

Accommodating Students with Disabilities

This session will focus on the faculty's responsibility in providing approved, reasonable accommodations to students with disabilities who are registered with the Office of Disability Services. We will discuss the ODS Adaptive Testing room procedures and available technology. A question and answer session will be included in this session.

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

Administrative Assessment Updates

This session is intended to provide participants with the information they need to successfully complete their 2016-2017 administrative assessment reports and program reviews (as applicable).

Presenter: Susan DeMatteo, Director, Office of Accreditation and Assessment

Annual Update for University-Sponsored Youth Focused Summer Camps, Clinics and Pre-College Programs

Summer break is an excellent time for high school students to make new friends and experience Kean University programming. Last summer Kean University began the process providing an administrative framework for Pre-College programs already offered on campus. This session will provide an update about important changes in 2017. This session will provide an update on the administration of a summer program for existing University programs, and guidance to Departments seeking to establish a summer program.

Presenter: Christopher Hudak, Managing Assistant Director, Office of Conference & Event Services

Creating a World-Class Experience

Learn techniques that professionals and support staff can use to support enrollment management and ensure world-class campus visits.

Developing and Using Rubrics to Measure Program Student Learning Outcomes (SLOs)

In this session, faculty will share and discuss the rubrics they use in their departments to measure their academic program student learning outcomes (SLOs). They will discuss how these rubrics were developed, used to collect data, and analyzed to support programmatic improvements.

Presenters: Dr. Barry Mascari & Dr. Bob Kitzinger, Counselor Education, Dr. Mariann Moran, Occupational Therapy, Dr. Kim Spacoratella, Biological Sciences, Dr. Jane Webber, Counselor Education and Dr. Veysel Yucetepe Director of the MBA Program for the Global Business School

Ellucian (Datatel) Interface Upgrade Information

Members of the Office of Computer and Information Systems will be available to discuss the recent Ellucian Interface upgrades and answer questions.

Presenters: Joseph Marinello, Director, Butch Thorsen, Assistant Director and William Hood, System Administrator from the Office of Computer and Information Systems

Emotional Intelligence at Work

The evolving workplace calls for a new kind of Emotional Intelligence (EQ) model that addresses modern workplace challenges. Research shows that the behavioral elements of EQ — the aspects of the model that focus on our actions — lead to the most visible and meaningful improvements. These same behavioral aspects have proven to be the best predictors of job performance and success. Learn how Emotional Intelligence is moving toward Behavioral Intelligence, which represents practical skills that directly influence others and our own effectiveness.

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

Evaluating Your Investments

This session will help to increase financial competencies important for retirement planning. Topics covered include: a review of asset class and allocation, the importance of fund fees, rebalancing, and a review of the perils of trying to time the market.

Presenter: Frank Booth, VOYA, Sponsored by Human Resources

Faculty Mentor Program

A discussion of a new faculty mentor program for new lecturer and tenure track faculty. In the discussion, we hope to identify the needs of new faculty at the University and make suggestions as to how new faculty can receive support. We are looking for input as to how to structure the proposed program and for volunteers who may be interested in serving as a mentor.

Presenter: Dr. Paul Avioli, Professor, Psychology

FEMA Model for PTSD

This session will provide the lay person with pertinent information regarding the definition, symptoms, recommended treatment(s) and research regarding PTSD (Post Traumatic Stress Disorder).

Anyone who has experienced a trauma, or knows someone who has, whether it be a natural disaster (i.e., flood,); terrorism (i.e., 911); war; rape; car accident, etc., will benefit from this session.

Federal Resources include a Web Site for the general public which includes an online app called PTSD Coach. There are Federal Web Sites listed for those who are Veterans (and their families), and those who have experienced an act of terrorism or natural disaster(s).

Presenter: Linda Symanski, Lecturer, Psychology

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

Gaining Insight: Navigating debt consolidation & understanding the mortgage process

Understanding debt, how to manage it, and identifying how debt consolidation could work for you. Plus, demystifying the mortgage process and what you need to know when it comes to borrowing money for a home. This topic falls under our Spending within your means: Determining your spending priorities, setting a budget, using credit wisely theme.

Presenter: Yrelys Tapanes, Managing Assistant Director – Benefits, Office of Human Resources

Graduate Student Lifecycle

Topics will include the types of on/off campus events done for the 2016 campaign, what was successful, what is being improved upon, how do we track our strategies, what our plans are for 2017, what faculty/staff can, should and will be asked to do and fall 2016 results. This is specifically for community members who have a direct impact on the graduate population.

Presenters: Helen Ramirez, Pedro Lopes, Brittany Gerstenhaber

Guidesheets, 4-Year Plans and Program Evaluations - Using Kean Resources in Advisement

This session is designed for faculty who advise students in different Programs. Faculty advising is a crucial element in student success and timely graduation. This workshop discusses the many information resources Kean provides to support faculty in this process.

Presenter: Dawn Marie Dowd, Managing Assistant Director, School of General Studies

“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: Dr. Nicholas Palmieri, School of Physical Education, Recreation and Health

Helping Academically At-Risk Students: A Case Study Approach

This session will discuss strategies for working with academically at risk students. Participants will work in groups to analyze case studies and make suggestions to help students have a better understanding of the resources and taking steps to achieve their goal(s).

Presenter: Dawn Marie Dowd, Managing Assistant Director, School of General Studies

Identifying the “Stressed Out” Student

The presenters will lead participants in a power-point presentation which will cover the topic of the negative effects of stress. The presenters will discuss the physical and psychological effects of stress on students and how faculty can identify students who appear to be having difficulty managing his or her stress. The presenters will specifically address the benefits of adjunctive stress management techniques along with where referrals can be made on campus. The presenters will reveal basic examples on how adjunctive stress management techniques can be incorporated into the curricula and how educators can help students develop effective stress management strategies.

Presenter: Medea Valdez, DHEd, PA-C, Executive Director, School of Physician Assistant Studies

How to Get your Content on Kean’s Website

A website, especially to those who've recently learned about an organization, is often seen as a direct reflection of that organization. This session will bring awareness to the campus community on how we can all do our part in keeping our webpages as up-to-date and organized as possible. We welcome not only website content representatives but anyone interested in learning what our current and future plans are for the management of the website.

Presenter: Pekens Antoine, Webmaster, University Relations

Implementing the New GE Program

In this session we will discuss the next steps in implementing the changes in the GE program that have been discussed at the last professional development days and during the year in the GE committee as well as with interested faculty members.

Presenters: Dr. Karin Beck, Executive Director, School of General Studies and Donald R. Marks, Psy.D. Assistant Professor, Director of Kean Psychological Services and Coordinator of Clinical Training

“It’s all about 'SME' (Subject Matter Expert) when getting the word out...”

This workshop will provide a short panel commentary with regard to the role of the Subject Matter Expert (SME) at Kean University in getting the word out about expertise, experience, and advocacy beyond the campus boundaries. The panel of faculty will provide brief reflections upon their work as a SME outside the campus walls with regard to varying audiences, purposes, and methods of communication such as public lectures in comparison with workshops and the classroom.

Presenters: Dr. Chris Bellitto, History, Dr. Paul Croft, Environmental and Life Sciences, Professor Robin Landa, Robert Busch School of Design, Dr. Brian Regal, History and Danielle Ford, University Relations

Kean Ocean and You: Perfect Together

Despite celebrating its 10th Anniversary this year, there is still a lack of understanding and general knowledge of Kean Ocean in the larger Kean community: its operations, policies procedures, goals and objectives. This session will address what Kean Ocean is and is not, what is the relationship between Kean Ocean and Ocean County College, how is Kean Ocean different from Kean Union, what services and programs (both academic and non-academic) are offered, and the role of Departments, Schools, and Colleges at Kean Ocean, among other topics. This interactive and informative session will be concluded with a question and answer period

Presenter: Dr. Stephen Kubow, Acting Associate Vice President, Kean Ocean

Kean USA Faculty Teaching Opportunities at WKU

Explore opportunities to teach at Wenzhou Kean University including semester, half-semester, and winter or summer session. Hear about the possibility of partnering with fellow faculty to team teach a course and learn more about the logistics from Human Resources

Presenter: Philip Connelly, Executive Vice Chancellor, WKU

KU Health Professions and our Inter-professionalism Initiative

This grass roots movement was started by a small group of health professions across the KU campus. Now with over seventy members, this groups meets twice a year to review progress on past initiatives (vision/mission, grand rounds, health professions open houses) and move forward for planning the upcoming year. * Anyone interested in joining this group is welcome to attend.

Presenter: Laurie Knis-Matthews, Chair and Professor, Occupational Therapy

Library Research & Information Services using EBSCO

This session will teach the learner a basic understanding and usage of the EBSCO family of database resources. These research resources will include:

1. An Introduction & History of EBSCO
2. EBSCO Full Text Journal Articles
3. EBSCO Electronic Books
4. Other various EBSCO Resources

Presenter: Marquan Mutazz Librarian I/Associate Professor, Library Services and Kimberly Fraone, Acting Director, Library Services

Managing Conflict in the Workplace

Conflict is an inevitable aspect of organizational life. The ability to manage and resolve conflicts constructively is a critical skill that affects morale and productivity. The principle focus of this workshop is developing skills of conflict awareness, assessment, and management. Participants will identify their own style of dealing with conflict, and will learn the process of moving a conflict to a problem-solving mode. The resolution of two types of conflicts will be learned: resolving conflicts of needs and resolving conflicts of values.

Presenter: Emily Skinner, Adjunct Instructor, Sociology

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 also be discussed.

Presenters: Maximina Rivera, Assistant Vice President, Residential Student Services, Lt Mike Gorman, Operations and Investigations Commander, Kean Police, Nicole Rodriguez, Director of Community Standards and Student Conduct, Vincent Kiefner, Director of Counseling and Disability Services

Middle States Periodic Review Report (PRR) Committee Update

The Middle States Periodic Review Report (PRR) Committee will update the University community on their progress towards the completion of the PRR. Chairs and co-chairs will discuss their processes and summarize key information pertinent to the report.

Presenter: Donald R. Marks, Psy.D. Assistant Professor, Director of Kean Psychological Services and Coordinator of Clinical Training, Middle States Periodic Review Committee Co-Chair

Please Don't Stretch the Seal! Kean University Branding

In this session we will discuss proper Kean branding, including official University colors, logos, and usage for print, web, events, etc... with an emphasis on the importance of consistency and unity in our communications.

Presenters: Joey Moran, Creative Director, University Relations, Emmanuel Vozos, Lead Video Producer, University Relations and Margaret McCorry, Director of Media Relations, University Relations

Promoting Healthy Scientific Skepticism in the Classroom

This session will focus on the process of applying reason and critical thinking to determine the validity of topics related to teaching, education, and everyday life. Topics include distinguishing science from pseudoscience; understanding research methods and statistics; evaluating the validity of commonly held assumptions including superstitions and paranormal beliefs; and common misperceptions about claims made in advertising, alternative medicine, and education.

Presenter: Richard Conti, Assistant Professor/Coordinator, Forensic Psychology Program

Public Safety Issues

The Department of Public Safety will provide a presentation on how to handle suspicious packages; the process of communicating and notifying the Campus Community as it relates to the Clery Act. The Department will also present best practices for what to do in a fire.

Presenters: Ana A. Zsak, Director of Kean University Public Safety/Police Department, Lt Michael Gorman, Public Safety and Len Dolan, Managing Assistant Director, Fire Safety

Recipe for Success: Enrollment Communications, Analytics and Outcomes

This discussion will walk faculty and staff through the process of an undergraduate applicant, including the events they could attend, application process, communication and eventual registration. Additionally, faculty will learn how they can actively participate and contribute to the process and to positively affect the yield of our students, including advisement, calling campaigns and participation at University events.

Presenters: Marsha McCarthy, Acting Associate Vice President of Enrollment Management, Chad Austein, Executive Director of Enrollment Management Operations and Melissa Maiorino, Managing Assistant Director and Marketing Project Manager.

The Role of the Supervisor

This session was designed for existing supervisors who would like a refresher on how their role fits in with management as well as aspiring supervisors. The session addresses core competencies of successful supervisors, corrective action, and recognition.

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

Rethinking What We Know About Learning: A Crash Course in the Brain and Teaching

Faculty are subject experts and often do not have the opportunity to study advances in understanding the brain, yet brain research influences much of what we do. In the past 10 years, more has been learned about how the brain works, how we learn, and the impact of traumatic events on learning. Have these advances in understanding reached college classroom? This session provides practical strategies to improve classroom learning, engagement, and student confidence, as well as a humorous view of the brain.

Presenters: Dr. J. Barry Mascari and Dr. Jane Webber, Counselor Education

Student Accounting – We’re More Than Just Tuition Bills

The Office of Student Accounting is going through big changes! We’re adding more self-service tools for students, enhancing our communications to keep them better informed, and providing them valuable guidance to make financing their Kean degrees more manageable. We will focus on TouchNet, the department’s new student accounting suite, and go over our new payment plan options which became available in November.

Presenter: Anson Pope, Managing Assistant Director III, Office of Student Accounting

Student - Centered Approach in Everyday Interactions

The purpose of the session is to provide the audience with the proposed retention initiatives from the Office of Student Success and Retention. The presentation will describe the student centered approach that the office has adopted in serving the Kean student. This includes a new approach in handling the re-enrollment process for any student who had attended Kean, left, and is interested in coming back. It will also describe a more intrusive intervention initiative to reach students who are reported during enrollment verification, and continuation and greater support of the Step it Up program for students on academic probation.

Presenter: Serena Scalice, Managing Assistant Director, Student Success and Retention

Student Group and Organization Advisor Training (By Invitation Only)

Student group and organization advisors serve a critical role in the success of a recognized Kean University student group. This session is a required student group and organization advisor training that will review the role and responsibility of advisors, student group policies and procedures and reporting requirements of student group advisors. In addition to reviewing policies, information and best practices will be shared to assist advisors in developing an effective mentoring relationship with their group’s executive board members and sharing campus resources to assist the group.

Presenter: Scott Snowden, Director, Center for Leadership and Service

Student Support Services Updates

Staff of the Student Support Services Unit in the Registrar will inform the audience of recent updates in procedures and policies essential to the advisement of current and newly admitted students. Examples include degree audit update requests, course substitutions, and accreditation standards in regards to transfer credits.

Presenter: Robyn Roebuck, Managing Assistant Director, Registrar’s Office

Supersize my iPad: The Beneficial Joy of Large Format Interactive Technology in the Classroom

With the advent of large format touchscreen interactive devices, collaborative and multi-functional learning is now more accessible in the classroom. Its potential for team teaching and project based learning is just beginning to be implemented in a handful of universities, with Kean as one of them. The presentation will include a real time demonstration and “hands-on” interactive use of an actual large format digital tablet by attendees of the session. Presenter: Craig Konyk, Assistant Professor of Architecture, School of Public Architecture, Michael Graves College

This Teachable Moment: Using Mindfulness Skills to Promote Student Engagement and Academic Success

Use of mindfulness-based training in higher education has increased steadily in recent years. The Association for Mindfulness in Education (AME) reports that cultivation of mindfulness skills (a) improves student focus and awareness, (b) increases responsiveness to student learning challenges, (c) boosts emotional well-being, (d) promotes healthy relationships, and (e) enhances classroom climate. Recent empirical research conducted at Kean indicates that both undergraduate and graduate students respond receptively to the integration of mindfulness training (and related practices) into their academic curricula. Participants in this session will have the opportunity to discover resources for mindfulness-informed teaching and learn brief practices appropriate for classroom settings.

Presenter: Donald R. Marks, Psy.D. Assistant Professor, Director of Kean Psychological Services and Coordinator of Clinical Training

The Therapeutic Workday: Incorporate Ergonomics, Occupational Balance and Your Fitness Goals to be Productive and Happy at Work

This course will increase awareness of how to incorporate proper body mechanics, work life balance strategies and fitness throughout the work day. From carrying your purse or bag to using your smart phone and typing at your desk, it is important to protect your joints during these basic daily activities to increase blood flow and prevent pain. Participants will learn ergonomic strategies to prevent or limit physical symptoms. This course will also discuss ways to improve your work-life balance and to create healthy habits including adding exercise into your daily work routines.

Presenter: Geraldine Pagaoa-Cruz, Managing Assistant Director II (Director Kean OT Clinic), Occupational Therapy

Title IX Compliance: A discussion and update of the law and institutional requirements

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. (US Dept. of Justice) In addition to Title IX compliance activities, there are other laws and compliance requirements associated with the prohibition of sex (gender) discrimination and harassment. A review of the relevant laws, institutional compliance obligations, and best practices will be reviewed. This program will be mandatory for all employees with the option of attending a morning or afternoon session on the date of Wednesday, January 11, 2017. The presenter is Mr. Brett Sokolow, the founder, president and CEO of The NCHERM Group, LLC, a national multidisciplinary risk management consulting and law firm.

Presenter: Mr. Brett Sokolow, the founder, president and CEO of The NCHERM Group, LLC, a national multidisciplinary risk management consulting and law firm. Sponsored by the Office of Affirmative Action Programs

Transfer Transitions, GE 3000, Faculty Workshop

This session is designed for faculty who will be teaching Transfer Transitions, GE 3000. Participants will be introduced to the course learning outcomes, resources, and prior assessment. The GE 3000 course: provides social and academic integration into the university, provides academic advisement support to students by integrating them with faculty advisors, and engages transfer students in research writing. Students are assisted by Transfer Instructional Mentors (TIMs), who will provide peer support for student academic and campus engagement. Faculty and peer mentors meet one-on-one with students enrolled in the course. This session will discuss delivery and assessment of course components.

Presenter: Dr. Karin Beck, Executive Director, School of General Studies

Transferring to Kean

This session will discuss how to create a world-class impression for new transfer students.

Presenters: John VanBrunt, University Admissions and Robyn Roebuck, Managing Assistant Director, Registrar's Office

Undergraduate Recruitment Lifecycle

Topics will include the types of on/off campus events done for the 2016 campaign, what was successful, what is being improved upon, how do we track our strategies, what our plans are for 2017, what faculty/staff can, should and will be asked to do and fall 2016 results.

Presenters: Jennifer Kanellis, Director of University Admissions and Carlos Nazario, Associate Director of University Admissions

Using Colleague and KeanWise for Advisement

This session will discuss the effective use of Colleague and KeanWise for student advisement.

Presenters: Patrick Ippolito, Elementary and Bilingual Education, Dr. Stephen Kubow, Acting Associate Vice President Kean-Ocean and Butch Thorsen, Assistant Director, OCIS

Using News Literacy in the Classroom

Studies show that those who read the news are more likely to vote and to be involved in their communities. Yet young people increasingly get their news not in newspapers or on trusted news websites, but on Facebook and Twitter. They rely on friends to post news and information that is often from questionable sources and filled with bias. News Literacy is a burgeoning new field that teaches students how to evaluate the confusing array of information in order to become better smarter consumers of information and better citizens of the world. This workshop will teach basic News Literacy techniques and offer ways to use trusted news sources such as the New York Times in the classroom.

Presenter: Pat Winters Lauro, School of Communications, Media and Journalism

Virtual EMS: How to Reserve Space for My Event

This session will teach you the basic steps on how to request a classroom, meeting room or event space using the university's room reservation system, Virtual EMS.

Presenter: Gina Lampasona, Managing Assistant Director and Mary Wuethrich, Professional Services Specialist, Conference & Event Services

Welcome to the New Normal in Higher Education: Preferred Pronouns, Gender-Neutral Bathrooms, and Pansexuality

In the past few years, there has been a sea change in the visibility and recognition of LGBTIQ individuals in our society at large and in higher education, in particular. Many college campuses have tried to adapt by offering sensitivity-training to faculty and staff, relabeling facilities to take into account the spectrum of gender identities across campus, and reacting swiftly to discrimination and bias reports. Join our panel of professionals as we highlight these developments and provide observations from our respective positions on campus.

Presenters: Vincent Kiefner, Director, Counseling and Disability Services, M. Bridget White, Managing Assistant Director, School of General Studies; Robin Mansfield, Director of Health Services; Maximina Rivera, Assistant Vice President, Residential Student Services; Charlie Williams, Director & Title IX Coordinator, Affirmative Action.

What You Need to Know About the 2017-18 Application for Financial Aid

This session will review the significant changes in the federal financial aid application process for the 2017-18 academic year. These changes encompass a new timeline, new deadlines, and the application of different tax information. The information presented will assist in counseling our students, as well as assisting those who are applying for financial aid for themselves or their children.

Presenter: Karen Struthers, Associate Director, Office of Financial Aid

"Where is My Advisor?" - Helping Students Navigate the Advising Process

This session is designed for staff that support students and faculty. Kean has a faculty advisement model and it is important for staff to know how to direct students and know who advises each population of students. The session will discuss the new first year advisement model as well as the advising for undecided students. It will also discuss the different academic support resources at Kean.

Presenters: Rosa Paulino, Student Academic Support Specialist, SGS and Deborah Skibitsky, Assistant to the Dean, CHSS

Working with Non-Native Speakers After ESL, Part 1

Non-native speakers experience unique challenges in the classroom, especially when it comes to writing. This presents new challenges for instructors of non-native speakers who are not specifically ESL trained. This session will discuss some of the challenges both student and instructor face and strategies aimed at both understanding and best helping these students.

Presenter: Lisa Sisler, Coordinator College Composition

Working with Non-Native Speakers After ESL, Part 2

This session will explore the experiences of ESL students within the university. Discussion will include cultural transition, challenges and successes within the learning environment, and ways to better understand working with the ESL student.

Presenter: Rebecca Newman, Director of English Immersion

Workplace Violence Mitigation Training "Understanding, Recognizing and Preventing through Education"

In this course you will learn about the common elements that make high performance teams function. Common communication tools are taught to improve team cohesiveness and respond to issues. We will also discuss de-escalation techniques. Participants will then learn about workplace violence, situational awareness, suspicious packages and techniques to keep yourself and others safe. In the end, participants will have a sense of empowerment because workplace safety is everyone's responsibility.

Presenters: Lori Tarke and Steven Vardakis, Sponsored by the Office of Human Resources

YouCanBook.me Booking Software Explained

Simplify your student scheduling by understanding the utility of the free program YouCanBook.me. From appointment scheduling to confirmation reminders, this software can simplify your academic life with synchronization to your Google Calendar and customizable information fields.

Presenter: Dr. Brian Teasdale, Acting Associate Dean, CNAHS



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The Professional Development Days Committee thanks you for your participation!

Chad Austein, Enrollment Management

Yvonne Catino, Administration and Finance

Susan DeMatteo, Academic Affairs

Dr. Sophie Howlett, Academic Affairs

Pat Ippolito, University Senate

Dr. Stephen Kubow, Kean Ocean

Joy Moskovitz, Academic Affairs

Joseph Sarno, Student Affairs

Corey Vigdor, Academic Affairs