

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

Pre-Conference Workshops August 29 and August 30, 2016

Monday, August 29

9:00 – 10:00 a.m.

Morken 124

Sakai: Getting Started

Sean Horner, Web Developer,

Layne Nordgren, Director for User Services/Instructional Technologies

Use the Sakai learning management system to quickly setup a course web site. Participants will learn basic/essential tasks in Sakai such as uploading a syllabus, adding announcements, using the Mailtool, and posting Office documents or PDF files. 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 – 11:30 a.m.

Morken 124

Sakai Assignments Tool

Layne Nordgren, Director for User Services/Instructional Technologies

Learn how to use the Sakai Assignments Tool to create assignments, grade them, use Turnitin and Grademark, and provide feedback to students.

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.

Morken 124

Academic Dashboard Introduction

Ardys Curtis, Director of Information Systems

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: 25

This workshop is open to academic deans and department chairs. Please RSVP to Ardys Curtis, curtisae@plu.edu, x7149.

Advising Workshop*Hal DeLaRosby, Director of Academic Advising**Kevin Berg, Registrar**Allison Stephens, Associate Director of Academic Advising**Kelly Gaspar Poth, Assistant Registrar**Rusty Horton, Systems Manager, Registrar's Office***Advising for Graduation: Advising Sophomore, Junior, and Senior students**

Our session will focus on the basics of academic advising at PLU to help students persist to graduation in a timely fashion. The topics listed below provide a general overview of topics we plan to cover, but there will be opportunities for participants to ask questions for other areas.

Prescriptive elements of Advising

- CAPP (Curriculum, Advising, and Program Planning), Advising Comments, Student Profile information, and other banner resources
- Student Profile page in banner: a single location for exploring all relevant student information for advising purposes
- Advising Notes new placement into Student Profile (beginning Summer 2016)
- Google forms for major declarations and course substitutions
- Commencement participation policy

Developmental elements of Advising

- Four-year graduation planning: 4-year advising guides, 2-year course cycles
- Academic degree milestones: 30/60/90 and declaring a major at 60 credits
- Federal financial aid guidelines that may negatively impact double majors or students who take an Incomplete grade in a class
- 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 30

8:45 a.m. – noon

AUC 133

First-Year Experience Program Faculty Development*Jan Lewis, Associate Provost for Undergraduate Programs**Callista Brown, Director of FYEP*

At this workshop, we will assess a random selection of FYEP-190 common assignments completed by students last year and then discuss the seminar and the assessment process in light of what we discover. We will streamline the rating process to maximize discussion time.

As was the case in our June assessment of Writing 101, we are inviting all FYEP faculty, those who teach Writing 101, those who teach FYEP 190, and those who teach both, along with others who teach specialized courses for first-year students, to join us in rating the common assignments and reflecting on student learning.

This inclusion will support a robust conversation not only about 190 pedagogy and assessment, but also about how we can begin to sequence Writing 101, now taught in fall, with 190, now taught in J-term and spring, so that students experience greater cohesion and coherence across the two seminars.

RSVP for this workshop is available at: www.plu.edu/provost/University-Conference

9:00. – 10:00 a.m.

Morken 103

Google Apps for Education: What's New?

*Layne Nordgren, Director for User Services/Instructional Technologies
David Rebar, User Support Team Lead*

Get an update/demo of some of the new features of Google Apps for Education including updates to: Google Docs Editors (Docs, Sheets, and Slides), Drive, and Hangouts.

*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

Google Docs and Drive Collaboration

Layne Nordgren, Director for User Services/Instructional Technologies

Interested in collaborating with your colleagues using documents, spreadsheets, and presentations? This workshop will focus on using the collaborative features of the Google Docs tool set. Hands-on activities will include collaborative document editing 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 – 3:00 p.m.

Scan Center

Academic Program Leaders Meeting

Rae Linda Brown, PhD, Provost and Vice President for Academic Affairs

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 topics for 2016-17. RSVP to provost@plu.edu.