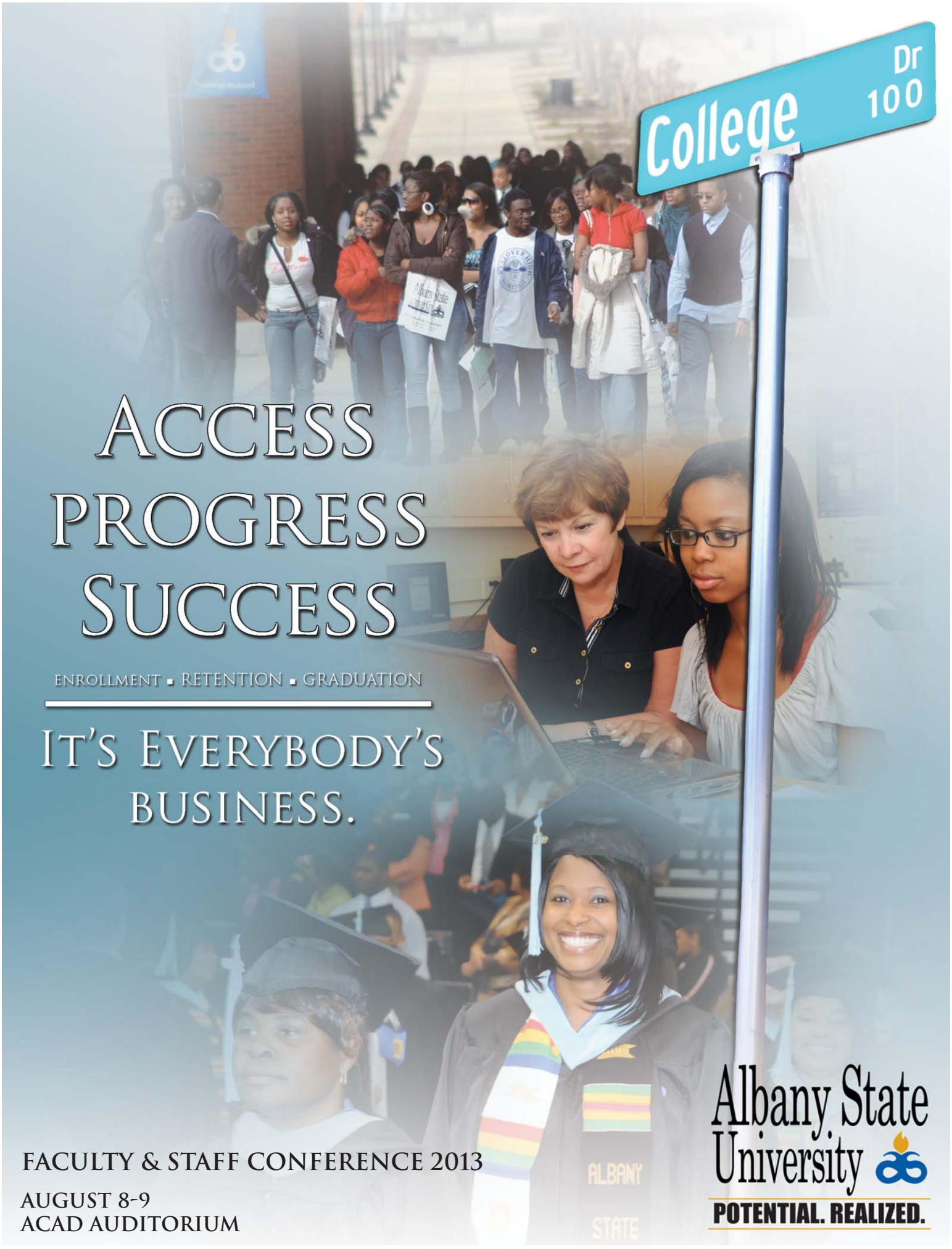

Access Progress Success

ENROLLMENT ▪ RETENTION ▪ GRADUATION

It's Everybody's Business.

FACULTY & STAFF CONFERENCE 2013

AUGUST 8-9
ACAD AUDITORIUM

Albany State University

POTENTIAL. REALIZED.

It's Everybody's Business

Access
Enrollment

Progress
Retention

Success
Graduation

"By 2017 Albany State University will be known for…

- Creating an environment that nurtures academically focused learners from diverse backgrounds
- Excellence in discovery, learning, teaching and the use of technology
- Leadership in community and global partnerships and service
- A workforce that collaboratively achieves operational efficiency, effectiveness and agility"

ASU Strategic Plan 2012-2017

2013 Faculty and Staff Conference Committee Members

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Nyota Tucker
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Rosemarie Mundy-Shephard
Geraldine Winns

ALBANY STATE UNIVERSITY

2013 FACULTY/STAFF CONFERENCE

SCHEDULE OF EVENTS

August 8 – 9, 2013

All general conference sessions are held in ACAD 150 unless noted otherwise.

THEME:

ACCESS ▪ PROGRESS ▪ SUCCESS
IT'S EVERYBODY'S BUSINESS

Thursday, August 8, 2013

Moderator: Mrs. Bonisha Porter, Director, Housing and Residence Life

7:30 – 8:20 a.m. — **REGISTRATION/CONTINENTAL BREAKFAST**

8:30 – 8:35 — **WELCOME/INTRODUCTION OF THE PRESIDENT**
Mrs. Porter

8:35 – 9:15 — **STATE OF THE UNIVERSITY ADDRESS**
Dr. Everette J. Freeman, President

9:15 – 9:40 — **INTRODUCTION OF NEW ASU FAMILY MEMBERS**
Cabinet Members: *Dr. Freeman*
Faculty Members: *Dr. Beverly Edmond*
Staff Members: *Mr. Steve Grant*

9:40 — **INTRODUCTION OF KEYNOTE SPEAKER**
Dr. Freeman

9:45 – 10:15 — **KEYNOTE ADDRESS**
Dr. Beverly C. Edmond, ASU Provost and Vice President, Academic Affairs

10:15 – 10:30 — **BREAK**

ACCESS ▪ PROGRESS ▪ SUCCESS:
WHY IT'S EVERYBODY'S BUSINESS

10:30 – 10:50 — **OVERVIEW: ACCESS ▪ PROGRESS ▪ SUCCESS STRATEGIES**
Dr. Chanta Haywood, Associate Provost, Research and Sponsored Programs

MISSION FORWARD: FROM STUDENT AFFAIRS TO STUDENT SUCCESS AND ENGAGEMENT
Dr. Rhonda Bryant, Interim Vice President, Student Affairs

10:50 – 11:50 — **VICE PRESIDENTS' PANEL FOLLOWED BY QUESTIONS AND ANSWERS**
Dr. Beverly Edmond
Dr. Mike Miller, Associate Provost, Enrollment Services
Dr. Rhonda Bryant
Dr. Chanta Haywood
Mr. Larry Wakefield, VP, Fiscal Affairs
Mr. Clifford Porter, VP, Institutional Advancement
Mr. Erwin "Chris" Carrow, VP, Information Technology Services

11:50 – 12:10 p.m.

2013-2014 T. Marshall Jones Lyceum and Performance Series

Dr. Leroy E. Bynum, Jr., Dean, College of Arts and Humanities

12:10 – 12:30 p.m.

ASU Language, Performing, and Visual Arts Center

Dr. Bynum and Mr. Porter

12:30 – 1:30

Lunch

ASU Student Center Dining Hall

Sponsored by the President's Office

Afternoon General Session

ACAD Auditorium

1:30 – 2:30

What **We All** Should Know About Financial Aid

Mr. Thomas Harris, Director, Financial Aid

Concurrent Sessions: 2:45 – 3:35

1. Desire2Learn: Beginner's Session – Staff and Faculty

Section 1: ACAD 182 (capacity 25)

Dr. Debra Wiley, Assistant Professor, College of Education & Dr. Eve Lambert, Assistant Professor, Speech and Theater

Section 2: ACAD 245 (capacity 30)

Ms. Jan Rodd, Assistant Professor, Nursing & Ms. Rita Hardy, Associate Executive Director, ITS

This session will provide a basic overview of Desire2Learn and hands on instruction from login to navigation to actually working within the courses. This is an excellent course for beginners, staff, and faculty. Additionally, all ASU employees are encouraged to attend as all will soon have to take the USG HR Ethics Refresher Course in the D2L environment. **Pre-registration required.**

2. Classroom Management and Student Conduct

ACAD 141

Ms. Gwinetta Trice, Director, Student Life and Activities

Ms. Angelnique Jordan, Coordinator, Judicial Affairs

Disruptive behavior in the classroom has been a source of concern in higher education for several years now. Indeed, the single most common request for assistance from professors is related to behavior and classroom management. This session will offer practical tools and strategies when dealing with difficult students in the classroom.

3. Introduction of ASU Centers of Excellence

The 2012-2017 Strategic Plan identified as Strategy 3 for each goal the creation of a Center of Excellence. The Centers of Excellence for Social Justice and Civil Rights, Innovation, Community Engagement, and Process Improvement have been in the infant stage during the 2012-2013 academic year. Some of the Centers have made more strides than others. This session is to re-acquaint the ASU Community to the mission and goal of the Centers, share any accomplishments, and to provide an opportunity for faculty and staff to volunteer to serve as a part of the planning/steering committee.

*Center of Excellence for Social Justice and Civil Rights

ACAD 191

Dr. Sandy Handwerk, Assistant Professor, MPA
Dr. Michael Rogers, Interim Dean, COB
Ms. Geraldine Winns, Coordinator, Athletic Academic Support
Ms. Nyota Tucker, Chief of Staff/University Council
Dr. Sophia Woodard, Assistant Professor, Political Science

*Center of Excellence for Community Engagement

ACAD 189

Dr. Timothy Sweet-Holp, Associate Professor, Political Science
Mr. Andrew Floyd, Director, Office of Research and Sponsored Programs
Ms. Vanessa McRae, Director, Center for Undergraduate Research

*Center of Excellence for Innovation

ACAD 190

Ms. Erica Carver, Director, Technical Support and Online Initiatives
Ms. Stephanie H. Cooper, QEP Coordinator
Mr. Scott Marini, Associate Professor, Art

*Center of Excellence for Process Improvement

ACAD 193

Dr. Patricia Wilson, Special Assistant to the President
Ms. Tarrah Mirus, Chief Data Officer and Registrar

4. Microsoft 10 Training Session

JPL 330

Mrs. Marcia Poulos, Customer Service Professional, ITS & Ms. Rita Hardy, Associate Executive Director, ITS

The ribbon, introduced in Office 2007, and now incorporated into all Office 2010 programs, can be a little tricky to get used to. This session will help participants become better acquainted with the ribbon, commands, keyboard shortcuts, and customization. Additionally, users will be provided with lists of keyboard shortcuts for Office 2010 Word, PowerPoint, and Excel.

5. Business/Personnel Services Processes – "Updates"

ACAD 183

Mr. Steve Grant: Director, Human Resource Management
Mrs. Marion Brown-Ryant: Director, Budgets and Contracts
Ms. Lori Burnett: Director, Business Services

This session will provide Faculty and Staff with current updates of procedures for Human Resources Payroll and Benefits, Budgets and Contracts, Travel and Payables, FY 14 Ricoh Copier Maintenance, State Contracts overview and P-Card updates.

Concurrent Sessions: 3:45 – 4:35

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Friday, August 9, 2013

Access ▪ Progress ▪ Success: HOW it's Everybody's Business

Moderator: Mrs. Rosemarie Mundy-Shephard, Assistant Professor of English

7:30 – 8:20 a.m.	**Registration/Continental Breakfast**
8:30 – 9:30	**Panel Presentation: "Helping Our Students Succeed"** Complete College Georgia, Academic Success, Mentoring, and QEP *Dr. Kimberly Burgess, Director, Academic Advisement and Retention Center* *Dr. Thomas Clancey, Director, QEP* *Dr. Linda Grimsley, Assistant Vice President, Academic Affairs* *Mrs. Flo Hill, Chair, Department, Academic Success*
9:30 – 10:15	**ASU Information Integrity and Security** Roster Verification *Ms. Tarrah Mirus, Registrar and Chief Data Officer* Information System Security *Mr. Marcel Anthony, Chief Information Security Officer*
10:15 – 10:30	**ASU Employee Assistance Program (EAP)** *Mr. Steve Grant, Director, Human Resource Management*
10:30 – 10:45	**Break**
10:45 – 11:00	**Access ▪ Progress ▪ Success: It's Title III's Business** *Mrs. Connie Leggett, Director, Title III*
11:00 – 11:30	**Follow-up Information on Americans with Disabilities Act and ASU's Obligation to ALL Customers with Disabilities** *Dr. Stephanie Harris-Jolly, Director, Counseling and Disability Student Support Services*
11:30 – 12:00 p.m.	**"Knowing the Signs": Identifying Behaviors of Students at Risk** *ASU RAM: ROC (Risk Observation Council)*
12:00 – 12:45 a.m.	**"Healthy Lifestyles – Healthy Eating"** *Ms. Hannah Orlowski, Director, Phoebe Putney Diabetes Care & Clinical Nutrition Services*
12:45 – 1:45	**Lunch** ASU Student Center Dining Hall ***Sponsored by Aramark, Inc.***

Concurrent Sessions: 1:45 – 2:35

1. ASU 1201: Foundations of College Success Instructors' Meeting

ACAD 185

Dr. Melvin Shelton, Director, Teaching, Learning and Scholarship
Dr. Thomas Clancy, Director, QEP
Ms. Dedra S. Harvey, Coordinator, Teaching, Learning and Scholarship

ASU 1201: Foundations of College Success is a two credit hour freshman introductory course required of all new freshmen and transfer students with less than 30 credit hours. All instructors for the course utilize a common course syllabus and the concept of teaching developmentally. All ASU 1201 instructors and QEP Administrators are required to attend the ASU 1201 Instructors' meeting to receive course materials and additional course instructions. Faculty members interested in teaching the course in the future are welcome to attend the meeting.

2. Desire2Learn: Course Builder/Content - Faculty

Section 1: ACAD 182 (capacity 25)
Ms. Jan Rodd, Assistant Professor, Nursing & Ms. Rita Hardy, Associate Executive Director, ITS

Section 2: ACAD 245 (capacity 30)
Dr. Eve Lambert, Assistant Professor, Speech and Theater & Ms. Donyale Childs, Assistant Professor, Nursing

Section 3: ACAD 133 (capacity 20)
Dr. Debra Wiley, Assistant Professor, College of Education & Ms. Geraldine Winns, Coordinator, Athletic Academic Support

Participants in this session will leave equipped to navigate within D2L to access everything that is needed to create and edit courses; import and export content; and work with items such as links, HTML files, etc. This session will provide an overview of the course builder and the tools needed to organize course materials (i.e., syllabus and lecture notes), and enable one to create, edit, and delete modules and topics within the course. Bring your jump drive and walk out with your syllabus loaded into your own ASU online course!
Pre-registration required.

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4. Health Disparities: Integrating HD Topics into the Course Curriculum

ACAD 143

Dr. Louise Wrensford, Chair, Natural Sciences

Health disparities have been a primary focus of science and public health for decades and significantly affect the African American population, however to what extent have we educated our students on this topic? This presentation will provide a brief overview of health disparities and discuss some strategies, activities and resources that can be used to integrate heath disparities education into the curriculum while promoting student engagement.

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Concurrent Sessions: 2:45 – 3:35

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3. Integrating Health Disparities Topics into the Curriculum and Publishing Health Disparities Research

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3:30 – 6:00 p.m. **ASU Family "Reunion" Festival**

Food, entertainment, karaoke, and "Business Vendors' Showcase"

Orientation Sessions for New Faculty and Staff

Monday, August 12, 2013
(All sessions, except where notated, are being held in ACAD 143)

Facilitator: Mr. Steve Grant, Director, Human Resource Management

8:30 – 10:00 a.m. **Session I – ASU Human Resources Staff**

Moderator: Mrs. Laverne Luster-Wallace, President, Faculty Senate

- Customer Service in Higher Education
- HR paperwork
- Benefits
- New Faculty: Policies and Procedures (ACAD 141)

10:00 – 10:15 **Break**

10:15 – 11:45 **Session II – Continuation of Orientation "Right to Know" Information**

Parking Information

- Violations
- Parking Decals

12:00 noon **Orientation Sessions End**

Special Thanks

Special thanks to the following businesses and departments for your contributions for the success of the 2013 Albany State University's Faculty & Staff Conference.

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ASU Facilities Management

ASU Foundation

ASU Police Department

ASU Staff Council

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