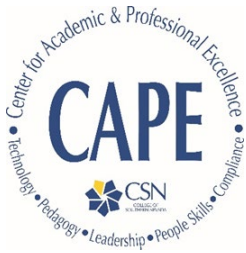


January 2020



Be the HERO of
your own professional development...
Come get your CAPE on!



*******Exciting Announcement*******

Spring 2020 Convocation Week is coming...

The start of the Spring 2020 school semester is near. Join us for the 2020 Convocation Celebration with President Zaragoza and the leadership team on Monday, January 13, 2019, at Horn Theater.

Also, register for Professional Development Workshops on January 15 – 17, 2019, at all Campuses.

Take a moment to look through the attached Convocation Program to view the entire Convocation schedule!

Registration is now open via the new CAPE Professional Development Platform, Access through go.CSN.edu – look for the “CAPE My Learning” tile.



Service Excellence

Utilizing the 5 Guiding Principles on a daily basis, creates a more engaging and supportive learning and working environment for students, faculty, and staff.

Guiding Principles #1: – Offer a Warm and Personal Greeting

Positive relationships increase retention in students and employees...be a “Relationship Builder” wear your smile and your CSN name badge every day.

(If you do not have a gold CSN name badge, please ask your immediate supervisor for one.)

WORKSHOP	DATE	TIME	LOCATION
----------	------	------	----------

Understanding Communication Styles (SE-Tier 2)	1/16/2020	1:00pm – 4:00pm	NLV – H120
Guiding Principles for Service Excellence for CLASSIFIED and ADMINISTRATIVE PROFESSIONALS - Tier 1	1/30/2019	9:30am – 12:30pm	WC – C115

To view details or to register for a CAPE Training, go to:

NEW <https://go.csn.edu> - Look for the new CAPE tile – “CAPE My Learning”

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.



DIVERSITY & INCLUSION

WORKSHOP	DATE	TIME	LOCATION
Faculty Collaboration & Reflection Sessions B: Inclusive Practices	1/13/2020	1:30pm – 4:00pm	NLV – U128
Disability 101: Increasing Disability Awareness and Sensitivity	1/15/2020	10:45am – 12:00pm	WC – C221
Best Practices for LGBT Inclusion in the Classroom	1/16/2020	9:00am – 10:30am	NLV – H211
Engaging in Difficult Dialogue related to Diversity: How to create Safe Spaces in the Classroom	1/17/2020	9:00am – 10:30am	WC – I – 210

To view details or to register for a CAPE Training, go to:

NEW <https://go.csn.edu> - Look for the new CAPE tile – “CAPE My Learning”

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.

PEDAGOGY



WORKSHOP	DATE	TIME	LOCATION
Faculty Collaboration & Reflection Sessions C: Metacognition and Motivation	1/13/2020	1:30pm – 4:00pm	NLV – U130
Are you Open to Open?: Different Perspectives on the Impact of Student Success using OER	1/15/2020	9:00am – 10:30am	WC – C115
Is Your Grading Scale Putting Students First?	1/15/2020	9:00am – 10:30am	WC – C221
Make Like A Ranger: Building Stronger Connections with Your Students	1/15/2020	9:00am – 10:30am	HN – C105
The New APA 7th Edition-What's Changed?	1/15/2020	10:45am – 12:00pm	WC – C115
Avoid the Fee! Understanding the NSHE Excess Credit Fee	1/15/2020	10:45am – 12:00pm	HN – C106
Going for Gold, Part 1: Classroom Gamechangers to Increase Engagement	1/15/2020	1:00pm – 2:00pm	WC – C115
Building Momentum to Completion: A Student Centered Approach to Academic Advising	1/15/2020	1:00pm – 2:00pm	WC – C221
Civically Engaging the Classroom and Preparing for the 2021 Legislative Session	1/15/2020	1:00pm – 2:00pm	HN – C105
Going for Gold, Part 2: Classroom Gamechangers to Increase Performance	1/15/2020	2:15pm – 4:00pm	WC – C115
Multiple Choice Questions: Ugly Stepsister or Cinderella?	1/15/2020	2:15pm – 4:00pm	WC – C221
Online Classes Don't Mean You Are Learning Alone	1/16/2020	9:00am – 10:30am	NLV – H207
Understanding and Teaching Introverted Students	1/16/2020	10:45am – 12:00pm	NLV – H207
The First Year Experience - Getting Students Connected	1/16/2020	10:45am – 12:00pm	NLV – H211

To view details or to register for a CAPE Training, go to:

NEW <https://go.csn.edu> - Look for the new CAPE tile – “CAPE My Learning”

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.

PEOPLE SKILLS



WORKSHOP	DATE	TIME	LOCATION
Wanna Get Away? Use Mindfulness to De-stress in the Middle of Madness	1/17/2020	9:00am – 10:30am	WC – I – 208

One Book, One College Program

CSN's One Book One College (OBOC) 2019 – 2020 selection is *"If I Understood You, Would I Have This Look on My Face? My Adventures in the Art and Science of Relating and Communicating"* by Alan Alda. To learn more about how to participate in the Program and infuse the learning opportunities into your classroom or department, visit [CSN One Book/One College](#). In addition, much information and many pedagogical resources can be found in the Canvas Course for OBOC.

ONLINE COURSES

for your
professional development

Go2Knowledge

designed just for Higher Education



Training topics include: At-Risk Populations, Campus Safety, Organizational Development, Student Success, Teaching and Learning, and Technology.

- Create a login with your CSN email and unique password.

WORKSHOP	DATE	TIME	LOCATION
Conducting Difficult Conversations With Students: How Faculty & Staff Can Change A Negative Into A Positive	Any	Any	Online
Book Summary in PDF – "Your Best Year Ever – A 5-Step Plan for Achieving Your Most Important Goals (also available in an audio file)	Any	Any	CAPE Training Library



TECHNOLOGY

DATE	TIME	LOCATION	
CyberSecurity and You!	1/15/2020	9:00am – 10:30am	NLV – U126 HN – C106
Ally: Online Content Accessibility in Canvas	1/15/2020	10:45am – 12:00pm	WC – H105
	1/15/2020	10:45am – 12:00pm	NLV – C2638
	1/15/2020	10:45am – 12:00pm	HN – C224
	1/15/2020	10:45am – 12:00pm	HN – C224
What is Watermark and how does it pertain to me?	1/15/2020	1:00pm – 2:00pm	WC – H105
	1/15/2020	1:00pm – 2:00pm	NLV – C2638
	1/15/2020	1:00pm – 2:00pm	HN – C224
Ally Open Lab	1/15/2020	1:00pm – 2:00pm	HN – C116
	1/15/2020	2:15pm – 4:00pm	WC – C133
	1/16/2020	9:00am – 10:30am	NLV – C2658
Using Microsoft Teams to increase collaboration and productivity	1/16/2020	10:45am – 12:00pm	NLV – H120
Gamification, Film, and Phone Use for an Engaged Interactive Classroom	1/16/2020	1:00pm – 2:00pm	NLV – H
Getting to Green Part 2: Addressing PowerPoint and PDF Accessibility Concerns in Your Canvas Course	1/16/2020	2:15pm – 4:00pm	NLV – H207
Course Refresh & Creation Session for English and ALS Instructors	1/16/2020	3:00pm – 6:00pm	WC – C115
CSN Page Owner Community Meeting	1/17/2020	3:00pm – 5:00pm	WC – C115

Did you know...?

...you can obtain Microsoft Office 365 for FREE

As a CSN employee, you have access to download the **full suite of Microsoft Office 365** to a maximum of five of your personal digital devices FREE! Visit the OTS webpage today and begin using Word, Excel, PowerPoint, and more. <https://at.csn.edu/buytech-software>



ENRICHMENT

WORKSHOP	DATE	TIME	LOCATION
Philanthropy 101 - How to work with the CSN Foundation to raise money	1/17/2020	10:45am – 12:00pm	WC – I – 208

To view details or to register for a CAPE Training, go to:

NEW <https://go.csn.edu> - Look for the new CAPE tile – “CAPE My Learning”

Additional workshops may be added throughout the month, so please check your My Learning dashboard for the most up-to-date information. All dates and times are subject to change.

INTERNAL PROCEDURES & COMPLIANCE



WORKSHOP	DATE	TIME	LOCATION
CAPS Mental Health First Aid Training (8-hour full training)	1/7/2020	8:00am – 5:00pm	NLV – N220
	1/15/2020	8:00am – 5:00pm	WC – I – 205
	1/16/2020	8:00am – 5:00pm	NLV – S120
Mandatory PCard Refresher Training	1/8/2020	10:00am – 11:00am	WC – E250
	1/8/2020	3:00pm – 4:00pm	NLV – N220
	1/10/2020	9:00am – 10:00am	NLV – S120
	1/27/2020	8:00am – 9:00am	WC – I – 205
	1/27/2020	4:00pm – 5:00pm	NLV – N220
	1/28/2020	3:00pm – 4:00pm	WC – I – 205
	1/30/2020	1:00pm – 2:00pm	HN – B117
Spend Authorizations, Expense Reports and Supplier Invoices 101	1/15/2020	9:00am – 10:30am	HN – C224
	1/15/2020	9:00am – 10:30am	NLV – C2638
	1/15/2020	9:00am – 10:30am	WC – H105
Options in Reporting Course Student Learning Outcomes for Fall 2020 Implementation	1/15/2020	10:45am – 12:00pm	HN – C105

Tips for preparing research and other grants: Techniques, writing, budgeting, and working with the Office of Sponsored Projects	1/16/2020	1:00pm – 2:00pm	NLV – H211
Professional Advancement at CSN	1/16/2020	2:15pm – 4:00pm	NLV – H211
New Faculty Orientation	1/17/2020	8:00am – 12:00pm	WC – E127
Sexual Harassment and Discrimination Prevention	1/17/2020	1:00pm – 4:30pm	WC – E127
	1/22/2020	1:30pm – 5:0pm	WC – C115
New Employee Orientation (2 Consecutive Days)	1/22/2020	8:00am – 5:00pm	WC – C115
	1/23/2020	8:00am – 5:00pm	WC – C115



INFO & LINKS TO REQUIRED EMPLOYEE TRAINING

WORKSHOP	LINK	WHO IS REQUIRED
101: Intersections Preventing Discrimination & Harassment	Requires a personal logon that is sent to you via email from donotreply@lawroom.com with subject as: College of Southern Nevada	Required for all Non - Supervisory employees every 2 years. Please Save your certificate and Upload to the Checkpoint.
300: Intersections Supervisor Anti- Harassment	Requires a personal logon that is sent to you via email from donotreply@lawroom.com with subject as: College of Southern Nevada	Required for all Supervisors every 2 years. Please Save your certificate and Upload to the Checkpoint.
Active Shooter – IS- 907	https://training.fema.gov/is/courseovervie w.aspx?code=is-907	Required for ALL employees. Please Save your certificate and Upload to the Checkpoint.
418: Bridges: Building a Supportive Community (Campus SaVE Act)	Requires a personal logon that is sent to you via email from donotreply@lawroom.com with subject as: College of Southern Nevada	Required for ALL employees. Please Save your certificate and Upload to the Checkpoint you have been assigned.

Emergency Management – IS-100.C	https://training.fema.gov/is/courseoverview.aspx?code=is-100.c	Required for Specified Leadership Positions. Please Save your certificate and Upload to the Checkpoint you have been assigned.
Emergency Management – IS-200.B	https://training.fema.gov/is/courseoverview.aspx?code=is-200.b	Required for all Supervisors and Floor Wardens. Please Save your certificate and Upload to the Checkpoint you have been assigned.
FERPA	https://csn.instructure.com/login/ldap	To access MYCSN, this course must be taken first. Required for employees who have contact with students & student records.
Hazard Communication & Global Harmonization System (HazCom & GHS)	https://capemylearning.bridgeapp.com/learner/courses/d881fa4a/enroll	Required for all faculty and staff. Click the link to access the Course in the CAPE Platform.
NV State Training for Supervisors of Classified Employees	https://at.csn.edu/sites/default/files/mandatory_trainings_neats_2015_updated_7.28.15.pdf Requires you to create an account with NV State.	Required for ALL supervisors of Classified Employees. This suite of 7 online classes must be taken every 3 years. Please Save your certificates and Upload to the appropriate Checkpoint you have been assigned.
Search Committee Training	NEW - Screening Committee Training	Required for Faculty & Staff who want to serve on a Hiring Committee.