



Center for Academic & Professional Excellence

CAPE Activities for Fall 2010



Press Ctrl+Click on any session listed below to see a detailed description, date, time, and campus where each session is offered. Press Ctrl+Home to return to top of document.

Email CAPE@csn.edu to register.

October 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 CH CSN Leads Institute * CH PowerPoint –Creating Your First Presentation CY Supervisory Session III * CH Teaching Students Webinar II
4	5 CY Microsoft Outlook CH Student Info System (SIS) CY Site Builder II CH Critical Thinking Webinar II	6 CH MS Word – Using Styles to Save Time CH Site Builder II	7 HN MS One Note HN WinZip for Document Security CH How to Participate in a Wimba Meeting	8 CH CSN Leads Institute * CH PowerPoint – Enhancing Your Presentations CH WinZip for Document Security CY Supervisory Session IV * CY Sexual Harassment Prev. Ref.
11 CH New Employee Orientation CH Sexual Harassment Prevention	12 CY Student Info System (SIS) CH Microsoft Outlook CH Critical Thinking Webinar III	13 CH Search Committee Training CH Dreamweaver	14 CY MS Word Creative Features CH ARTstor Workshop	15 CH CSN Leads Institute * CY Google Docs & Jing CY WinZip for Document Security CY Supervisory Session V *
18	19 Classified In-Service Training	20 Classified In-Service Training CH Search Committee Chair Training	21 CH Print Shop Automated System CH Mailroom Services CH MS Word Creative Features HN Student Academic Integrity	22 CH Sexual Harassment Prev. Ref. CH CSN Leads Institute * CH Social Media in The Classroom
25	26 CY Print Shop Automated System CY Mailroom Services	27 CY Dreamweaver	28	29 Nevada Day Observed



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November 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 CY Formatting Long Documents I	3	4 CH MS Excel – Using Formulas CY i>Clicker Demonstration CY i>Clicker Training	5 CH CSN Leads Institute * CY Sexual Harassment Prev. Ref. CH i>Clicker Demonstration CH i>Clicker Training
8	9 CY Formatting Long Documents II	10 CH Writing for the Web CH Search Committee Training	Veteran’s Day	12 CH CSN Leads Institute * CH Sexual Harassment Prevention CH Student Academic Integrity
15 CH New Employee Orientation	16 CY Formatting Long Documents III	17 CH Search Committee Chair Training	18 CY Writing for the Web CY Student Academic Integrity	19 CH CSN Leads Institute * CH Sexual Harassment Prev. Ref. CH Facebook for Educators CY Ethics in the Workplace CH Stu’s Quiz Boxes
22	23	24	Thanksgiving	Holiday
29	30 CH Photoshop HN PowerPoint: Creating Your First Presentation			



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December 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 CY Photoshop	2 HN PowerPoint: Enhancing Your Presentation	3 CH Active Teaching & Learning
6	7	8	9	10
13 CH New Employee Orientation	14	15	16	17
← Finals Week →				
20	21	22	23	24
← Winter Break →				Christmas Holiday Observed
27	28	29	30	30
← Winter Break →				New Year's Holiday Observed

How to Register

All faculty and staff including part-time instructors and student workers are eligible to take CAPE workshops free of charge.

You can register by sending an e-mail to CAPE@csn.edu

CSN has a new “**Events Calendar**” on the home page. You can also view all CAPE workshop offerings there.

When registering please include the following information:

- Your name
- E-mail address
- Workshop and date you wish to attend

Registration Confirmation:

- Upon receipt of your e-mail you will receive an e-mail confirmation of your registration.
- Please add the workshop information to your calendar with a reminder.

Cancellations:

- If you enroll and cannot attend, we ask that you notify us as soon as possible because seating is limited to selected workshops. You can cancel by sending an e-mail to CAPE@csn.edu

If you have any questions about registration please contact:

- Jann Carson, Specialist
jann.carson@csn.edu
Mail Stop WM2
Phone: 651-7521
Fax: 651-5084

Statement of Nondiscrimination

The College Of Southern Nevada does not discriminate on the basis of race, color, sexual orientation, national origin, sex, disability, religion, marital status, pregnancy, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title VII (pertaining to employment), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), the Americans with Disabilities Act (pertaining to disability), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission, access to, and treatment and employment in the College's programs and activities, including vocational education. Inquiries regarding these areas should be directed to CSN's Affirmative Action Office. Federal and State agencies are also available to answer any complaints.

For special accommodations or services for any of these sessions, please contact the Disability Resource Center at 651-4045.

Technology Skills

Adobe Photoshop

Taylor Gray

Tuesday, November 30	9:00 – 11:00 a.m.	CH C-115
Wednesday, December 1	9:00 – 11:00 a.m.	CY 2769

In this session you will learn some of the basic features of Photoshop that will help you to enhance your images prior to using them on your website or print documents. You will also learn to resize and modify the resolution of images making them easier to use and send.

Angel - Open Lab

Vartouhi Asherian, Terry Norris, Livia Sa, Nancy Webb

Wednesday, September 1	9:00 a.m. – 2:30 p.m.	CH I-101
Thursday, September 2	11:00 a.m. – 3:00 p.m.	HN C-119
Friday, September 3	9:00 a.m. – 2:00 p.m.	CY 2658
Thursday, September 9	5:30 – 6:45 p.m.	CH I-101

The Angel Open Lab sessions provide instructors the opportunity to develop or perfect their content with the assistance of capable trainers to answer questions and troubleshoot any problems. Registration is not required. Feel free to drop in and get the help you need.

ARTstor: Digital Image Library

Jeff Fulmer & the Art and Art History Program

Thursday, October 14	4:00 – 5:00 p.m.	CH C-133
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ARTstor is a powerful digital online image database of more than 1 million images of art and culture, and is available from the CSN Library for you to use in your classroom. This hands-on workshop will highlight what ARTstor is and focus on what ARTstor's database and software can do for you. This workshop is for all faculty who use images to help educate students.

Dreamweaver

Taylor Gray

Wednesday, October 13	1:00 – 3:00 p.m.	CH C-115
Wednesday, October 27	9:00 – 11:00 a.m.	CY 2769

Dreamweaver is a powerful web page development tool. After learning how to work in the Dreamweaver workspace, you will create a simple web page using the page properties dialog to format tables and graphical elements for layout. You will be able to understand the tools in the common ribbon, insert images and links onto pages, and understand the usage of alternate text for images and objects. You will also be introduced to cascading style sheets (CSS).

Facebook for Educators

Thomas Scott

Friday, November 19	9:30 – 11:30 a.m.	CY TBD
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Many faculty, administrators and students at CSN are using Facebook to stay connected. Facebook is a free social networking site that connects people with friends and others who work, study and live around them. Users can join networks organized by city, workplace, school, and region to connect and interact with other people. Facebook has some real time and asynchronous aspects for quick and efficient communication. This workshop is an informal discussion about the uses of Facebook in education. If you are currently using Facebook we ask that you attend and add to the discussion.

Google Docs & Jing

Dr. Dorothy Chase, Judy Fightmaster

Friday, October 15

9:00 – 11:00 a.m.

CY 1069

The workshop is designed to teach participants to use Google.docs and Jing. Google.docs is free software used to create word processing documents and spreadsheets. Jing is free software used to make short videos for training and other purposes. Most of the workshop will be devoted to hands-on practice. Optional: If you have a microphone, bring one with you. If not, we will have some extra ones that may be borrowed.

At the end of this workshop, participants should be able to:

A. Leaving the Google Docs half of the workshop you will:

1. understand the pros and cons of online documents
2. be familiar with ways to put this technology to use immediately
 - o in the classroom
 - o in the office
3. have a Google Account
4. have actual experience with access, open, create, share and edit online
 - o word processing documents and
 - o spreadsheets

B. Leaving the Jing half of the workshop you will:

1. have a free Jing account
2. understand and use the various features of Jing
3. capture screen shots to include in emails, blogs, and other social networking sites
4. create a Jing video using screen shots
5. be able to embed Jing on a website

i>Clicker Demonstration (1hr)

Brenda L. Bravener-Greville, Sr. Technology Specialist (i>Clicker)

Thursday, November 4

11:00 a.m. – Noon

CY 2769

Friday, November 5

9:00 – 10:00 a.m.

CH F-101

Please join us for a fun, interactive presentation of i>clicker. Initially developed to electronically collect student feedback in large, lecture-hall classes, i>clicker is also well-suited for the small, intimate group settings.

Heard about i>clicker being used at CSN and not sure if it's right for you? Then join us to see how this educational tool can enhance your lecture.

- Already committed to using i>clicker? Then join us to see how to get started and how best to maximize your experience.
- Have you used i>clicker in the past? Then come share your expertise with others.

Overview of i>clicker:

1. Why should instructors use a clicker system?
2. Advantages of using i>clicker:
 - a. Hardware (simple)
 - b. Software (easy to use)
 - c. Registration (flexible)
 - d. Authoring tool (very little prep time)
 - e. Grading (features)
 - f. Pricing/bookstore info/misc.
3. Best Practices when implementing i>clicker into your course

i>Clicker Hands-On Training

Brenda L. Bravener-Greville, Sr. Technology Specialist (i>Clicker)

Thursday, November 4	1:00- 2:30 p.m.	CY 2769
Friday, November 5	11:00 a.m. - 12:30 p.m.	CH F-101

For those of you that are interested in using the i>clicker, this hands-on session will cover how to create class folders, registering clickers, adding students to a roster, taking a poll, and how to score student responses.

Anyone who is interested in using the i>clicker must attend a training before receiving an instructor kit.

Microsoft Excel 2007 – Exploring Formulas & Functions

Linda Chapman

Thursday, November 4	9:00 – 11:00 a.m.	CH C-115
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If you currently use Excel but want to take advantage of its more advanced capabilities, this session is for you. We will focus on ranges, functions and formulas.

Microsoft OneNote

Linda Chapman

Thursday, October 7	9:00 – 10:00 a.m.	HN C-117
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Microsoft OneNote 2010 gives you the ideal place to store and share your information in a single, easy-to-access location. Capture text, images, as well as video and audio notes with OneNote. By sharing your notebooks, you can simultaneously take and edit notes with other people in other locations, or just keep everyone in sync and up to date. You can also take your OneNote 2010 notebooks with you—view and edit your notes from virtually any computer with an Internet connection.

Microsoft Outlook 2007 – Best Features

Linda Chapman

Tuesday, October 5	1:00 – 3:00 p.m.	CY 2769
Tuesday, October 12	9:00 – 11:00 a.m.	CH C-115

When you know how to effectively use Outlook, it can make your life well organized and keep you on track. There are many features that few users take advantage of. Come to this session to learn a few simple tricks to optimize your calendar and tame your e-mail account.

Microsoft PowerPoint 2007 I – Create Your First Presentation

Thomas Scott

Tuesday, September 28	1:00 – 2:30 p.m.	CY 2769
Friday, October 1	1:00 – 2:30 p.m.	CH C-115
Tuesday, November 30	9:00 – 10:30 a.m.	HN C-121

Have you been asked to create a PowerPoint Presentation but are not sure where to start? Then this hands-on course is for you. This workshop will cover the basics needed to create your first presentation. You will create slides, add content to them, and make them look great. This session is designed for the beginner with no PowerPoint experience. Topics this session will cover include:

- Creating slides and adding text
- Choosing the right slide layout

- Inserting images
- Applying a theme for your presentation
- Adding transitions and animations

Microsoft PowerPoint 2007 – Enhancing Your Presentation

Thomas Scott

Wednesday, September 29	1:00 – 3:00 p.m.	CY 2769
Friday, October 8	1:00 – 3:00 p.m.	CH C-115
Thursday, December 2	9:00 – 11:00 a.m.	HN C-121

Are you presenting at a national conference and want to liven up your presentation? Do you wish that your presentation had that WOW factor? This workshop will cover different ways in which to enhance your PowerPoint Presentations by adding Wordles, embedding YouTube videos, utilizing SmartArt graphics, inserting charts and graphs and utilizing free polling software. This is an advanced level class and participants should have a working knowledge of PowerPoint.

Microsoft Word – Creative Features

Linda Chapman

Thursday, October 14	1:00 – 3:00 p.m.	CY 2769
Thursday, October 21	1:00 – 3:00 p.m.	CH C-115

This workshop is designed to introduce users to many features contained within Word and the Microsoft Office web site that can automate tasks, improve the appearance of their documents and save them time. This session is for those who are already familiar with the basic functions of Word.

Microsoft Word 2007 – Formatting Long Documents I: Planning Ahead

Linda Chapman

Tuesday, November 2	9:00 – 11:00 a.m.	CY 2769
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If you are in a position where you have to format long documents, such as policies and procedures, thesis papers, dissertation papers, etc., then this is the class for you. You will learn the importance of planning ahead to make the end result satisfactory. Within Microsoft Word, predetermined styles will make your job a breeze if you know how to apply them.

Microsoft Word 2007 – Formatting Long Documents II: The Importance of Pagination

Linda Chapman

Tuesday, November 9	9:00 – 11:00 a.m.	CY 2769
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In order to create a long document that can be changed along the way, it is critical to use proper formatting including line spacing, paragraph spacing and pagination that will make your document consistent throughout. Come to this class to get started.

Microsoft Word 2007 – Formatting Long Documents III: Tables of Contents & Indices

Linda Chapman

Tuesday, November 16	9:00 – 11:00 a.m.	CY 2769
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When you have prepared in advance as we learned in the first two sessions of this workshop, you will find that making a dynamic table of contents and indices are a piece of cake. By taking the steps necessary to format your document properly, Word does the work for you.

Microsoft Word 2007 – Using Styles to Save Time

Linda Chapman

Wednesday, October 6

9:00 – 11:00 a.m.

CH C-115

Styles are no more than applying the type of font, font size, font color, spacing, etc. and then saving it as a style so that you can apply it whenever you want to. We will explore how to create style from other styles and from scratch, modify them and apply them.

Site Builder I - for Web Content Providers

Taylor Gray

Tuesday, September 28

9:00 – 11:00 a.m.

CY 2769

Wednesday, September 29

1:00 – 3:00 p.m.

CH C-115

This workshop is designed for the designated web content providers in every school or department within the College. Whether you have already taken this training or not, please plan to attend at least one of these sessions.

Site Builder II – Designing Content

Taylor Gray

Tuesday, October 5

9:00 – 11:00 a.m.

CY 2769

Wednesday, October 6

1:00 – 3:00 p.m.

CH C-115

This workshop provides the opportunity to work with and explore Site Builder in an advanced format to design more advanced pages using the elements learned during the first Site Builder course. It will also address best practices within the content management system (CMS), organizing files, compatibility issues, and the use of photographs and graphic artwork as basic design elements.

Prerequisite: Site Builder I for Web Content Providers.

Social Media in the Classroom

Thomas Scott

Friday, October 22

1:00 – 3:00 p.m.

CH C-115

There are numerous social media currently popular including Facebook, Twitter, YouTube, Flickr, blogs and on and on. We will explore what they are, how they are used, and the benefits and deterrents to using some of these in the classroom.

Stu's Quiz Boxes

Thomas Scott

Friday, November 19

1:00 – 3:00 p.m.

CH C-115

Stu's Quiz Boxes is a simple and free Jeopardy™ program. You can use this program to create an exciting interactive and educational computer-based game show for the classroom. This Jeopardy™ game can be used as a review before tests and up to six teams have the ability to compete against one another. What a fun way to engage your students in the learning and review process. Using the question editor, the instructor has the ability to create quizzes. The bonus is that students can also be included in the creation of quiz questions and in fact, the creation of quiz questions could be an entire class activity. Another great feature is that the game allows you to make a multimedia quiz by adding MP3 files and images to any question.

Student Information System (SIS)

Laura Yavitz

Thursday, September 30	9:00 – 11:00 a.m.	HN C-117
Tuesday, October 5	9:00 – 11:00 a.m.	CH C-115
Tuesday, October 12	9:00 – 11:00 a.m.	CY 2769

The Student Information System (SIS) is used to look up enrollment information, instructional assignments, and students' academic profiles. This workshop is available for faculty, classified, and professional employees.

Wimba Live Meeting – A Participant's Introduction

Vartouhi Asherian

Thursday, October 7	9:00 – 11:00 a.m.	CH C-115
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This session is offered as a means for you to learn how to take part in a live meeting from a remote location (your desk at a different campus for example). Wimba Live Meeting allows participants such as committee members or department members at different campuses to listen and contribute to discussions from a remote location. The Chair of the meeting can share agendas, discussion items, live screen shots from their computer, etc. This format is particularly convenient when a quorum is necessary, but not everyone can physically make it to the meeting.

Participants need to bring a headset with a microphone to fully participate in this session. They are available at Wal-Mart, Frys, Best Buy, Target, etc. You don't need anything expensive.

WinZip – A tool for sending confidential records and information

Linda Chapman

Thursday, October 7	11:00 a.m.– Noon	HN C-117
Friday, October 8	9:00 – 10:00 a.m.	CH I-108
Friday, October 15	9:00 – 10:00 a.m.	CY 2769

WinZip has recently been acquired for use at CSN. It will allow you to encrypt any data sent via e-mail in order to protect confidential information.

Writing for the Web

Taylor Gray

Wednesday, November 10	9:00 – 11:00 a.m.	CH C-115
Thursday, November 18	9:00 – 11:00 a.m.	CY 2769

Throw out everything you learned about writing in high school! The web has become the way to get information to people, and there are new rules.

This workshop will take you step-by-step through the process of writing effectively for the web, and it is easier than you think. This workshop is for anyone who writes content that goes on the web, no previous web experience necessary.

Internal Procedures

Mail/Print Services: Get Your Information Out on a Budget

Jennifer Wieger

Thursday, October 21	10:30 – 11:30 a.m.	CH C-115
Thursday, October 26	10:30 – 11:30 a.m.	CY 2769

This session is designed to help faculty and staff with ideas on saving money by using the CSN Mail/Print Services while gaining knowledge on how the automation and presort process works and how it can be used to get CSN departments' information about college programs and events out to students and the public on a budget.

New Employee Orientation*

Amber Woods

Monday, October 11	8:30 – Noon	CH C-115
Monday, November 15	8:30 – Noon	CH C-115
Monday, December 13	8:30 – Noon	CH C-115

This session is designed to provide new classified and administrative employees with information and access to resources they need to be successful at CSN. Employees will be provided with a CD that contains useful information that will help them navigate through the College systems.

*Subject to rescheduling if there aren't sufficient new employees in any given month

Print Shop Pro – New CSN Online Print Services Ordering System

Sean Markum

Thursday, October 21	9:00 – 10:00 a.m.	CH C-115
Tuesday, October 26	9:00 – 10:00 a.m.	CY 2769

This new online ordering system will allow you to order printing easily and more efficiently. Jobs will be approved from account signatories with the click of a button. You will be able to typeset your own business cards, letterhead, and envelopes, and approve a proof instantly. You will have an estimate for all quick printing before submitting the job, as well as determine the status of any print job you submit all from your own computer.

Search Committee **Chair** Training

Derek Smith

Wednesday, September 15	2:00 – 3:00 p.m.	CH E-407
Wednesday, October 20	2:00 – 3:00 p.m.	CH E-407
Wednesday, November 17	2:00 – 3:00 p.m.	CH E-407

The unique and vital role of Search Committee chairperson is a key component in ensuring successful employment searches for CSN. This workshop will give you the knowledge and skills necessary to effectively lead a Search Committee.

Search Committee Training

Derek Smith

Thursday, September 9	2:00 – 4:00 p.m.	CH E-407
Wednesday, October 13	2:00 – 4:00 p.m.	CH E-407
Wednesday, November 10	2:00 – 4:00 p.m.	CH E-407

Become a certified Search Committee member and help the College achieve a successful future through participation in the College's recruitment process for administrative and academic faculty. This informative workshop will give you the requisite knowledge and skills to actively participate in CSN's Search Committee efforts.

Compliance

Ethics in the Workplace

Jann Carson, Linda Chapman

Friday, November 19	9:00 – 11:00 a.m.	CY 2769
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As CSN employees we face professional decisions that require appropriate professional behavior. This session will engage you in a discussion on ethics and you will learn about existing resources that help you in making ethical decisions to support institutional accountability and efficiency. You will learn how values and beliefs guide people's behavior and choices; which Nevada statutes, Nevada System of Higher Education (NSHE) and CSN policies guide professional conduct. You will understand the risks of misconduct and the widespread effects of ethical leadership at any level, and be able to describe how understanding and supporting state and institutional ethics code of conduct effects public and personal trust.

Sexual Harassment Prevention*

Thomas Brown & Debbie Tanner

Monday, October 11	1:00 – 3:30 p.m.	CH C-115
Friday, November 12	1:00 – 3:30 p.m.	CH D-209

In accordance with Title IV, Chapter 8, Section 13(C) of the Nevada Board of Regents' Handbook, "Each institution shall have an on-going sexual harassment training program for employees." In this session we will discuss how sexual harassment harms the victim, the organization and the harasser. You will be able to recognize that men and women have different fears about the issue of sexual harassment; discriminate between sexual harassments acts and those that are not; define the two major categories of sexual harassment claims; describe the most common responses to sexual harassment; list four steps to follow when responding to sexual harassment; and follow the five basic guidelines to avoid harassing behavior.

****All new employees are required to attend this workshop.***

Sexual Harassment Prevention Refresher Course

Thomas Brown & Debbie Tanner

Friday, September 24	9:00 – 10:30 a.m.	CH C-115
Friday, October 8	9:00 – 10:30 a.m.	CY 2769
Friday, October 22	9:00 – 10:30 a.m.	CH E-127
Friday, November 5	9:00 – 10:30 a.m.	CY 2769
Friday, November 19	9:00 – 10:30 a.m.	CH D-209

The Sexual Harassment Refresher course is designed to fulfill the State of Nevada's requirement per the NAC 284.496. Classes and training concerning prevention of sexual harassment. (NRS 284.065, 284.155, 284.343) Within 6 months after an employee is initially appointed to state service, the employee shall attend a certified class concerning the prevention of sexual harassment. At least once every **2 years** after his initial appointment to state service, an employee shall attend a certified refresher class or training concerning the prevention of sexual harassment.

Student Academic Integrity Policy

Academic Standards Committee

Wednesday, October 21	5:00 – 6:00 p.m.	HN C-107
Friday, November 12	11:00 a.m. – Noon	CH D-211
Thursday, November 18	5:00 – 6:00 p.m.	CY 1772 Telecomm

Faculty should be familiar with the proposed Academic Integrity Policy at CSN and take the lead in discussing the meaning of academic integrity with all students. Attend this session to learn what is being proposed and how it is expected to be disseminated and enforced.

Pedagogy

Active Teaching and Learning

Thomas Scott

Friday, December 3

1:00 – 3:00 p.m.

CH C-115

Studies have shown that students learn best when they are actively engaged in the subject rather than those who sit passively and take in information. This workshop will focus on different active teaching and learning strategies to use when giving a lecture such as: Think-Pair-Share, Brainstorming, Focused Listening, Two-Minute Paper and Questions.

Critical Thinking: Designing Instructional Strategies to Promote Critical Thought (Webinar)

Critical thinking is a concept that is widely used and has high visibility in the accreditation and mission statements of educational institutions across the world. However, many educators and institutions have difficulty clarifying the concept and knowing how to infuse it within curriculum and instruction. This three part workshop focuses on explicating those concepts and principles that inform a foundational, cross-disciplinary conception of critical thinking as well as how these fundamentals translate into concrete teaching and learning strategies that, when done well, help our students improve the quality of their thinking.

** Please note that if you are unable to attend either of these sessions, access to a recording will be available**

Wednesday, September 29

10:00 – 11:30 a.m.

CH K-101

Part 1: Introduction to Foundational Critical Thinking Concepts and Principles

In this first segment, participants will be introduced to a robust, cross-disciplinary conception of critical thinking. We will discuss what critical thinking is and explore how it can be substantively infused into our content areas and instructional contexts. It will be argued that critical thinking is not something that is merely added to our existing curriculum and workload, but should be the way we teach and learn. When critical thinking is treated as the organizing idea of teaching and learning substantive understanding will naturally result.

Tuesday, October 5

10:00 – 11:30 a.m.

CH K-101

Part 2: Question Generating Concepts

The critical mind is the questioning mind. The extent to which students ask genuine questions and seek to answer them reflects the extent to which students take content seriously and think it through. The problem is that our students rarely know how to systematically ask questions that probe content by searching out assumptions, concepts, purposes, information, inferences and solutions, points of view, or implications. They rarely seek out intellectual standards to evaluate the quality of their thought and the thoughts of others: questions that target clarity, depth, relevance, validity, significance, and accuracy. We want to create a classroom culture where students actively, reflectively, and fair-mindedly question the content and each other. Such a culture cultivates important intellectual skills and abilities as well as virtuous dispositions like intellectual flexibility, empathy, humility, integrity, open-mindedness, and perseverance to name a few. This session will focus on the relationship between our ability to question and our ability to think critically. Participants will explore various ways to help students develop questions that analyze and evaluate content and their thinking.

Tuesday, October 12

10:00 – 11:30 a.m.

CH K-101

Part 3: Focus on Instructional Strategies that Promote Critical Thought

This session will build on the foundational critical thinking concepts and principles addressed in the first session. In doing so, participants will explore the intimate relationship between what it means to think critically and how we can design instruction to promote critical thought. Based on best practices in teaching and learning, participants will engage and discuss specific instructional strategies designed to foster critical thought and the cultivation of higher order thinking skills. The instructional strategies act as examples of what instructors can do on a typical day of class, so at the end of the session participants should have a short list of practical strategies they can immediately incorporate into their instruction.

Teaching Students to be More Successful Learners and Thinkers (Webinar)

Dr. Timothy Walker

Friday, September 24

10:00 – 11:30 a.m.

CH K-101

In this two-part workshop, Dr. Timothy Walter will present a validated instructional program of basic cognitive and behavioral critical thinking and learning strategies that are viewed as general education outcomes by many institutions of higher education. The critical thinking and learning strategies these students have learned are those basic strategies upon which much higher level critical thinking and learning is based as described in Bloom's Taxonomy. The workshop will focus on introducing participants to the intellectual model upon which these cognitive and behavioral strategies are based and then participants will see how instructors in the classroom can engage students in interactive classroom exercises which facilitate the learning of basic critical thinking and learning strategies. Participants will leave the workshop with skills to teach students in all courses the critical thinking and learning strategies upon which higher level thinking and learning is developed and which make thinking and learning more orderly and effective. They will specifically learn how to teach students to apply these cognitive and behavioral strategies to their texts, readings, lectures, and class discussions.

Dr. Timothy L. Walter, Dean of Academic and Student Services at Oakland Community College in Farmington Hills, Michigan. Dr. Walter is a leading authority in the area of student success. He has written eight editions of his text *Student Success*, three editions of *The Adult Learner's Guide to College Success*, and two editions of *Critical Thinking: Building the Basics*. He was honored in 1994 as an Outstanding Advocate of First Year Students by The National Resource Center for the First-Year Experience and Students in Transition. He has consulted widely in the area of student success and the first-year experience.

** Please note that if you are unable to attend either of these sessions, access to a recording will be available**

Friday, September 24

10:00 – 11:30 a.m.

CH K-101

Session I

- Define what successful learners and thinkers do in the classroom and outside the classroom
- Learn how to teach:
 - ♦ focusing reading, thinking, and learning
 - ♦ focused note-taking
 - ♦ focused test preparation

Friday, October 1

10:00 – 11:30 a.m.

CH K-101

- **Session II**

- What the TCDR strategy of critical thinking entails as described in Dr. Walter's co-authored book "Critical Thinking: Building the Basics."
- How Dr. Walter and his colleagues studied successful critical thinkers and learners to determine the essential characteristics of successful learning and thinking.
- What more successful thinkers and learners do as compared to less successful thinkers and learners.
- Why the TCDR strategy is the basis upon which higher order thinking skills (i.e. applying, analyzing, and evaluating information) are based.
- Why the TCDR strategy is the basis for critical thinking skills required for academic success.
- How to teach students the TCDR strategy of critical thinking by working through a series of exercises
- How the TCDR strategy is related to Bloom's Taxonomy.
- Basic classroom instructional strategies that increase the likelihood of students learning the critical thinking and learning strategies that are the basis of the TCDR strategy of critical thinking

People Skills for the Workplace

Making Staff Matter: A program for supervisors*

Dr. Anneli Adams, Richard Hinckley, John Scarborough

This 5-session program will provide supervisors with skills and ideas on how to improve departmental quality, staff productivity and retention.

Friday, September 17

1:00 – 3:00 p.m.

CY 2769

Session 1. Congratulations! You Are Now the Boss: A Good Foundation for Supervision

During this workshop, we will examine what is involved in supervision. We will look into different personality styles and discuss how you can best use this information in building and leading your team.

At the end of this session, participants will be able to:

- Identify what is supervision: expectations, communication, delegation, motivation
- Identify and deploy different personality styles to the betterment of the department
- Describe the importance of role modeling

Friday, September 24

1:00 – 3:00 p.m.

CY 2769

Session 2. Launching Your Team

We will examine the difference between a team and a group and practice a few ways to integrate the members of your group to establish a strong inclusive working team.

At the end of this session, participants will be able to:

- Describe the difference between a team and a group
- Use ways to initiate and developing the team
- Describe the importance of inclusion

Friday, October 1

1:00 – 4:00 p.m.

CY 2769

Session 3. The Do's and the Don'ts: it's legal out there!

During this workshop, you will learn how to create viable work performance standards, write letters of instruction as coaching tools, and write documented oral warnings and written reprimands. You will also learn the Nevada code and statutory requirements and when and how to consult CSN's Legal Counsel for guidance.

At the end of this session, participants will be able to:

- Write viable work performance standards
- Write letters of instruction
- Document oral warnings and written reprimands
- Understand when and how to consult CSN's Legal Counsel for guidance

Friday, October 8

1:00 – 3:00 p.m.

CY 2769

Session 4. Performance Matters

This workshop is about communication and how it relates to your role as a supervisor. We will learn concrete ways in which to you can practice to improve your communication.

At the end of this session, participants will be able to:

- Describe the 8 classic rules for providing constructive feedback
- Describe the 5-step process

Friday, October 15

1:00 – 3:00 p.m.

CY 2769

Session 5. The Importance of Praise and Recognition

This workshop is all about recognition of your staff and peers. We will examine how good feedback increases motivation and supports retention. We will also review practical and inexpensive ways in which you can give praise when it is due.

At the end of this session, participants will be able to:

- Understand that recognition needs to be consistent and fair
- Explore what recognition means to the participants and how that compares to a worldwide survey
- Understand the elements of meaningful recognition
- Explore ways of giving individual and team recognition

*Participation in all 5 workshops within a year is required to receive a certificate of completion for this program.

Leadership

CSN Leads Institute*

Dr. Anneli Adams, Dr. Arthur Byrd; Dr. Chemene Crawford, Richard Hinckley, General Counsel

Friday, October 1 **8:00 a.m. – Noon** **CH C-115**

Session 1: Community College History, PSA Roles and The Devine Comity

Description: Participants will be exposed to the history of community colleges in America and will explore the role of Student Affairs Administrators and how they support student learning.

Friday, October 8 **8:00 a.m. – Noon** **CH C-115**

Session 2: Who am I as a Leader? What's My Style?

Description: Before embarking upon a management or leadership program, it is important for participants to know how to lead one's self. Leadership is not just a personality trait, strategy or tactic. According to Jagdish Parikh (HBS Alum and leadership expert), "a fundamental flaw in leadership models is that they focus on core competencies and not how to cultivate them." This session will assist participants reinforcing their personality traits and how they can cultivate those traits into effective leadership tools.

Friday, October 15 **8:00 a.m. – Noon** **CH C-115**

Session 3: Leadership, Management, and Change: A Foundation to Support Student Learning

Description: This session will engage participants in an examination of concepts of leadership and management. We will explore methods that can be used to transform departments through intentional change. We will also discuss the role of organizational culture and community college mission as context for leadership.

At the end of this session, participants will be able to:

1. Participants can define principles of leadership and management
2. Participants will be able to list the AACC core competencies for CC leaders
3. Participants can explain why involvement and engagement improves departmental collaboration
4. Participants can list strategies for building culture within their department

Friday, October 22 **8:00 a.m. – Noon** **CH C-115**

Session 4: A Closer Look at Leadership: Serving Your Department

Description: This session is an introduction to different leadership theories. We will begin with a personal leadership inventory and proceed to review main theories. We will also focus on the "Domains of Student Affairs Administration" and examine how each domain helps you to build your team and foster ongoing departmental improvement and development. We will explore your function as a leader who attracts, develops, and retains diverse staff.

At the end of this session, participants will be able to:

1. Participants can identify main leadership theories and identify their prominent leadership style

2. Participants can describe how application of differing styles may render better results in given situations
3. Participants can identify the “Domains of Student Affairs Administration” and explain their role in support of individual and departmental development
4. Participants can list strategies for attracting, retaining, and developing diverse and motivated staff.

Friday, November 5

8:00 a.m. – Noon

CH C-115

Session 5: Managing Your Resources

Description: In an American Association of Community Colleges (AACC) study sponsored by the Kellogg foundation, leadership in community colleges for the new millennium will require that leaders be able to handle new funding challenges on the local, state and national levels. One of the six competencies identified in AACC’s Competencies for Community College Leaders includes expertise in resource management. This workshop will address the areas of finance and budgeting.

Friday, November 12

8:00 a.m. – Noon

CH C-115

Session 6: Leadership Ethics & How to Avoid Legal Landmines

Description: Ethical leadership makes a profound change in organizational and departmental culture and climate. This session will focus on how institutional, professional, and personal values and ethics affect the leadership process and the effectiveness of a department and/or the college. We will examine the legal parameters for student affairs practice and focus on Federal, State, and NSHE regulations and legal issues.

At the end of this session, participants will be able to:

1. Participants can state how personal values are connected to leadership decisions
2. Participants can list characteristics of an ethical leader
3. Participants can state the Nevada and NSHE guidelines for ethical professional conduct

Friday, November 19

8:00 a.m. – Noon

CH C-115

Session 7: Capstone

Description: We will revisit some key topics that we have covered during the previous sessions, reexamine intra- and interpersonal dimensions of leadership, examine how inclusion and emotional intelligence relate to your role, learn the 5-questions methods, and design a plan of action for your leadership.

At the end of this session, participants will be able to:

1. Participants can state how inclusion supports respectful work environment and staff creativity and retention
2. Participants can explain how emotional intelligence and appreciative inquiry methods can be used in leading staff
3. Participants can identify the benefits of transformational leadership
4. Participants can describe how the 5-question method can be used to create and support a collaborative and directional department

***Participation in the CSN Leads Institute requires an approval from the supervisor. Participants are required to complete all 7 sessions within a year to receive a certificate of completion for this program.**

Contact Us

We at CAPE are committed to excellence. To better serve you, we want to know when the services and information we provide can be improved in any way.

To share your suggestions or to request a specific training course please e-mail CAPE@csn.edu, or contact Jann Carson at (702) 651-7521.

Dr. Anneli Adams, Executive Director

Phone: (702) 651-7578

Fax: (702) 651-5084

Sort Code WM2

6375 West Charleston Blvd

Las Vegas, Nevada 89146

anneli.adams@csn.edu

Linda Chapman, Director

Phone: (702) 651-7832

Fax: (702) 651-5084

Sort Code WM2

6375 West Charleston Blvd

Las Vegas, Nevada 89146

linda.chapman@csn.edu

Thomas Scott, Manager, Center for Teaching Innovation

Phone: (702) 651-7928

Fax: (702) 651-5084

Sort Code WM2

6375 West Charleston Blvd

Las Vegas, Nevada 89146

thomas.scott@csn.edu

Jann Carson, Specialist

Phone: (702) 651-7521

Fax: (702) 651-5084

Sort Code WM2

6375 West Charleston Blvd

Las Vegas, Nevada 89146

jann.carson@csn.edu

Hours of Operation: Monday through Friday, 8:00 a.m. to 5:00 p.m.