

This Workshop Schedule is current as of today but may change. Please check back for updated information.

Pre-Conference Workshops August 29-30, 2011

Monday, August 29th

8:30 a.m. – 1:30 p.m.

University House

International Honors Program

Carmiña Palerm, Director of IHON

This workshop is open to faculty only. Please RSVP to Carmina Palerm, palermca@plu.edu, x7756.

9:00 a.m. – 10:00 a.m.

Morken 124

Getting Started with Sakai

Layne Nordgren and Nick Butler

Use the Sakai learning management system to quickly setup a course web site. Hands-on activities will include developing a syllabus, adding announcements, using the Mailtool, posting Office documents, and creating discussion groups. Intended for faculty and staff.

This workshop is open to all faculty and staff. RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

10:30 a.m. – 11:30 a.m.

Morken 124

Tips and Tricks for Managing Your Gmail Inbox

Layne Nordgren and David Rebar

Gmail Inbox got you down? Wondering where that particular email message is hiding? Want to better organize your messages? Learn some basic tips and tricks for searching, tagging, and filtering your messages.

This workshop is open to all faculty and staff. RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

1:00 – 2:30 p.m.

LIC-B

Academic Dashboard Introduction

*Laura Polcyn, Associate Dean of Graduate Studies and Special Academic Programs
Ardys Curtis, Systems Training Specialist, Administrative Computing*

If you are a dean or chair and have not learned about the power of the Academic Dashboard, sign up for this important session. The Academic Dashboard is a data reporting tool developed specifically for department chairs, deans and administrators which yields student, course, enrollment, registration, graduation, and other pertinent data. This tool provides a way to extract metrics and key performance indicators in a consistent manner. Information is displayed in graphical, spreadsheet and other useful report formats. This session is held in a computer lab, providing you hands-on experience using the Dashboard.

Maximum number of seats available: 30

This workshop is open to academic deans and department chairs. Please RSVP to Laura Polcyn, polcyn@plu.edu, x8225.

3:00 – 5:00 p.m.

UC 133

Advising Workshop

*Pat Roundy, Dean for Student Academic Success and Director of Academic Advising
Hal DeLaRosby, Assistant Director of Academic Advising
Kevin Berg, Systems Manager, Registrar's Office*

Our session will focus on the basics of academic advising at PLU: explanation of entrance requirements, General Education Program, International Honors Program, and College of Arts and Sciences requirements; the CAPP (Curriculum, Advising, and Program Planning) report, including the updated “What if?” functionality; registration for classes, the advising system; expectations for advisors and advisees; support from the Academic Advising Office. We promise a quick pace, clear explanations, and good humor. We encourage new academic advisors to attend as well as any faculty members who seek an advising refresher.

This workshop is open to all faculty and staff. RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

Tuesday, August 30th

8:00 a.m. – noon

UC 133

First-Year Experience Program Faculty Development

*Matthew Levy, Director of Faculty Development for FYEP
Callista Brown, Director of FYEP
Jan Lewis, Associate Provost for Curriculum*

All faculty teaching FYEP courses are asked to attend this workshop. Other interested faculty are also welcome to attend.

Breakfast

What is FYEP at PLU?

Teaching A: Encouraging Reflection to Enhance Learning

Report on Writing 101 and 190 Inquiry Assessment Efforts

Messages from Partners (Advising, Student Life, SIL)

Teaching B: Stimulating Robust Class Discussions

Please RSVP to Matthew Levy, levy@plu.edu.

9:00 a.m. – 10:00 a.m.

Morken 103

What's New With Google Apps for Education?

Layne Nordgren and David Allen

Join us for an update/demo of some of the new features of Google Apps for education including: real time collaboration, storing and sharing files with others, Google Cloud Connect for Microsoft Office, and Google Voice.

This workshop is open to all faculty and staff. RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

11:00 a.m. – 12:00 p.m.

Morken 124

Collaboration with Google Docs

Layne Nordgren and Deidre Hill

Interested in collaborating with your colleagues using documents, spreadsheets, and forms? This workshop will focus on using the collaborative features of the Google Docs tool set. Exercises will include collaborative activities using Google Docs tools.

This workshop is open to all faculty and staff. RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

1:00 – 5:00 p.m.

Scan Center

Academic Program Leaders Meeting

Steven P. Starkovich, Provost

All Academic Deans, Department Chairs, and Program Chairs and Directors should plan to attend this important invitation-only meeting where we will discuss the major academic initiatives for 2011-12. This meeting will include a special training workshop run by Susan Goldstein. Please RSVP to provost@plu.edu.