Spring 2018
Convocation
January 2018

Dear Colleagues,

Welcome back and happy New Year! I am proud, as always, to welcome you for the second half of this exciting academic year. This month is particularly meaningful to me as it is my last as President of this great institution. It has been an honor and privilege to serve you and our students.

January is a month of reflection and evolution for all but particularly so for CSN as we begin this spring semester. During this time, we often focus inward to examine who we want to be. Anything is possible at the start of a new calendar year! I urge you as always to take advantage of the professional development sessions this week offered through CAPE. But I also want to emphasize significant opportunities ahead to build on our strengths.

We have a new acting President, Dr. Margo Martin, and will have a national presidential search this semester. I urge you to engage in this process. When the finalists come to campus for open forums, go and ask questions. Complete surveys or whatever opportunities available to provide feedback. Your input can shape the nature of new leadership at this institution.

We will also see more change as we evolve into a multi-campus district with new campus provosts who will work to better connect us to the different communities we serve. This will change the look and feel of this large institution for faculty, staff and students and should provide a continuity of service regardless of location.

I foresee a wonderful future for CSN and know I leave this college - with its history of strong shared governance - in the best of hands. Yours.

Best wishes,

Michael D. Richards, Ph.D.
President, College of Southern Nevada
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*Sessions highlighted in yellow are Assessment-Driven. Big Blue Button sessions will be a live presentation where they are listed. The additional campuses and rooms are locations where you can view and participate with video conferencing. Register for any session at [http://apps.csn.edu/CAPE/WorkshopList.aspx](http://apps.csn.edu/CAPE/WorkshopList.aspx)
Spring Convocation Schedule

Monday, January 8, 2018
North Las Vegas Campus

9:00 a.m. – 11:00 a.m.

5th Annual Poster Fair

Various Presenters
June Whitley Lounge

This fair will highlight innovative strategies at CSN that help increase the overall success of our students. The goal of this poster fair is to give faculty and staff a more formal opportunity to share ideas in an effort to increase the success and overall experience of our students. With “student success” specifically weaved into the fabric of the CSN strategic plan, this is the time to collaborate on what we are all doing to help our students reach their full potential!

11:00 a.m. – 12:30 p.m.  Lunch Break

Please note in the program – CAPE is again exploring opportunities to offer training more efficiently thru Canvas Big Blue Button video conferencing at multiple locations. **Sessions highlighted in yellow will be presented at all three main campuses by Canvas Big Blue Button.** We welcome your feedback regarding this venue either on the after session evaluation or by email directly to CAPE at CAPE@csn.edu

Monday, January 8, 2018
North Las Vegas Campus

12:30 p.m. – 2:00 p.m.

Student Learning Outcomes vs. Instructional Objectives – What’s the Big Deal with Assessment Lingo?

Shari Peterson  NLV C-2631, WCH I-210, HN C-105

This workshop will discuss integral assessment methodology and highlight good organizational practices in creating measurable student learning outcomes and use of instructional objectives. Key discussions will center on how to authentically and effectively determine student achievement. Attendees will:

1) Differentiate between student learning outcomes and instructional objectives.  2) Evaluate active verbs for true meaning.  3) Evaluate constructs of knowledge, skills, and learned abilities.  4) Analyze components needed for creating measurable outcomes.

2:15 p.m. – 4:00 p.m.

Selecting the Right Assessment Tool

Shari Peterson  NLV C-2631, WCH I-210, HN C-105

Selecting the right assessment tool needs to be based on the type of ability you want students to demonstrate. Discussion in this workshop will focus on clarifying the purpose, advantages, and disadvantages of authentic assessment types such as objective tests, checklists, surveys and rubrics. Special attention will be given to the difference between determining ability and compensatory scoring processes as well as tips for effective rubric construction. Attendees will:

1) Differentiate between various assessment types and their purpose.  2) Distinguish ability determination from scores.  3) Evaluate the components of rubric types.

Click here to register online for any of the sessions listed:  http://apps.csn.edu/CAPE/WorkshopList.aspx
Tuesday, January 9, 2018

College-Wide

School and Department Meetings

This time is set aside by NSHE for school and department meetings to make sure all faculty and academic staff are informed and well prepared to meet our students’ needs in the upcoming semester.

Please check with your Deans and Department Chairs for details on School and Department meetings and their times and places.

Click here to register online for any of the sessions listed:  http://apps.csn.edu/CAPE/WorkshopList.aspx

Wednesday, January 10, 2018

West Charleston Campus

9:00 a.m. - 10:30 a.m.

Closing the Loop: Interpreting Meaning from Assessment Data for Improvement

Shari Peterson  NLV C-2631, WCH I-210, HN C-105

What does closing the loop mean and how does it impact student success? Closing the loop processes allow faculty to know the story of how students are learning in order to enhance both teaching and student achievement. This course will provide you with methodology based resources and teach you how to critically examine data derived from various types of assessment methods, make informed changes to curriculum content, textbooks, teaching strategies, assessment measures, and effective utilization of student services.

Attendees will:
1) Evaluate the components of regional accreditation standards on assessment of student learning and program evaluation.  2) Examine various data sets using best practices in data interpretation.  3) Appraise current teaching and assessment methodology to identify strategies for improvement actions.

Create Your Own Animated White Board Video Using VideoScribe

Mark Taoramo and Art Eggers  C-115

Have you ever watched a video with a hand writing on a white board, with narration, graphics...all kinds of entertaining information? You might think this costs lots of money, and requires technical genius. None of this is true, you can do it, too! This session will introduce you to scribe video creation, which you can use to create more engaging message to your students. Come see, learn, and take a test drive for yourself to see if this is an instructional tool that might be worth adding to your instructor toolbox.

Attendees will:
1) Define scribing software.  2) Identify scribing software.  3) Demonstrate how to use VideoScribe.  4) Create your own VideoScribe for use in your class.  5) Speak with instructors that use VideoScribe.
9:00 a.m. – 11:00 a.m.

Language Shock: Recognizing and Addressing Cross Cultural Miscommunication
Oscar Escudero and Robyn Rohde  
C-212

Cross-cultural miscommunication is commonly found in most higher education institutions in the United States. To address this many institutions mandate some type of cross-cultural miscommunication training. However, most trainings focus on discussing what constitutes cross-cultural miscommunication with a focus on awareness. This fails to show how to both identify the various causes of miscommunication, as well as how to address them other than “being aware of differences.”

This training aims to expand on current models of cross-cultural miscommunication training by introducing attendees to Dell Hymes’ (1974) SPEAKING model and Michael Agar’s (1996) concept of Rich Points and MAR. This workshop will be tailored to cross-cultural miscommunication in the classroom; however, all CSN employees can apply these concepts to any workplace interaction.

Attendees will:
1) Participants will redefine the model of cross-cultural communication to include a broader way of understanding the term.
2) Participants will apply SPEAKING model, Rich Points, and MAR to a classroom or workplace setting.
3) Participants will practice utilizing strategies to quickly assess and solve situations of cross-cultural miscommunication.

11:15 a.m. – 12:15 p.m.

The Learning Outcomes Tool in Canvas
Nancy Webb, Michelle Chan, and Maria Schellhase  
C-116

The purpose of this session is to introduce the use of learning outcome tools in Canvas as a way to engage instructors and students in evidence-based curriculum. This session explores the learning outcome process from project conceptualization, implementation, technical aspects important to project success, and project results.

Attendees will:
1) Identify the benefits of learning outcomes tool in Canvas.
2) Describe how an institution can use this tool to assist faculty in improving course assessment.
3) Describe how to use the Outcomes tool in Canvas.

9:00 a.m. – 1:00 p.m.

Striving for Success: How Supplemental Instruction Can Impact Your Students
Faculty Voices  
H-203

Join us for a half-day workshop hosted by an experienced specialist from University of Missouri, Kansas City (UMKC) and the International Center for Supplemental Instruction (S.I.) to learn about how Supplemental Instruction can impact your class. Whether you have never heard of S.I. or already have an S.I. Leader in your class, this workshop will provide new awareness of the S.I. program, the learning strategies that make it so unique, and the way it can support both you and your students. This training is tailored specifically to academic faculty, so you can expect relevant topics, meaningful data, and fun audience engagement activities throughout the entire session. Supplemental Instruction is an academic support service offered through the Centers for Academic Success currently providing support for specific Career and Technical Education and mathematics courses.

Attendees will:
1) Understand the difference between a S.I. Leader and a Teaching Assistant.
2) Learn the dos and don’ts for S.I. Leaders in your class.
3) Discuss the relationship between faculty members and their S.I. Leaders.
4) Participate in and recognize the learning strategies integral to the hands-on approach of S.I. sessions.

Let’s Get Smart! Understanding Smart Classroom Technology
Raymond Roberts  
C-115

We work hard to make smart classrooms as easy to use as possible, if you’ve never used one, or you come from another institution, they may be a bit challenging at first. Smart Classroom Training is for faculty interested in learning about the technology available in the classrooms. Our goal is for the smart classroom equipment to become a set of useful tools for you and not an impediment.

Attendees will:
1) Review each button function of the Smart Podium Control Panel.
2) Be shown how to send images wirelessly to the projector and annotate on them.
Wednesday, January 10, 2018
West Charleston Campus (continued)

11:15 a.m. – 12:15 p.m.

Writing a Winning Award Nomination: Tips and Advice from the IRC
Diana Woodhouse and Leticia Wells  
C-221
Members of the Internal Recognition Committee will explain the process for the Regents’, Excellence and Distinguished awards from getting nominated to how the winners are selected.

Attendees will:
1) Attendees will learn about the purpose and history of the Internal Recognition Committee. 2) Scoring of nominations will be explained. 3) Attendees will receive instruction on how to write a winning award nomination.

12:15 p.m. – 1:15 p.m.  Lunch Break

1:15 p.m. – 2:45 p.m.

Increase Teaching and Learning Effectiveness Through Curriculum Mapping
Shari Peterson  
NLV C-2631, WCH I-210, HN C-105
This workshop is designed to enhance your teaching practice by focusing on alignment of the teaching-learning-achievement process. Alignment of course content, learning activities, teaching strategies, and assessment measure choices with course student learning outcomes can improve student success and overall course effectiveness. This course encourages faculty discussion and self-reflection of teaching and assessment methodology.

Attendees will:
1) Judge teaching and assessment methods to increase student achievement. 2) Align course learning concepts and student performance abilities with course student learning outcomes. 3) Evaluate assessment measures for fairness and authenticity.

How to Handle Those Difficult Conversations When They Arise: Role Play and Strategies
Cindy Shroba and Melissa Giovanni  
C-115
Workshop presenters will lead tenure-track faculty and their mentors in an exploration of how to handle difficult communication scenarios. Difficult and awkward situations arise between and among students and faculty. Mentoring pairs will discuss experiences, go over strategies, and explore policy so that all participants can feel more confident in taking on awkward or difficult subjects in the office and classroom. Every participant can avoid the common afterthought..."I wish I would have..." regarding an awkward or difficult situation, and be able to replace it with “I know what I can do....”, and later “I'm glad I was successful in...” when approaching a difficult communication scenario.

Attendees will:
1) Identify what makes communication difficult in particular situations that leads to conflict – including but not limited to gender/age/race/culture/status differences, power imbalance, and stereotyping controversial subject matter. 2) Review positive, non-confrontational, direct, and respectful communication practices. 3) Explore appropriate parts of CSN and NSHE student and faculty conduct codes to inform approach in different scenarios. 4) Role play a difficult communication scenario and receive feedback. 5) Develop a set of "must-have" communication skills, and "must know" policies, to guide future challenging interactions and conflicts.

Facilitating Learners’ Retention Using Games
Ramona Panter and Benita Ryne  
C-221
Presentation of research based learning to include all types of learners to increase their personal comprehension and retention of concepts related to course outcomes. Activities will integrate learning for visual, auditory, and kinesthetic learners.

Attendees will:
1) Learn research and neuroscience related to knowledge retention in the use of games. 2) Identify types of low complexity games to integrate learning concepts. 3) See demonstration of different games that apply the concepts from the first two outcomes. 4) Participate in interactive games that apply these learning principles. 5) Critique games for use in classroom.
Wednesday, January 10, 2018
West Charleston Campus (continued)

3:00 p.m. – 4:00 p.m.

Open Educational Resources: Greater Student Success with Greater Flexibility
Paula Michniewicz, Emily King, Jon Skalski, and Tina Martin  C-221
Educators are embracing Open Education and Open Education Resources (OER), and you may have some questions. Can OER improve student success? What makes something “open”? Is “open” the same as “free”? What is the quality of OER? Are OER hard to incorporate? Are OER just for online classes? Come learn the answers to these questions, and where you can find OER materials. This interactive session features faculty that have integrated and empirically evaluated the cost-savings, effectiveness, and perceptions of OER here at CSN. Faculty will also share examples of open pedagogy and open assignments. Presenters from eLearning and the Libraries will share important information about OER and make sure that you have all of the resources that you need. After this workshop, you will be able to make informed decisions about OER, develop ideas for open assignments, and know more about how to find and integrate OER in your classes.

Attendees will:
1) Be able to define open education and open educational resources. 2) Be able to list benefits of open educational resources for students and faculty. 3) Be able to identify specific ways you can incorporate open education resources (including textbooks), library resources and other resources free for your student’s use into your classroom.

The Truth About Financial Aid
Carmen Torres  C-212
We all have a frustrating story about the documents necessary to receive Financial Aid. How many of these are really true? We all want to help our students to be successful; the CSN Financial Aid Department does too. The truth is that the Department of Education does not have a simple way of applying for financial aid. Instead, there are many regulations that the CSN Financial Aid Department has to comply with in order to help each and every student that applies for financial aid. How many you ask? Well take a guess and be ready to be surprised! Let’s talk about what exactly is needed to be eligible for Financial Aid.

Attendees will:
1) Understand what is the truth about student eligibility, why are some students eligible and others are not? 2) Understand the process/timing of federal aid from application to disbursement. 3) Discuss the effects of withdrawing, failing and/or taking classes that are not part of the student’s degree. 4) Understand the students’ rights and responsibilities after graduation or withdrawing from CSN.

What Happens Outside the Classroom?
Peter Legner  C-115
The presenter is the director of the math tutoring center on the West Charleston campus. Over 100 observations were made of students studying in the tutoring center, specifically observing how students learn outside of class. This presentation will be most helpful for math and science classes. Together we will discuss learning principles identified in the literature, how to help students complete homework and learn independently outside of class. This presentation will be most helpful for math and science classes. Together we will discuss learning principles identified in the literature, how to help students complete homework and learn independently outside of class and how to best work with students one on one (during office hours).

Attendees will:
1) Be reminded of Learning Principles identified in the literature. 2) Learn how to encourage independent learning in students outside the classroom. 3) Learn how to best help students when working with them one on one (in office hours).

Click here to register online for any of the sessions listed: http://apps.csn.edu/CAPE/WorkshopList.aspx
Wanna Get Away? Use Meditation to De-Stress in the Middle of Madness
Evelyn Thompson  
H-211
Today people are experiencing a great deal of stress and fear in the face of changing paradigms such as job responsibilities, learners’ fear of tests and assessments, or the pressure of daily life. There are methods to access a sense of peace and empowerment in the moment. An experiential presentation demonstrating hands-on meditation techniques to deal with stress and fear, and how to productively move forward. Research reveals the many physical and psychological benefits of meditation. The more balanced individuals are, the more balanced and peaceful the community is. This presentation offers something for everyone.
Attendees will:
1) Myths about meditation and what it really is. 2) How to “find” time to be mindful in the midst of challenging situations. 3) Explore basic meditation techniques. 4) How to apply these techniques in stressful and chaotic situations.

11:15 a.m. – 12:15 p.m.

Using Kahoot! To Enhance Classroom Participation
Mark Taoramino and Melissa Giovanni  
C-2658
If you can’t beat ‘em, then join ‘em as the saying goes. You likely never imagined that you might have a reason to ask students to take out their cell phones in class! This workshop will introduce faculty to a unique classroom response tool: Kahoot! This software tool can be used to enhance the classroom learning environment, and create highly engaging, collaborative learning activities. Kahoot! is not just something students really enjoy, but can serve as a formative tool that increases student motivation. Students actually use their own cell phone as they answer questions and respond to prompts. Instructors can also use Kahoot! as a presentation tool instead of PowerPoint.
Attendees will:
1) How to access Kahoot! 2) Demonstrate how to use Kahoot! as a lecture tool in place of PowerPoint. 3) Explain how Kahoot! can be used as a formative learning tool. 4) Create your own Kahoot! for use in your class. 5) Speak with instructors that use Kahoot in their everyday classes.
Thursday, January 11, 2018
North Las Vegas Campus (continued)

11:15 a.m. – 12:15 p.m.

*Work Smarter, Not Harder: Incorporating Smarthinking into the Classroom*
*Rebecca Campana*  
*H-120*

Uncover the hidden gems of Smarthinking. Did you know CSN students have access to 24/7 online support for Automotive Tech? Microsoft Excel? CSS & HTML? Statistics? Criminal Justice? Health Sciences? Discover how to access features like guided group study sessions, video lessons, whiteboards, study guides, online chat, and more - AND learn how to use these in any classroom, whether online or in person!  

**Attendees will:**
1) Discover hidden features of Smarthinking and how to use them in multiple disciplines. 2) Learn Strategies for referring students to Smarthinking services. 3) Use Smarthinking resources to support their own classroom instruction, both in-person and online. 4) Be better prepared to answer student questions.

1:15 p.m. – 2:15 p.m.

*Become a GoCSN Power User!*
*Curtis Rogers and Kemm Ibarra*  
*C-2658*

This hands on workshop will show the ins and outs of GoCSN, and how to access some of the lesser-known features of this exciting tool.  

**Attendees will:**
1) Identify the components which make up GoCSN. 2) Use GoCSN to speed up work flow through the use of custom tiles. 3) Explore how to get the most out of webStorage.

1:15 p.m. – 2:45 p.m.

*Teaching Critical Thinking in the Post-Truth Era*
*Robert MacDonald, Charlie Deitrich, Darin Dockstader, Melissa Giovanni, Sheri Perez, and John Min*  
*H-207*

The Department of Social Sciences Pedagogy Committee explores innovative pedagogical methods and applies them to better educate our students at CSN. One critical topic of interest is how to promote critical thinking and teaching students how to seek truth in the post-truth era. The workshop proposes an interdisciplinary and interactive panel (among faculty from history, economics, philosophy, and the physical sciences) to discuss and share diverse methods of teaching critical thinking in a post-truth environment. Furthermore, the workshop will facilitate discussion among those in attendance to share advice and experiences about defending truth and teaching students how to seek truth, think critically, and develop critical literacy. Ultimately, we intend this workshop to benefit faculty and students.  

**Attendees will:**
1) Analyze the post-truth era and discuss how it impacts teaching and learning. 2) Analyze how faculty in diverse fields defend truth and confront fake news in the classroom. 3) Learn and discuss how to help students improve critical thinking and literacy skills. (How do we help students learn how to detect bias, identify fake news, and evaluate truth claims? How do we help students learn how to think in the era of post-truth?)

12:15 p.m. – 1:15 p.m.  

*Lunch Break*

Click here to register online for any of the sessions listed: [http://apps.csn.edu/CAPE/WorkshopList.aspx](http://apps.csn.edu/CAPE/WorkshopList.aspx)

Please note – CAPE has a new main phone number (702) 651-5685.  
Same Email – CAPE@csn.edu
Thursday, January 11, 2018
North Las Vegas Campus (continued)

1:15 p.m. – 2:45 p.m.

**Promote International Cultural Awareness with Library Resources**
*Christine Shore, Linda Angel, Shari Lyman, Patricia Vazquez, and Ted Chodock*  
*H-211*

Through images, films, literature, and language learning resources, CSN Libraries promotes international cultural awareness. Faculty share how they’ve integrated these resources into their courses. Examples include "The Arts of Latin America," using historical and contemporary artwork from the ArtStor database. An Economics course explores themes of discrimination drawing from a multilingual online film collection called Kanopy. A World Literature course provides high quality translations through a CSN Libraries course guide. New international students in the CAPS course learn how to use Pronunciator, a resource that improves pronunciation in English and 79 other languages. Participants will receive a handout detailing how to use these and other Library resources that promote international cultural awareness.

**Attendees will:**
1) Attendees will see several approaches to promoting international cultural awareness in CSN courses.
2) Attendees will become familiar with course content they can use from Library databases: Artstor (copyright-cleared images), Kanopy (films), Pronunciator (language development). 3) Attendees will receive a listing of Library resources that they can use to promote cultural awareness in their courses.

3:00 p.m. – 4:00 p.m.

**Cyber Security: Are You at Risk?**
*Frank Flanagan*  
*H-211*

Everything you wanted to know about cyber security but where afraid to ask. Join us for an open discussion about security best practices and learn how OTS protects you at CSN and how you can protect yourself at home.

**Attendees will:**
1) Learn how OTS helps technology and security at CSN. 2) How to remain safe at home by securing personal devices. 3) Gain a better understanding of cyber security best practices.

3:00 p.m. – 4:00 p.m.

**Pitch, Post, and Publicize: A Communication and PR Training Session**
*Dave Morgan, Eric Garner, Richard Lake, and Suzan Workman*  
*H-207*

We aim to take the work out of publicizing your events, spreading your news, and bragging a little about the great things you and your department or program are doing. Attendees will learn about CSN’s internal event publicity system, including how to seek media attention for your stories, and what to do with your lackluster social media pages. Join representatives from CSN’s Office of Marketing & Communications to learn the inner workings of the Upcoming Events email system, the Intercampus Communication System (the TV screens you see everywhere), the Events Calendar, the Newsroom blog and all the other avenues we have for letting people know about what’s going on here. We want to help you tell everyone about the great things happening at CSN.

**Attendees will:**
1) Learn how to identify the key elements of what makes a good news story. 2) Learn the best ways to let your audience know about your events. 3) Learn how to make your Facebook posts more engaging.

3:00 p.m. – 4:00 p.m.

**Arts and Cultural Resources for You and Your Students**
*Jeff Fulmer, Maria Berry, and Staci Walters*  
*H-116*

Each semester the Performing Arts Center (PAC) and the College Art Galleries host numerous concerts, plays, recitals, performances, demonstrations, workshops, exhibitions, lectures, receptions, and artist talks to engage your students, College, and the community. Our productions feature CSN students, faculty, local, national, and international artists. This workshop will highlight our upcoming cultural opportunities, offer advice for student engagement within the arts and across college disciplines, and provide general information on how to take advantage of these outstanding campus resources.

**Attendees will:**
1) Understanding CSN’s arts and cultural opportunities available to attendees and their students. 2) Receive general information including hours of operation, ticket pricing, applying for exhibition, and more for these campus resources. 3) Get tools for better engaging with students and these cultural resources both within the arts and across college disciplines.
Thursday, January 11, 2018
North Las Vegas Campus (continued)

1:15 p.m. – 4:00 p.m.

Guiding Principles of Service Excellence for Faculty and in the Classroom
Chelsey McKenna  H-120
As a College-wide initiative and value, CSN is striving to improve Student and Employee Engagement and Retention through creating a Culture of Service Excellence inside and outside the classroom. Come and let’s share ideas about how to best infuse the Guiding Principles into the classroom and every interaction with students and colleagues. Let’s work on improving the Culture of Service Excellence together, because you, your students, and your colleagues can and should enjoy each moment of being on campus together. Remember that your success is our success, and our communal success promotes student engagement, persistence, and increased graduation rates.

Attendees will:
1) Understand the important of service to student engagement, retention and graduation rate.  2) Learn the 5 Guiding Principles for Service Excellence.  3) Share ideas about how to utilize the Guiding Principles inside and outside the classroom.

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9:00 a.m. – 11:00 a.m.

We’re Human After All! An Introduction to Human Centered Approaches for Curriculum Design
Rebecca Blunk  C-107
This workshop will engage participants in a discussion about what human-centered design is, and how the approach can be used in curriculum/course design. This highly-interactive workshop invites faculty and staff to participate in the three stages of design thinking: inspiration, ideation, and implementation, for the purpose of creating new ideas for curriculum/course design that will suit both student and institutional needs. Together we'll develop deeper empathy for others, generate a ton of ideas through "How Might We" exercises, build some prototypes, and share our new solutions (and failures) with each other. Get ready to embrace ambiguity, build your creative confidence, and iterate, iterate, iterate!

Attendees will:
1) Characterize human-centered design and interpret how the inspiration, ideation, and implementation phases of the process could be applied to curriculum/course design.  2) Complete individual and group activities related to the inspiration phase of the human-centered design process that are focused on building empathy and gaining meaningful and actionable insights from users.  3) Experiment with prototyping as a method for gathering feedback and improving ideas.

Thursday, January 11, 2018
Henderson Campus

9:00 a.m. – 10:30 a.m.

Creating Connections and Community Inside and Outside the Classroom
Charlene Gibson  C-106
Learn important and impactful ways to create connections and community with students and colleagues within the classroom and across the institution. By building community and modeling good networking practices with our colleagues, we also create community and networks for our students that lead to student success, retention, and completion.

Attendees will:
1) Gain practical strategies and activities to use within the classroom to build community.  2) Gain practical strategies and activities to collaborate with colleagues to build student success networks.  3) Share successful practices they are utilizing to build community and networks across the institution.  4) Learn examples of how building community in the classroom and student networks helps to increase student success, retention, and completion.  5) Sample partnership ideas for faculty and staff to utilize to establish collegial and student-centered networks.

Please note – CAPE has a new main phone number (702) 651-5685.
Same Email – CAPE@csn.edu
Thursday, January 11, 2018
Henderson Campus (continued)

11:15 a.m. – 12:15 p.m.

Is This the Complaint Department? CSN’s Ombudsperson
*N. Mark Rauls and Jennifer Basquiat C-106*
During this session, we will explain the role of the Office of the Ombudsperson at CSN, give an overview of the 2016-2017 Annual Report, discuss possible areas of concern, and identify places where the Ombudsperson can be of assistance.

**Attendees will:**
1) Know the role of the Ombudsperson at CSN.
2) Hear common concerns arising among CSN staff and faculty.
3) Identify resources available to answer questions and resolve issues facing CSN faculty and staff.

The Learning Outcomes Tool in Canvas
*Nancy Webb, Michelle Chan, and Maria Schellhase C-116*
The purpose of this session is to introduce the use of learning outcome tools in Canvas as a way to engage instructors and students in evidence-based curriculum. This session explores the learning outcome process from project conceptualization, implementation, technical aspects important to project success, and project results.

**Attendees will:**
1) Identify the benefits of learning outcomes tool in Canvas.
2) Describe how an institution can use this tool to assist faculty in improving course assessment.
3) Describe how to use the Outcomes tool in Canvas.

12:15 p.m. – 1:15 p.m.    Lunch Break

1:15 p.m. – 2:45 p.m.

Tips for Effective Advocacy
*Sondra Cosgrove C-105*
Join the Faculty Senate's Legislative Action Committee for tips on advocacy during the upcoming election season and the 2019 legislative session.

**Attendees will:**
1) Explore the connections between civics and advocacy.
2) Acquire effective persuasive communication skills.
3) Demonstrate effective advocacy strategies.

How a Customer Relationship Management System Can Transform the Student Experience
*Kayla McIntosh, Kimiko Walton, and Laura Latimer C-106*
This workshop will give faculty and staff and exclusive look at the new admissions application system to include communication concepts and event planning, as well as, provide an overview of MyCoyotePLAN, a student success, E-alert, and advising enterprise system for CSN.

**Attendees will:**
1) Exhibit an increased awareness, utilization, and value of Radius and MyCoyotePLAN.
2) Demonstrate an application management.
3) Evaluate utilizing technology to support student recruitment, retention, progression, completion, and alumni relations.
3:00 p.m. – 4:00 p.m.

Artist Residencies: What They Are and How to Apply
Sherry Rosenthal

Do you have a vocation or interest such as writing, drawing, painting, or composing music? Whether you teach in one of the arts, or pursue your art in your spare time, artist residencies can offer from two weeks to a month or longer to focus exclusively on your craft. Residencies like Ucross, Jentel, McDowell, and Yaddo are well known, but many others also offer free time, a change of environment, a chance to meet artists in your field and others, food, and sometimes a stipend. This workshop describes a CSN faculty member’s summer 2017 writing residency at the Jentel Artist Residency Program in Banner, Wyoming. Topics covered include how to apply, how, if accepted, one prepares to go, what happens day-to-day, and how to make the most of a residency experience. A list of residencies will be provided. If time permits, the presenter will read from writing finished during her residency.

Attendees will:
1) Learn to search for the most appropriate residencies.
2) Learn best practices in applying for residencies.
3) Learn names of leading residencies in the United States and what each offer. 4) Learn what to expect when attending a residency.

Click here to register online for any of the sessions listed: http://apps.csn.edu/CAPE/WorkshopList.aspx
Guiding Principles of Service Excellence for Faculty and in the Classroom
Jann Carson  
Retention through creating a Culture of Service Excellence inside and outside the classroom. Come and let's share ideas about how to best infuse the Guiding Principles into the classroom and every interaction with students and colleagues. Let's work on improving the Culture of Service Excellence together, because you, your students, and your colleagues can and should enjoy each moment of being on campus together. Remember that your success is our success, and our communal success promotes student engagement, persistence, and increased graduation rates.

**Attendees will:**
1) Understand the important of service to student engagement, retention and graduation rate.  
2) Learn the 5 Guiding Principles for Service Excellence.  
3) Share ideas about how to utilize the Guiding Principles inside and outside the classroom.

Using Curricunet: Tips, Tricks, and Headaches in CSN’s Online Curriculum Program
Rick Marks  
Learn how to navigate CSN’s online curriculum program Curricunet. Course and program searches, printing degrees, creating proposals, tracking proposals, making and sending requested changes, system limitations, and more will be covered. Ideal for veteran faculty, academic departmental staff, advisors, and counselors as a refresher and a MUST for new faculty. Please note - this course will only focus on using Curricunet and NOT focus on the CSN curriculum process.

**Attendees will:**
1) Understand how to locate and log into Curricunet both on and off campus.  
2) Explain how to properly search for courses and degrees.  
3) Explain how to create a proposal in Curricunet.  
4) Summarize how to track the approval process in Curricunet.  
5) Identify the steps to make changes and send those changes back to the requester.

Fundraising 101: Creating Sustainable Funding for Academic Schools and Programs
Jamille Walton and K.C. Brekken  
Learn how you and your colleagues can be empowered to fund raise for CSN and understand how employee and alumni giving can create sustainable support for academic and programmatic needs, including funding for student support, professional development, conferences, programmatic events, equipment, etc.

**Attendees will:**
1) Learn how to become a friend and fund raiser to advance CSN & your academic school/programs.  
2) Learn how you can engage future alumni, who will later want to give back to CSN and your academic school/programs.  
3) Learn how to create a scholarship or endowment.

Navigating the Curriculum Process
Rick Marks  
Learn the ins and outs of the curriculum process including the CSN Academic Master Plan, NSHE forms, the Common Course Numbering Process, levels of approval, and more. Best practices will be outlined. The course will take the participants from the various starting points for curriculum to the publication of new and updated curriculum in the CSN catalog. This course is ideal as a refresher for veteran faculty and members of advising/coaching and counseling, and a must for new faculty interested in making changes to the curriculum they teach.

**Attendees will:**
1) Be able to explain the CSN curriculum process.  
2) Be able to utilize resources for help in navigating the CSN curriculum process.  
3) Understand the various requires (forms, assessment plans, etc.) required as part of your curriculum proposal.  
4) Be able to explain the NSHE Common Course Numbering process.

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Be the Hero of your own
Professional Development...come get your CAPE on!

Please note – CAPE has a new main phone number (702) 651-5685.
Same Email – CAPE@csn.edu
You can always reach Ayesha Kidd, Jann Carson, and Racquel Smith at our individual contact numbers and emails.

The Department of Human Resources through the Office of CAPE would like to extend special thanks to all of our presenters, contributors, and participants!

Have a Wonderful
Spring Semester!