

Pre-Conference Workshops schedule is as of August 21, 2009. Please check back for updated information.

## **Pre-Conference Workshops**

### **Monday, August 31, 2009**

8:30 a.m. – 1:30 p.m.

*Faculty House*

**International Honors Program**

*Andrew Finstuen, Director of IHON*

*This IHON workshop will focus on advising, pedagogy and assessment, and curriculum.*

*This workshop is open to faculty only. Please RSVP to Andrew Finstuen, [finstuas@plu.edu](mailto:finstuas@plu.edu), x5062.*

1:00 – 2:30 p.m.

*LIC-B*

**Academic Dashboard Introduction**

*Laura Polcyn, Associate Dean of Graduate Studies and Special Academic Programs  
Ardys Curtis, Programmer/Analyst, 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](mailto:polcyn@plu.edu), x8225, or Ardys Curtis, [acurtis@plu.edu](mailto:acurtis@plu.edu), x7149.*

3:00 – 5:00 p.m.

UC 133

**Advising Workshop**

*Pat Roundy, Dean of Student Academic Success and Director of Academic Advising  
Nova Schauss, Assistant Director of Academic Advising*

*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; 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. RSVPs for this workshop is available at: [www.plu.edu/provost/University-Conference](http://www.plu.edu/provost/University-Conference)*

## **Tuesday, September 1<sup>st</sup>**

8:00 a.m. – noon

Morken 103

**First-Year Experience Program Faculty Development Breakfast**

*Matthew Levy, Assistant Professor of English*

*This First-Year Experience Program workshop will begin with breakfast and then offer a series of speakers addressing aspects of the program: 1. An overview of FYEP and goals for the year. 2. The role of Student Involvement and Leadership in FYEP. 3. Panel: Approaches to Writing 101 and the Common Assignment. 4. Library Support of FYEP. 5. Panel: Approaches to the 190 Inquiry Seminar. All faculty and staff who are FYEP stakeholders are encouraged to attend.*

*This workshop is open to all faculty and staff. Please RSVP to Matthew Levy, [levy@plu.edu](mailto:levy@plu.edu).*

11:00 a.m. – noon

ADMIN 101

**Communicate and Collaborate with Google Apps for Education**

*Layne Nordgren, Director of Instructional Technologies*

*Get an overview of the Google Apps for Education communication and collaboration and tools. Learn about Gmail, Google Docs, Google Calendar, Google Sites, and Google Talk.*

*Maximum number of seats available: 20*

*This workshop is open to all faculty and staff. RSVPs for this workshop is available at:  
[www.plu.edu/provost/University-Conference](http://www.plu.edu/provost/University-Conference)*

1:00 – 2:00 p.m.

*Morken 124*

**Getting Started with Sakai**

*Nick Butler, Digital Media Developer*

*Bryan Bakotich, Open Source Implementation Specialist*

*Get an overview of using the Sakai learning management system to quickly setup a course web site Learn to develop an online syllabus, add announcements, create discussion groups, post Microsoft Office documents, and explore other functions.*

*Maximum number of seats available: 20*

*This workshop is open to faculty only. RSVPs for this workshop is available at:  
[www.plu.edu/provost/University-Conference](http://www.plu.edu/provost/University-Conference)*