

# SPRING 2018 CONVOCATION SCHEDULE

## MONDAY, JANUARY 8:

**8:00 - 8:30 a.m. Coffee and Pastries**

**Hoag Hall Foyer**

*RSVP to the President's Office at x2306 by Jan. 3, 2018*

**8:30 - 9:45 a.m. All Employee Meeting with President Timothy Mottet**

**Hoag Recital Hall**

*All employees are strongly encouraged to attend, and offices should operate with minimum staff or the use of student workers to help facilitate attendance*

**9:45 - 10:45 a.m. Re-imagining Information Technology Communication and Services at CSU-Pueblo LARC 108**

*Learn what changes ITS is working through to overhaul campus communication, enhance accountability, create transparency, and develop strong service processes.*

**10:00 - 11:30 a.m. Procurement Training and Compliance (1 of 2 offered)**

**LARC 217**

*This training is mandatory for all faculty/staff currently 1) purchasing and/or 2) approving KFS documents as fiscal officers. The training will address Purchasing, the P-Card, Authorized Business Functions, Travel and Contract Processing. Sessions will be held in LARC Room #217 and is limited to 40 participants, so please email Trisha Encina at [trisha.encina@csupueblo.edu](mailto:trisha.encina@csupueblo.edu) or she can be contacted at (719)549-2355 to ensure availability.*

**11:00 a.m. - 12:00 p.m. Faculty talking to Faculty**

**HSB 111**

*Join fellow faculty in roundtable discussions of current topics at CSU-Pueblo. Moderated by the CSU-Pueblo Council of Chairs, participants will break into discussion groups on topics generated at the outset, with the task of developing actionable items to be forwarded to the Faculty Senate or appropriate committee/group for consideration during the 2017-2018 academic year.*

**12:30 - 1:30 p.m. Student Athletes & NCAA eligibility**

**LARC 109**

*An educational session regarding the NCAA's academic requirements for student-athletes. Program will include information regarding incoming freshmen/transfers as well as continuing students. Target audience: anyone who advises student-athletes academically.*

**1:30 - 2:30 p.m. Starfish Roundtable Discussion**

**GCB 211**

*Come share your Starfish successes, tips and challenges with other faculty and staff and the Starfish team. Ask questions, share answers. Updates for spring 2018 Starfish usage will be shared also.*

**2:45 - 3:45 p.m. Strategic Plan Update**

**HSB 108**

*Please join us for our Spring Convocation Strategic Plan Update. See how the Jumpstart Initiatives are integrated into the plan and see how the Red, Yellow and Green lights are progressing on our goals and measures.*

**4:00 - 5:00 p.m. ICR Updates**

**LARC 108**

*Updates from the ICR - learn about research activity recently completed as well as work currently underway; the new Journal of Cannabis Research; and the annual conference April 26-28 2018.*

## TUESDAY, JANUARY 9:

**8:00 a.m. - 12:00 p.m. HSB Faculty Meeting**

**HSB 113**

**9:00 a.m. - 12:00 p.m. CEEPS Faculty Meeting**

**T-220**

**10:00 a.m. - TBD CSM Faculty Meeting**

**Chem 104**

**10:00 a.m. - 12:00 p.m. CHASS College Meeting**

**GCB 110**

**1:00 p.m. - 3:00 p.m. Library Meeting**

**LARC 317**

**12:00 p.m. - 1:00 p.m. Honors Program Informational Session**

**LARC 258**

*Come join us to see how faculty can be involved in the Honors program. Session will focus on program requirements, course offerings, and faculty involvement. Lunch will be available. RSVP by December 20<sup>th</sup> to [Marcia.henning@csupueblo.edu](mailto:Marcia.henning@csupueblo.edu).*

**1:00 – 3:00 p.m. New User Kuali Financial System (KFS) Training (1 of 2 offered)** **LARC 217**

*This training is designed to provide both staff and faculty guidance with KFS. This training will go into budget detail, how to complete a Requisition, how to reallocate P-Card transactions, how to complete transactions through Shop Catalog, how to complete a Disbursement Voucher (DV) & answer any questions on Travel. Sessions will be held in LARC Room #217 and is limited to 40 participants, so please email Trisha Encina at [trisha.encina@csupueblo.edu](mailto:trisha.encina@csupueblo.edu) or she can be contacted at (719)549-2355 to ensure availability.*

**3:30 – 5:00 p.m. Kuali Student CM Training (1 of 2 offered)** **LARC 217**

*Kuali Student Curriculum Management (CM) is the new electronic curriculum management system we have chosen to manage our curriculum (courses, programs and catalog) in a single cloud-hosted location with flexible forms and workflows. During this faculty training, users will become familiar with the system's functions, understand how to propose new and course changes, and track the approval workflow. All users must attend a training prior to gaining access to the system. Additional trainings will be offered in February. Seating is limited. Please RSVP to Brianna Bueno no later than (2 days prior to date of training). [brianna.bueno@csupueblo.edu](mailto:brianna.bueno@csupueblo.edu), x2900.*

**3:30 – 5:00 p.m. Campus Response to Pueblo Concerns** **LARC 109**

*Many of our students struggle to meet their basic needs. Karen Yescavage and Ryan Yanke of the psychology department invite you to a 90-minute workshop to develop multidisciplinary, experiential learning opportunities for (at least) the 2018-2019 academic year to work on this problem. This campus-wide learning community will focus on the challenges of our students and of homeless southern Coloradans, as well as student vulnerability on both our campus and the Pueblo Community College campus, and its impact on retention.*

**WEDNESDAY, JANUARY 10:**

**8:30 – 9:30 a.m. First Generation College Student Mentor Program** **GCB 211**

*The First Generation College Student Mentor Program had a successful first semester with 54 student mentees and 31 mentors. The program committee will share semester highlights as well as provide training on ways to support first generation college students and build successful mentoring relationships. Faculty and staff are needed to serve as mentors during Spring semester for new and transfer students. Please attend if you are a current mentor or interested in learning more about the program.*

**8:30 – 10:00 a.m. Advising Town Hall** **LARC 217**

*Academic Advising Council is offering an Advising Town Hall session for CSU-Pueblo academic advisors. A brief update on recent changes related to advising will be followed by a question and answer session to address any concerns advisors may have. This session is designed to assist both new and experienced advisors. If there are any questions or topics you would like to discuss during this session or you would like to RSVP, please email John Sandoval at [john.sandoval@csupueblo.edu](mailto:john.sandoval@csupueblo.edu). We look forward to you joining us for this fun and informative session!*

**10:00 a.m. – 12:00 p.m. Kuali Travel Module Training (1 of 2 offered)** **ADM 108**

*This training is designed to provide both faculty and staff with how to set up a TEM Profile, complete an in-state travel reimbursement, and an out-of-state authorization and reimbursement. Sessions will be held in LARC Room #217 and is limited to 40 participants, so please email Sarah Lowell at [sarah.lowell@csupueblo.edu](mailto:sarah.lowell@csupueblo.edu) or she can be contacted at (719) 549-2145 to ensure availability.*

**10:30 – 11:30 a.m. Spring 2018 Experiential Education Meeting** **LARC 109**

*Come learn about and discuss Experiential Education (EE) initiatives on campus for Spring 2018. This includes EE "mini-grants", EE course designation, EE professional development, etc. Start the semester off with the EE Roundtable and work towards furthering the development of experiential education at CSU-Pueblo.*

**11:45 a.m. – 12:45 p.m. Student Affairs Town Hall** **GCB Lobby**

*Spend some time meeting with the Division of Student Affairs and learn about upcoming events and programs. The following departments will be represented: Office of Student Affairs, Student Conduct, Office of Diversity and Inclusion, Student Engagement and Leadership, Disability Resources and Support Center, Residence Life and Housing, Health Services, Counseling Center, Health Education and Prevention, and Student Recreation. Refreshments will be provided.*

**1:00 – 3:00 p.m. Recognizing Free Speech Rights and Impacts on Campus** **Life Science 105**

*The CSU System Office of General Counsel will present a session on "Recognizing Free Speech Rights and Impacts on Campus". The speakers will be Jason Johnson, CSU System General Counsel and Jannine Mohr, Senior Associate Legal Counsel. The session is co-hosted by the Office of the President and the CSU-Pueblo Free Speech Task Force. All faculty and staff are strongly encouraged to attend this session.*

**3:30 – 4:30 p.m. Free Speech Task Force Open Forum****GCB 110**

Members of the Presidential Task Force on Free Speech will host an open forum to discuss their list of drafted recommendations. This is an opportunity for faculty and staff to review the recommendations and provide comments or feedback to the task force.

**4:00 – 5:30 p.m. Open Educational Resources****GCB 111**

Since 2015, faculty and staff at CSU-Pueblo have worked with the CTL and Library to collaborate on Open Educational Resource (OER) opportunities we might make available in order to better serve students. This past year, more than 20 dedicated instructors worked with this collaborative campus-wide team and the Open Textbook Network in order to review and develop new (zero cost!), quality textbooks and other instructional materials for our courses. Today, we are proud to announce that our campus, the CSU System, and the state of Colorado are providing ongoing support for increasing adoption of OER in higher education. Join us as we celebrate these innovative initiatives at CSU-Pueblo. Dr. Jonathan Poritz, the CSU-Pueblo representative to the Colorado Legislature-created task force on OER, will give opening remarks, update us on statewide planning, and share his insights. Visit with your faculty and staff colleagues, learn about these low-cost, high-impact programs, where and how to get OER materials that will help in your classes, and how to adapt existing OER to your needs. Refreshments provided. RSVPs to the CTL at x2290 are encouraged but not required.

For more info or to RSVP, contact: Megan x2290 or at [megan.parnell@csupueblo.edu](mailto:megan.parnell@csupueblo.edu)

**4:00 – 5:00 p.m. Demystifying Admissions and Student Financial Services****LARC 108**

Nearly every student on campus will have interactions with both Admissions and Student Financial Services at some point in his or her academic career. Our offices work directly with the students, but we also know students often look to faculty, staff, and other students to help them navigate our processes, which, combined with changes in our offices, can sometimes lead to misconceptions about what we do and why we do it.

This session will be structured to provide transparent answers to common questions we hear about the processes and procedures in our offices, and will include time for additional questions from the audience. Topics to be covered include verification, residency, extra funding, billing, enrollment deposits, work study, financial aid award notifications, admission standards, and communication with current and prospective students. If you are unable to attend this session but still have questions about the services we provide to students, please reach out to either Justin Streater (Student Financial Services) or Tiffany Kingrey (Admissions).

**THURSDAY, JANUARY 11:****8:15 – 9:15 a.m. Kudos, Flags and No-Shows – Oh MY! (1 of 2 offered)****LARC 217**

Refresher training and updates to Starfish usage for spring will be discussed with hands on demonstration. How do we best use Starfish in advising our students? Come to learn and share ideas.

**8:15 – 9:45 a.m. Faculty & Staff Responses to Students with Disabilities****LARC 108**

Staff from the Disability Resource & Support Center and Office of Institutional Equity will discuss important considerations for all staff and faculty regarding the reasonable accommodations for classes, programs, services, and other activities. This session is important for department chairs and directors, appeal committees, and certification officials who may be working with students with disabilities.

**9:30 – 10:30 a.m. General Education Student Learning Outcomes (SLOs) Debate****LARC 217**

The General Education Board will assess General Education SLOs this Spring. Our first plan is to make sure that the SLOs we currently have are appropriate SLOs for General Education. We would like feedback on this question from all faculty so we are creating an online debate. Our convocation meeting will give attendees an opportunity to help shape the decision. We will roll out this debate program at the meeting.

**10:30 a.m. – 12:30 p.m. New User Kuali Financial System (KFS) Training (2of 2 offered)****LARC 217**

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**11:00 a.m. – 12:00 p.m. What's Brewing at the Library?****LARC 2<sup>nd</sup> Floor**

Spend an enjoyable hour with your campus librarians and see everything we have planned for the coming semester: new databases and books, library instruction, workshops, events, and faculty support services. Something new for everyone! Coffee, winter drinks and snacks will be served at this informal gathering.

**12:00 – 1:00 p.m. Student Research Symposium Faculty Preparation****HSB 111**

*If you are interested in assisting with undergraduate research and would like more information about how to get your students involved in the research symposium, please come to this session. It will provide deadline, and IRB information as well as tips on helping your students prepare for the event.*

**1:00 – 2:00 p.m. HLC Updates****GCB 211**

*Discussion of campus progress on addressing concerns from the recent HLC reaccreditation. Chairs please plan to attend this session. Open to all faculty and staff.*

**2:00 – 5:00 p.m. Faculty Learning Community: EdTech Book Club****GCB 312**

*The Center for Teaching and Learning's Faculty Learning Community will be discussing the book A New Culture of Learning by Douglas Thomas and John Seely Brown, then working on applying those principles to our own classes by building websites as part of the CTL's ongoing Domain of One's Own Program. Whether you get a chance to read this short book before the session or not, you can come see and hear how your colleagues are integrating web tools into their classes. To obtain a free copy of the book, simply RSVP for this event to the CTL's Megan Parnell at x2290. All faculty and staff are welcome. Coffee and refreshments provided.*

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**FRIDAY, JANUARY 12: DEPARTMENT ACADEMIC ADVISING****8:45 – 9:45 a.m. Kudos, Flags and No-Shows – Oh MY! (2 of 2 offered)****LARC 217**

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