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KEAN USA

Professional Development Days

January 8-11, 2018

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

Keynote Address

First Year Experience – The Key to Student Success and Retention

Thursday, January 11 at 9 a.m., Wilkins Theatre

Andrew K. Koch, Ph.D.

President and Chief Operating Officer

John N. Gardner Institute for Excellence in Undergraduate Education



Andrew K. Koch, Ph.D., has been with JNGI since 2010. From 1998-2010, he held a variety of student persistence and completion-related roles at Purdue University, including serving as the founding director of the nationally acclaimed Department of Student Access, Transition, and Success Programs. During his tenure at Purdue, the university increased first-to-second year retention rates by over eight percentage points and six-year graduation rates by more than six percentage points. Before working at Purdue, Koch served as the Director of Freshman Advancement and Associate Dean at Hofstra University, and he also served as Assistant to the Dean of Summer College at the University of Richmond.

Koch holds a B.A. in history and German and an M.A. in European history from the University of Richmond, an M.A. in higher education from the University of South Carolina, and a Ph.D. in American studies from Purdue University. His research interests include student success, the role of colleges and universities in shaping democracy and culture in the United States, and the role of sport in U.S. culture and society.

During his 20-year career, Koch has garnered substantive experience with undergraduate education administration, strategic planning, fundraising, reaffirmation of accreditation and enrollment management. His work includes extensive grant writing and fundraising with support coming from sources such as the Bill and Melinda Gates Foundation, Coca-Cola, Lilly Endowment, Inc., Lumina Foundation for Education, the National Science Foundation and Target Corporation. To date, Koch's fundraising and grant totals exceed \$11 million.

Koch is the author of an array of publications pertaining to student success, including the second, third, and fourth editions of *The First-Year Experience in American Higher Education: An Annotated Bibliography*, published by the National Resource Center for the First Year Experience. He has served on several boards and commissions, including the Indiana College Access and Success Network; the Directorate Board for the American College Personnel Association Commission on Admissions, Orientation, and the First-Year Experience; the Military Family Research Institute; the Higher Learning Commission's Think Tank on Persistence and Completion; the National Advisory Board for the National Resource Center for the First-Year Experience and Students in Transition; and the editorial review board of the *Journal of the First-Year Experience and Students in Transition*.

Koch lives with his wife, Sara Stein Koch, Ph.D., and their six children in Mills River, North Carolina. In their spare time, he and his wife enjoy hiking with their children; attending their children's track, soccer and lacrosse events; gardening; and reading.

Monday, January 8

9 - 10:30	<u>Early Morning Sessions</u> Session 1: Lynda.com for Faculty Session 2: Lynda.com for Managers, Supervisors and Staff Session 3: *Public Safety: What should you do in an emergency at work? & Carbon Monoxide Safety	Little Theatre STEM Auditorium Wilkins Theatre
10:45 - Noon	<u>Mid-Morning Sessions</u> Session 1: Use of Digital Tools to Personalize Learning, Optimize Workflow, Drive Peer Collaboration and Design Interactive Activities Session 2: Promoting a Positive Professional Image: Humility and Courage Session 3: Kean Style - the University Editorial and Branding Guides	Wilkins Theatre Little 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: Online Presence: Representing YOU on Multiple Platforms Session 2: Culturally Sensitive and Affirming Approaches to Establishing an LGBT-Inclusive Campus Environment Session 3: Digital Resources Navigation to LEARN: The Nancy Thompson Library Learning Commons	Wilkins Theatre STEM Auditorium Little Theatre
3:15 - 4:30	<u>Late Afternoon Sessions</u> Session 1: Using History Class Methods to Enhance Non-History Classes Session 2: Improving Academic Performance of College Undergraduates through the Lens of Grit and Mindset Session 3: Retirement Life Planning	Wilkins Theatre STEM Auditorium Little Theatre

*** This session will be offered twice (Monday and Tuesday). All University employees are required to attend one of these sessions.**

Tuesday, January 9

9 - 10:30	<p><u>Early Morning Sessions</u></p> <p>Session 1: Welcome to Accreditation and Assessment - A Reintroduction</p> <p>Session 2: Investing Concepts Simplified</p> <p>Session 3: Promoting Cultural Competency: ADDRESSING Intersectionality in the Classroom and University</p>	<p>Wilkins Theatre</p> <p>Little Theatre</p> <p>STEM Auditorium</p>
10:45 - Noon	<p><u>Mid-Morning Sessions</u></p> <p>Session 1: Student Plagiarism and Cheating</p> <p>Session 2: Helping our Students Finance a World-Class Education</p> <p>Session 3: *Public Safety: What should you do in an emergency at work? & Carbon Monoxide Safety</p>	<p>STEM Auditorium</p> <p>Little Theatre</p> <p>Wilkins Theatre</p>
12:15 - 1:15	<p>Lunch</p>	<p>STEM Atrium and 6th Floor</p>
1:30 - 2:45	<p><u>Early Afternoon Sessions</u></p> <p>Session 1: Academic Publishing: Proposing a Book</p> <p>Session 2: Student Experiential Learning Facilitation: Support, Operations, Retention, and Transformation (SELF-SORT) – This is the Nancy Thompson Library Learning Commons</p> <p>Session 3: Program Assessment Coordinator 101</p>	<p>Wilkins Theatre</p> <p>STEM Auditorium</p> <p>Little Theatre</p>
3 - 4:30	<p><u>Late Afternoon Sessions</u></p> <p>Session 1: What Do You Do After You Say Hello? Great Activities for the First Class (<i>limited to the first 30 participants</i>)</p> <p>Session 2: Managing Disruptive or Emotionally Distressed Students</p> <p>Session 3: Administrative Unit Assessment - A Campuswide Approach</p>	<p>MSC315</p> <p>STEM Auditorium</p> <p>Little Theatre</p>

*** This session will be offered twice (Monday and Tuesday). All University employees are required to attend one of these sessions.**

Wednesday, January 10

9 - 10:30	<u>Early Morning Sessions</u> Session 1: Using Lean 6 Sigma in Academia Session 2: Kean's Applied Research Series: Fostering Interdisciplinary Conversations and Collaboration Session 3: Using the University Curriculum Committee Procedures Manual - Preparing Documents for the Curriculum Process	Wilkins Theatre STEM Auditorium Little Theatre
9 - Noon	Transfer Transitions, GE 3000, Faculty Workshop (Participants invited by the School of General Studies)	K127
10:45 - Noon	<u>Mid-Morning Sessions</u> Session 1: **Overview of New Jersey State Policy Prohibiting Discrimination & Sexual Harassment in the Workplace Session 2: ***Accommodating Students with Disabilities for Faculty	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: **Overview of New Jersey State Policy Prohibiting Discrimination & Sexual Harassment in the Workplace Session 2: ***Accommodating Students with Disabilities for University Staff	Wilkins Theatre STEM Auditorium
3 - 4:30	<u>Late Afternoon Sessions</u> Session 1: Improving Student Engagement and Performance Utilizing a Team Based Learning Pedagogy Session 2: Time Vampires and How to Hack Them Session 3: FERPA Updates	STEM Auditorium Little Theatre CAS106

**** This session will be offered twice. All University employees are required to attend one of these sessions.**

***** Faculty and Staff are required to attend their noted session.**

Thursday, January 11

9 - 10:30	<u>Keynote Address by Andrew K. Koch, Ph.D.</u> First Year Experience – The Key to Student Success and Retention	Wilkins Theatre
10:45 - Noon	<u>Mid-Morning Sessions</u> Session 1: What do you mean I replied to all? Session 2: Finding Funding with Pivot Session 3: Interested in Converting Your Traditional Course to Hybrid Type I? Faculty Share Their Best Hybrid Practices	Wilkins Theatre STEM Auditorium Little Theatre
12:15-1:15	Lunch	STEM Atrium and 6 th Floor
12:15-1:15	UPC Meeting	K127
1:30-2:30	GE Curriculum Committee Meeting	K127
1:30-2:45	<u>Early Afternoon Sessions</u> Session 1: Articulation Agreement Process: Expanding Our Reach to Community Colleges Session 2: Hands-Only CPR	STEM Auditorium Little Theatre
2:45 - 3:45	UCC Meeting	K127
3 - 4:30	<u>Late Afternoon Sessions</u> Session 1: Living at Kean Session 2: Implementing Chalk & Wire for Assessment and Quality Assurance	STEM Auditorium Little Theatre
3 - 4:30	University Senate Meeting	K127

Session Descriptions and Presenters

Academic Publishing: Proposing a Book

This session is for aspiring Higher Education textbook or trade book authors. Writing a solid, competitive proposal is the first step to getting one's book published. The presenter is an author of 23 books, with more on the way, with advice to offer.

Presenter: Professor Robin Landa, RBSD

Accommodating Students with Disabilities for Faculty (Mandatory for All Faculty)

This session will cover disability law and the University's responsibility for accommodating students with disabilities. This session for faculty will focus on classroom/testing accommodations, the appropriate way to discuss a disability with students, and accommodating while maintaining course (and University) standards. A question and answer period will be part of this session.

Presenter: Donna Dingle, Office of Disability Services

Accommodating Students with Disabilities for University Staff (Mandatory for All Staff)

Accommodating students with disabilities is not just for professors. This session will cover disability law and the University's responsibility for accommodating students with disabilities. We will discuss ways that University staff can accommodate students in non-academic settings on our campus.

Presenter: Donna Dingle, Office of Disability Services

Administrative Unit Assessment - A Campuswide Approach

The purpose of this session is to provide administrative unit personnel with a framework for developing and completing the Annual Administrative Assessment Report, with the purpose of improving the effectiveness of each unit. Discussion will focus on defining appropriate goals, outcomes, assessment methods and appropriate measures. CAS standards will be introduced.

Presenter: Karolina Wolfe, Office of Accreditation and Assessment

Articulation Agreement Process: Expanding Our Reach to Community Colleges

This session will discuss the importance of Kean University's articulation and joint admissions agreements with community colleges and give detailed instructions on the vital roles of each department during this process. These partnerships are essential to the advancement of the Kean brand and will ensure enrollment in our programs in the foreseeable future. The national focus on college affordability has driven many high school graduates to community colleges. This is a great opportunity for Kean University to capitalize on this trend and capture this demographic.

Presenter: John Van Brunt, Managing Assistant Director, Undergraduate Admissions; Carlos Nazario, Acting Director Undergraduate Admissions; and Stephen Kubow, Ph.D., Acting Vice President, Kean Ocean

Culturally Sensitive and Affirming Approaches to Establishing an LGBT-Inclusive Campus Environment

Embedded within Kean University's mission is a goal to maintain a student-centered educational environment where diversity and mutual respect can flourish. Lesbian, Gay, Bisexual and Transgender (LGBT) students too often come to campus after years of exposure to systems of oppression that have kept them isolated and too afraid to live openly with pride. This session provides faculty and staff with the LGBT-affirming knowledge, tools and resources they would need to help LGBT students overcome various societally induced barriers to bio-psycho-social health so they will know they are safe, valued and wanted at Kean from their first moments stepping onto campus.

Presenter: David Rosen, DBH, Graduate Social Work

Digital Resources Navigation to LEARN: The Nancy Thompson Library Learning Commons

A hands-on workshop reveals new features and functionality of WorldCat Discovery platform upgrade of digital resources and services (i.e. search and access books, ebooks, articles, videos, music, et cetera). Includes demonstration of the Course Reserve module and "how to" share resources with students digitally. The workshop then provides insight to the launch of the newly created Bb module "LEARN" (Library Essentials for Access and Research Navigation) and use of social media via the Nancy Thompson Learning Commons website. The "LEARN" module provides students four information literacy concepts: Developing Topics and Using Reference Resources; Selecting and Searching Databases; Evaluating Sources; and Citing Sources. Demonstration of videos, interactive tutorials, and other resources of LEARN and social media precedes a Q&A discussion period for the audience.

Presenters: Eleanor McKnight, Linda Cifelli, Marquan Mutazz, Janette Gonzalez, Chrisler Pitts, Craig Anderson, The Nancy Thompson Library Learning Commons and Paul Croft, Ph.D., Provost's Office

FERPA Updates

The University recently revised its FERPA statement. Learn about the changes and what this means for you.

Presenter: Adam Stone, Registrar's Office

Finding Funding with Pivot

Pivot is a curated database that connects faculty, staff, and graduate students to quality public and private funding opportunities. Learn how to create a profile and saved searches that will bring relevant funding opportunities tailored to your interests directly to you. By introducing you to the most important functions and features of Pivot, this session will help you get started with Pivot and on your way to finding funding.

Presenter: Jonathan Parker, ORSP

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.

Lecturer: Nicholas Palmieri, D.C., PERH

Helping Our Students Finance a World-Class Education

The journey towards earning a degree can sometimes be stressful – particularly when it comes to finances. While students are always encouraged to visit or communicate with the Office of Financial Aid & Scholarships, at one point or another all faculty and staff members are likely to get questions about one or both of these topics. This seminar will help answer some of the most common financial aid and scholarship inquiries.

Presenter: Brian Treanor, Office of Scholarship Services and Sherrell Watson-Hall, Office of Financial Aid

Implementing Chalk & Wire for Assessment and Quality Assurance

This is an introduction to Chalk & Wire, the online educational platform currently being piloted by the College of Education for a variety of purposes: a key assessment tool for data collection and reporting, edTPA organization and support, e-portfolios, and monitoring student progress within respective teacher certification programs. The session proposes to train faculty on the assessment of student work using teacher candidate work as a model. Because this is an interactive session, participants are asked to bring a laptop to use throughout the workshop. The session will be conducted by trained Chalk & Wire consultants in the College of Education.

Presenter: Heather Stender, College of Education

Improving Academic Performance of College Undergraduates: Through the Lens of Grit and Mindset

The research on grit and mindset provide an understanding of why many college freshmen and sophomores struggle academically. The work of Angela Duckworth on grit and persistence and Carol Dweck on fixed versus growth mindsets will be highlighted. Helping students to develop self-efficacy is key to college success. Strategies that can help students increase persistence and build a growth mindset will be presented. The workshop will provide time for participants to share practices they use to foster student success.

Presenter: Dr. Susan Polirstok, College of Education

Improving Student Engagement and Performance Utilizing a Team Based Learning Pedagogy

Team based learning (TBL) is a pedagogical style that has emerged from business schools and has tremendous potential within undergraduate and graduate education across disciplines. This highly effective teaching style has students function in teams throughout the semester. Within these teams students discuss the learning topics (or content) you want covered and answer challenging questions which forces the application of that content. This session will provide attendees a framework for crafting successful courses utilizing the team based learning pedagogy.

Presenter: George Holan, DPT, Physical Therapy

Interested in Converting Your Traditional Course to Hybrid Type I? Faculty Share Their Best Hybrid Practices

Are you considering changing your traditional course to Hybrid Type 1 or improving learning strategies for hybrid courses? Presenters will describe how they have implemented Hybrid Type I courses in their subject area and will share best practices, as well as potential challenges.

Presenter: Jane Webber, Ph.D., and Robert Kitinger, Ph.D., Counselor Education

Investing Concepts Simplified

You don't need to be an expert or a stock market whiz to put an investment strategy into place. Focusing on just a few fundamentals, you can start creating a solid investment plan for your retirement or other financial goals.

Presenter: Frank Both, ABP Service Provider

Kean's Applied Research Series: Fostering interdisciplinary Conversations and Collaboration

Interdisciplinary research teams hold tremendous promise in addressing complex issues related to healthcare and other important aspects of functioning (Hesse-Biber, 2016). Kean's applied research series was established to bring together faculty and student researchers from across the University to discuss and collaborate on applied research. The series aims to: support research at Kean; aid in communication of research initiatives within and across departments; identify opportunities for collaboration; and foster mentoring relationships. This session will provide updates and build in time for brainstorming about parameters to maximize participation. Further, attendees will be invited to become involved in this exciting collaborative endeavor.

Presenters: Jennifer Block-Lerner, Ph.D., John Burke, Ph.D., Keri Giordano, Psy.D., Kimberly Wynarczuk, Ph.D., DPT, and Yixin (Eric) Yang, Ph.D., NWGC

Kean Style - the University Editorial and Branding Guides

In this session, we will introduce the new Kean University Editorial Style Guide and go over proper Kean branding, including official University colors, logos and usage for print, web, events, etc., with an emphasis on the importance of consistency and uniformity in our communications.

Presenters: Margaret McCorry, Joey Moran and Emmanuel Vozos, University Relations

Living at Kean

Did you know almost 50 percent of the freshmen class lives on campus? The Office of Residential Student Services strives to create an environment that fosters the educational and personal growth of Kean students. This session will review the benefits of living on campus and will share how your department can connect with the students that live here. The session will also reveal the plans of the highly anticipated new residence hall that will open in the fall of 2018.

Presenter: Jennifer Van Dyk, Office of Residential Student Services

Lynda.com for Faculty

Lynda.com is a powerful web-based video learning tool that is primarily based in content with instruction in MS Office, MS Office for Educators, the many Adobe products, SPSS and other data stats analytics, programming, etc. However, there are many tutorial sessions that go beyond technology and software instruction. For instance, tutorials in presentation skills, time management, citation and MLA formatting, research writing, as well as a course in learning to teach with Lynda.com. This session will focus on how Lynda.com can be used to support the needs of Faculty.

Presenter: Professor Ed Johnston, Michael Graves College

Lynda.com for Managers, Supervisors and Staff

Managers, supervisors, and staff have an online resource to enhance performance management and professional development. This session will show you how to incorporate sessions in your development plans, performance improvement plans, gain depth in software skills, or boost your interpersonal skills. Sessions have been vetted to ensure quality and applicability to managers, supervisors and staff. Competencies: Functional/Technical Skills, Self-Development

Presenter: Yvonne Catino, D.M., Human Resources

Managing Disruptive or Emotionally Distressed Students

This session is designed to address how to respond to students who are 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 Kean University Behavior Intervention Team (KUBIT) report about a student about whom you are concerned will be also be discussed.

Presenter: Maximina Rivera, Office of Residential Student Services

Online Presence: Representing YOU on Multiple Platforms

This session will walk you through developing your professional profile on multiple online platforms; including LinkedIn, your own website, ResearchGate, and Google Scholar. These platforms are particularly useful to scholarly researchers.

Presenter: Janine Black, Ph.D., School of Management and Marketing

Overview of New Jersey State Policy Prohibiting Discrimination and Sexual Harassment in the Workplace (Mandatory for All Employees)

This workshop will provide a review of the University's anti-discrimination policy (State Policy). A discussion of prohibited discrimination based on protected categories and sexual harassment will be discussed.

Presenter: Charlie Williams, Ph.D., Office of Affirmative Action Programs

Program Assessment Coordinator 101

This session focuses on the role and responsibilities of Program Assessment Coordinators (PACs). Presenters will review procedures and timelines, and provide examples of reports. This is an excellent opportunity for new program assessment coordinators to learn the process, and for experienced PACs to ask questions and network with PACs from other programs. This session is conducted by the University Senate Assessment Committee. Presenter: Jane Webber, Ph.D., Assessment Committee Chair; Barbara Lee, Ed.D., Special Education and Literacy; Robert Kitzinger, Ph.D., Counselor Education; Prisca Anuforo, DNP, Nursing and Jessica Adams, Ph.D., Acting Associate Dean Kean Ocean

Promoting a Positive Professional Image: Humility and Courage

A positive professional image goes beyond body language and listening skills. It includes the ability to show specific leadership factors. Research suggests that two of these factors, humility and courage, are pivotal to self-branding, promoting harmony, inclusivity and performance. In this session, we will explore this topic, give you practical exercises that will develop these traits, and give you insight on its importance.

Presenter: Lori Tarke, National Platform Speaker Sponsored by Human Resources

Promoting Cultural Competency: ADDRESSING Intersectionality in the Classroom and University

Kean University is a minority-majority institution, serving a richly diverse student body. Faculty, administration and professional support staff at Kean all aspire to best meet the interpersonal and learning needs of all students. Unfortunately, for a myriad of reasons, differences in perspectives and worldviews can result in cultural miscommunications that can threaten student learning and academic outcomes. This session will introduce a psychology-based model of intersectionality, the ADDRESSING Model, to attendees. This model provides a useful framework to strengthen self-awareness and understanding of the overt and hidden "self-identities" that can impact teaching, mentoring, collegiality and learning. This presentation seeks to promote effective teaching and interactions among faculty, staff and students. This will be done by utilizing the ADDRESSING Model to strengthen attendee self-awareness and understanding of the overt and hidden "self-identities" that can impact teaching and learning.

Presenter: Aaron Gubi, Ph.D., Advanced Studies in Psychology

Public Safety: What should you do in an emergency at work? & Carbon Monoxide Safety (Mandatory Session for All Employees)

All colleges and universities are required to maintain an Emergency Management Plan. This block of instruction will provide attendees with information on what to do in an emergency at work. A successful response relies upon planning around the management of critical areas including, communications; resources and assets; safety and security; staffing; and training. Additional instruction on carbon monoxide safety.

Presenter: Department of Public Safety/Police

Retirement Life Planning

This session will provide an overview of the emotional aspects of retirement. Participants are provided exercises to complete to determine their "core motivators" and to evaluate their retirement readiness.

Presenter: Gitterman Wealth Management, ABP Service Provider

Student Experiential Learning Facilitation: Support, Operations, Retention, and Transformation (SELF-SORT) - This is the Nancy Thompson Library Learning Commons

This workshop reveals new functionality Student Support Services through the Nancy Thompson Learning Commons. Six key support areas work interactively and offer coordinated/integrated services to support student success. The physical co-locations and the operational flow focus on student academic pursuits that include passing classes, developing, improving, and acquiring new skills sets; and access to professional development and practicum towards their graduation and career pathway. The workshop explains the basic features and functions of the service areas, how they are integrated and synthesized for students with faculty, their roles in recruitment, retention, and graduation; and how they are evolving. Participants (faculty/staff as well as programs and academic units) are encouraged to ask questions and bring forth new ideas, opportunities, and challenges.

Presenter: Presenters: Marquan Mutazz, Janette Gonzalez, Anita Nash, Jackie Langley, Maria Miranda, Librarians, Blanca Rosales-Ahn, The Nancy Thompson Library and Learning Commons and Paul Croft, Ph.D., Provost's Office

Student Plagiarism & Cheating

A presentation of what contributes to student plagiarism and cheating, followed by a discussion of possible workable solutions.

Presenters: Paula Avioli, Ph.D., School of Psychology, Karin Beck, Ph.D., School of General Studies and Frances Stavola Daly, Ed.D., PERH

Time Vampires & How to Hack Them

No, your life won't be in jeopardy if you attend this session. You may actually get a new lease on life with completed projects on time, extra time to work on your professional development, or a more balanced work/life existence. Learn what time vampires are and what you can do to eliminate them.

Presenter: Yvonne Catino, D.M., Human Resources

Use of Digital Tools to Personalize Learning, Optimize Workflow, Drive Peer Collaboration and Design Interactive Activities

Learning no longer has to be confined to the four classroom walls. Flip your class using technology such that students learn the content outside of the classroom and use class time for questions and discussions that induce critical thinking and creativity. Learn how to optimize workflow while providing real-time digital feedback for turned-in work or work-in-progress. Use digital tools to drive student collaboration, peer review and to design interactive activities.

Presenter: Professor David Mwangi, Biology

Using History Class Methods to Enhance Non-History Classes

Many of the pedagogical techniques employed in history classes—study of correspondence, rare books and manuscripts, historiography, primary and secondary source text analysis—can be of benefit to students in non-history classes. A basic familiarity with the history of a subject can help the student better understand why a particular discipline is organized the way it is or where its central tenets arise from. Any topic can be enhanced in this manner. A review of the history of Shakespeare's First Folio in a literature class, an examination of the letters of Charles Darwin in a biology class are just two examples.

Presenter: Brian Regal, Ph.D., History

Using Lean 6 Sigma in Academia

This session is an overview of foundational concepts of Lean Six Sigma for Higher Education. The application of Lean in higher education management has become more prevalent in the past seven years, primarily with administrative processes, but has also been applied to academic processes in an increasing number of cases. Managers and supervisors can benefit from the Lean Transformational Model because it can be applied to any problem with quality, people, process, growth, service and even finance. This is the first session in a series of operational excellence sessions.

Presenter: Yvonne Catino, D.M., Human Resources

Using the University Curriculum Committee Procedures Manual: Preparing Documents for the Curriculum Process

This session will review the University Curriculum Committee Procedures Manual, which was revised in May of 2017. Discussion will provide a detailed description of the curriculum process, including committees associated with undergraduate and graduate curriculum proposals. In addition, it will define and explain the various documents and procedures outlined in the UCC Manual and discuss the expected timeframes for moving proposals through the curriculum process. The supporting documentation requirements specified in the UCC Manual will be reviewed. Both program and course-related changes will be discussed. Examples will be provided, along with opportunities for participant questions.

Presenter: Donald Marks, Psy.D., Advanced Studies in Psychology and Chair of the UCC

Welcome to Accreditation and Assessment - A Reintroduction

The session will introduce the Kean community to the newly relaunched Office of Accreditation and Assessment. Introduction of new staff, initiatives, website, revised structure, processes and procedures are among some of the topics discussed. An overview of the newly revised Middle States Annual Assessment reporting process will be shared in an effort to begin necessary preparation to meet the upcoming expectations.

Presenter: Karolina Wolfe, Office of Accreditation and Assessment

What Do You Do After You Say Hello? Great Activities for the First Class

This session focuses on the importance of well designed first day activities in setting the tone for the semester. Using art history as an example, the presenter offers ideas on how to design exercises for the first class in order to get students comfortable with each other and with the professor, provide an opportunity to introduce content, and give students a sense of what is important. This session is both didactic and interactive and offers creative ideas for both veteran and new faculty members. This session is limited to the first 30 participants.

Presenter: Marguerite Mayhall, Ph.D., Fine Arts

What do you mean I replied to all?

Sometimes you might think that you know all there is to know about email, but we all make mistakes in the who, what, when, and how of communication. In this session you will learn about the modes of communication and when one is preferable over the other. You will also learn about the proper crafting of an email message from creating powerful subject lines to considering your content from the reader's perspective. You will also learn how to navigate the uncomfortable waters of an accidental email or one that may not have quite gone the way you envisioned.

Presenter: Lori Tarke, National Platform Speaker Sponsored by Human Resources



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The Professional Development Days Committee thanks you for your participation!

Chad Austein, Enrollment Management

Solman Ahmed, Enrollment Management

Suzanne Bousquet, Ph.D., Academic Affairs

Yvonne Catino, D.M. Administration and Finance

Pat Ippolito, University Senate

Stephen Kubow, Ph.D., Kean Ocean

Joy Moskovitz, Academic Affairs

Margaret McCorry, University Relations

Joseph Sarno, Student Affairs

Corey Vigdor, Academic Affairs

Karolina Wolfe, Academic Affairs