



## SPRING 2013 SERVICE WEEK AT FOREST PARK

### MONDAY, JANUARY 7

#### OPENING SESSION

**8:30 a.m., Continental Breakfast, Cafeteria**

**9 a.m., Program, Cafeteria**

Join President Cindy Hess as she welcomes new and returning employees and provides a review of strategic priorities.

#### FITNESS CENTER

**11 a.m.-1 p.m., Fitness Center**

Start the new year with a fitness resolution and check out the new equipment at our Fitness Center. You'll find treadmills, stationary bikes, Nautilus and elliptical machines for your use, plus remodeled men's and women's faculty locker rooms with showers and lockers that can be accessed by all employees with keycards.

*Facilitator: Kirk Martin, Athletic Facilities Supervisor*

#### BLACKBOARD: COURSE COPY VS. IMPORT, A HANDS-ON SESSION

**1:30 p.m., CTL Computer Lab; open lab to follow**

Yes, there is an alternative to Course Copy that may work better for you. Forest Park's instructional designers will help you set up a course template, assist you in using the template to create and export files from the template, and import the

export files into your new courses. This process is actually quicker than copying old courses.

*Facilitators: John Graham & Randy Malta, CTL*

#### SCIENCE DEPARTMENT FACULTY MEETING

**3 p.m., B-411**

*Facilitator: Professor T.L. Frisson*

#### MEET & GREET ROBIN GREBING

**3 p.m., CTL**

Come give a big Forest Park welcome to our new Director of Online Education, Robin Grebing, who will share thoughts about moving forward with online education.

### TUESDAY, JANUARY 8

#### DIVISION MEETINGS

**9-11:30 a.m.**

- Allied Health & Natural Sciences, Café East
- Business, Math & Technology, AB Dining Room
- Humanities and Social Science, Café West

#### CAMPUS WALK

**Noon, meet in Student Center Lobby**

Have you been sitting all morning? Let's get up, get out and walk! Weather permitting, we'll walk outside for 40 minutes or less. Come ready for fun and a healthful activity. Everyone is welcome!

*Facilitator: Juanita Travis, CTL*

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St. Louis  
Community  
College

FOREST PARK

## **BLACKBOARD GRADE CENTER**

**1:30 p.m., CTL Computer Lab; open lab to follow**

Learn how you can use the features of Blackboard Grade Center: create, sort, hide and organize columns and award grades.

**Facilitator: Randy Malta, CTL**

## **TEACHING SQUARES FOR FACULTY**

**2:30 p.m., CTL**

Our faculty colleagues at Meramec have been engaged in a peer observation activity called Teaching Square for several years now. Learn more about the program and join a square during the spring semester.

**Facilitator: Anne Wessely, Meramec CTL Coordinator**

## **ADJUNCT FACULTY SPRING CONFERENCE**

**5:30-8:30 p.m., register in Cafeteria**

All adjunct faculty are invited to attend this orientation/conference event. Contact the CTL for more information, 314-644-9200.

**Sponsor: CTL**

## **WEDNESDAY, JANUARY 9**

### **SMART READER SERIES SEMINAR**

**10-11:30 a.m., Café East**

Join members of the Master Class Series program and hear how you can best use the St. Louis Business Journal in your curriculum and for professional use. Our Business Journal liaison, Debbie Monks, will describe access to the BJ portal, including:

- Best practices, what to do with the information once you find it.
- Employment opportunities for your students.
- Building your database with quality contacts and finding business leads.
- Networking opportunities.
- Access to the BJ Book of Lists and Giving Guide.

Q & A to follow with information on the Master Class Series.

**Presenter: Debbie Monks, Head of Circulation Sales, St. Louis Business Journal**

## **FITNESS CENTER**

**11 a.m.-1 p.m., Fitness Center**

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**Facilitator: Kirk Martin, Athletic Facilities Supervisor**

## **MAIL MERGE & BANNER FINANCE**

**1:30-2:30 p.m., CTL Computer Lab**

From 1:30-2 p.m., Juanita Travis will give you hands-on experience with Mail Merge so you can send letters, envelopes and mailing labels to a group, but make them look as if they were typed individually.

From 2-2:30 p.m., Marla Bowers will answer your questions about requisitions in Banner Finance.

Bring your questions and get some answers!

**Facilitators: Juanita Travis, CTL, & Marla Bowers, Business Office**

## **ENHANCING STUDENT LEARNING OUTCOMES ASSESSMENT AT STLCC**

**1-4 p.m., Meramec Theatre**

Learning is the core business of St. Louis Community College. In order to gauge our effectiveness as an institution of higher education and our effectiveness as instructors, we must be able to develop, explicitly state, and effectively assess student learning outcomes—at the section, course, and program levels.

With changing demands for accreditation of the college in regard to student learning outcomes and assessment, it is the goal of the college to provide professional development activities for faculty that support them in the teaching and learning enterprise. Please make the most of this opportunity to learn from an expert, Dr. Crystal Baird, how to be as effective as possible in



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strengthening curriculum through student learning outcomes and in enhancing teaching and learning through effective assessment of student learning outcomes.

**Facilitator:** *Dr. Donna Dare, Vice Chancellor for Academic & Student Affairs*

**Presenter:** *Dr. Crystal Baird, Southern Association of Colleges and Schools Commission on Colleges*

## **THURSDAY, JANUARY 10**

### **CHANGE YOUR MIND (DON'T BELIEVE EVERYTHING YOU THINK)**

**10 a.m., Café West**

This January you may have resolved to find more time for yourself, create more work/life balance and lower your stress level. Here it is service week, and you already find yourself rushing to meetings and feeling overwhelmed. Learn a few simple ways to bring balance into your life with this short introduction to meditation, using tools that are always with you.

**Facilitator:** *Christy Hart, Auxiliary Services*

### **INTERNATIONAL EDUCATION COMMITTEE**

**11 a.m.-12:30 p.m., CTL Computer Lab**

Join the FP International Education Committee as they celebrate last semester's successes and launch new spring projects: the Global Citizen program, Study Abroad initiatives, new strategies for developmental global education, the annual MIIIE Conference, World Arts Festival, partnerships, scholarships, grants, cookbooks and a whole lot more. The committee is always happy to welcome new members into the ever-growing global experience at Forest Park!

**Facilitator:** *Dan Yezbick, International Education Committee Chair*

### **CAMPUS WALK**

**Noon, meet in Student Center Lobby**

Have you been staring at the computer all morning? Take an indoor walk today and clear your head! Who needs a Stairmaster when you can use the stairs throughout Forest Park's campus? Everyone is welcome!

**Facilitator:** *Juanita Travis, CTL*

### **FRUSTRATED WITH EXPENSIVE (OFTEN WEAK) TEXTBOOKS?**

**1-2 p.m., CTL main area**

An information session for those who want to write their own media-rich textbooks. The goal is to achieve excellent \$50 textbooks, with \$25 of that going to STLCC Foundation scholarships!

**Facilitator:** *Tom Zirkle, Music*

### **MICROSOFT LYNC & MANAGING OUTLOOK EMAIL**

**1:30 p.m., CTL Computer Lab; open lab to follow**  
**Microsoft Lync**

Have you ever wondered about that box that pops up on your screen when you turn on your computer? This is a full-blown, live conferencing system enabling you to have meetings with audio and video via the computer. Users can send messages to each other in real time, share status information, share desktops and more.

### **Outlook Email**

Find the answers to these common questions:

- How do I manage my email so I don't lose the most important messages?
- How can I avoid receiving those messages from the system administrator that say "your mailbox has exceeded one or more size limits"?
- How can I avoid becoming overwhelmed with the huge number of emails I receive every day?

**Presenter:** *John Graham, CTL*

### **PROMOTION COMMITTEE MEMBER WORKSHOP**

**1:30-3:30 p.m., Café East**

**Facilitators:** *Anne Wessely, Meramec CTL Coordinator & Donna Nelson, Forest Park CTL Coordinator*

### **GEN ED IMPLEMENTATION: SKILLS LEARNING OUTCOMES**

**2-3 p.m., CTL Main Area**

District Gen Ed coordinators will present work

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group drafts of learning outcomes for higher order thinking, valuing, managing information and communicating.

**Facilitator: Bill Hartmann, Philosophy**

#### **JCD-NEA OPEN FORUM**

**3:30-4:30 p.m., Café East**

**Facilitator: Rob Hertel, Hospitality Studies**

## **FRIDAY, JANUARY 11**

### **BLACKBOARD: BLOGS, WIKIS & JOURNALS, OH MY!**

**9:30 a.m., CTL Computer Lab; open lab to follow**

Learn how to use these three communication tools which will make your online or hybrid class more engaging. They can also help your face-to-face class reach beyond the walls of the classroom.

**Presenter: Randy Malta, CTL**

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*(updated 12-14-12)*