



**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,

A handwritten signature in blue ink, which appears to read "Michael D. Richards". The signature is fluid and cursive, written in a professional style.

Michael D. Richards, Ph.D.
President, College of Southern Nevada

Time	North Las Vegas Monday – Jan. 8	Tuesday – Jan. 9	West Charleston Wednesday – Jan. 10	North Las Vegas Thursday – Jan. 11	Henderson Thursday – Jan. 11	West Charleston Friday – Jan. 12
9:00 am – 11:00 am	5 th Annual Poster Fair 9:00-11:00 am June Whitley Lounge	School and Department Meetings Please check with your Dean and Department Chair for details relative to time and location	* Closing the Loop: Interpreting Meaning From Assessment Data for Improvement  NLV C-2631, WCH I-210, HN C-105	Trouble with Text Comprehension? Two Tips to Support Your Students' Learning H-120	Creating Connections & Community Inside and Outside the Classroom C-106	Using Curriculum: Tips, Tricks, and Headaches in CSN's Online Curriculum Program C-212 Navigating the Curriculum Process 11:15 am – 1:15 pm C212
11:15 am – 12:15 pm			*The Learning Outcomes Tool in Canvas C-116 Let's Get Smart! Understanding Smart Classroom Technology C-115 Writing a Winning Award Nomination: Tips and Advice from the IRC C-221	Striving for Success: How Supplemental Instruction Can Impact Your Students H-203 9:00 am - 1:00 pm	Using Kahoot! To Enhance Classroom Participation C-2658 Wanna Get Away? Use Meditation to De-Stress in the Middle of Madness H-211	
LUNCH 12:15-1:15						
1:15 pm – 2:45 pm	* Student Learning Outcomes vs Instructional Objectives – What's the Big Deal with Assessment Lingo? 12:30 pm – 2:00 pm  NLV C-2631, WCH I-210, HN C-105	School and Department Meetings Please check with your Dean and Department Chair for details relative to time and location	Facilitating Learners' Retention Using Games C-221	Become a GoCSN Power User! C-2658	Tips for Effective Advocacy C-105 How Investing in a Customer Relationship Management System Can Transform the Student Experience C-106	Sexual Harassment Prevention E-127
3:00 pm – 4:00 pm	* Selecting the Right Assessment Tool 2:15 pm – 4:00 pm  NLV C-2631, WCH I-210, HN C-105		* Increase Teaching and Learning Effectiveness Through Curriculum Mapping  NLV C-2631, WCH I-210, HN C-105	Teaching Critical Thinking in the Post-Truth Era H-207		
		Open Educational Resources: Greater Student Success with Greater Flexibility C-221	How to Handle Those Difficult Conversations When They Arise: Role Play and Strategies C-115	Pitch, Post, and Publicize: A Communications and PR Training Session H-207	Guiding Principles of Service Excellence for Faculty and in the Classroom H-120 1:15 pm – 4:00 pm	
		The Truth About Financial Aid C-212	What Happens Outside the Classroom? C-115	Cyber Security: Are You at Risk? H-211		
				Arts and Cultural Resources for You and Your Students H-116		

*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>

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>

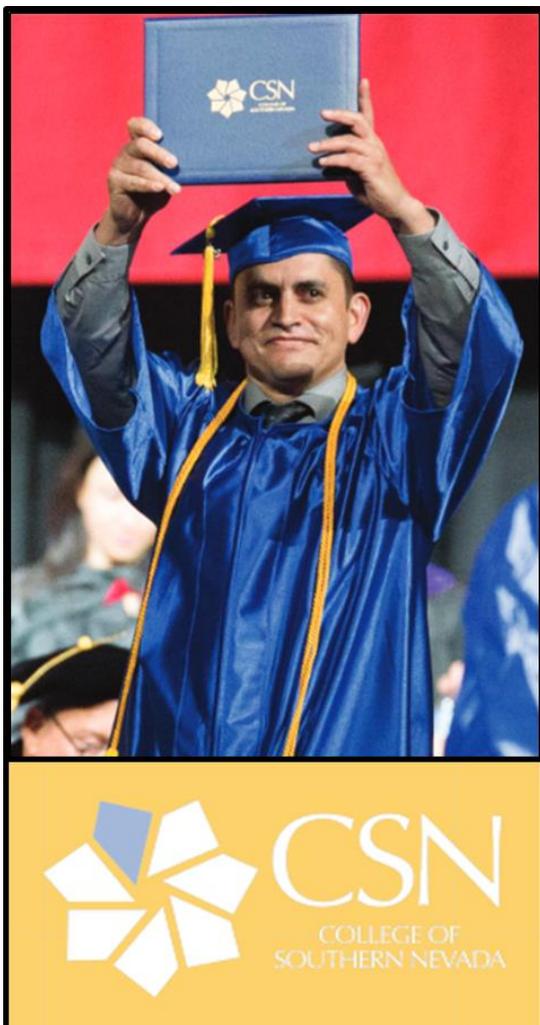
Tuesday, January 9, 2018

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 Taoramino 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.

Wednesday, January 10, 2018

West Charleston Campus (continued)

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.

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.

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.

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. 3) Learn new features on the Document Camera.

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 be 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

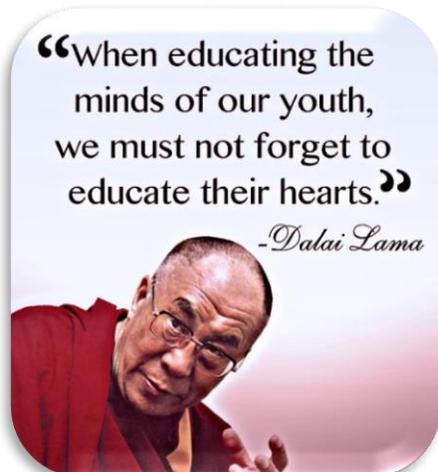
Paula Michniewicz, Emily King, Jon Skalski, and Tina Martin

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 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>

Thursday, January 11, 2018

North Las Vegas Campus

9:00 a.m. – 10:30 a.m.

Trouble with Text Comprehension? Two Tips to Support Your Students' Learning

Laura Porreca

H-120

How often do your students encounter difficult text? This workshop will give you two strategies to transform your classroom into one that promotes critical thinking and comprehension of complex text. College & Career Readiness Standards (CCRS) are supported in this technique of a Close Read, fostering the acquisition and use of general academic and domain specific vocabulary. Learn simple techniques that reduce stress for you, and create an environment that is productive and enjoyable for your students!

Attendees will:

1) Take away two strategies that can be implemented in class immediately. 2) Create a structure for reading comprehension that students can use in and outside of class. 3) Engage in a collaboration with others and take away a grouping method to enhance critical thinking.

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.

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.

Flipping the Flipped Classroom

OJ Sydor and Brett Winkelhake

C-2664

To introduce the Interactive Business Lab (IBL) at North Las Vegas campus. The IBL is about experiential learning...learning by doing. This is an active learning environment that uses blended learning methods and has been designed for students to be able to apply learning lessons in a practical application as they would do in the work place. This environment is team and project based...peer learning plays an important role in this lab. Open to all faculty that are interested in teaching in a flipped classroom concept or interested in non-traditional method of teaching. You have an infinite number of options. This is a 100% wireless lab, with various technology to help prepare students for the workforce. Employability is the goal – how to better prepare students so they can gain a competitive advantage in the workforce.

Attendees will:

1) Get an overview of the exciting active learning environment. 2) Be shown that teaching in this space gives faculty a multitude of options to consider. 3) Be shown the use of technology in the lab, and workforce preparation for today's students. 4) Be given an overview of soft skills...in the lab for the different generations.

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.



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>

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?)

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 were 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.

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.

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

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.

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.

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 Ombudsman

N. Mark Rauls and Jennifer Basquiat **C-106**

During this session, we will explain the role of the Office of the Ombudsman at CSN, give an overview of the 2016-2017 Annual Report, discuss possible areas of concern, and identify places where the Ombudsman can be of assistance.

Attendees will:

- 1) Know the role of the Ombudsman 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

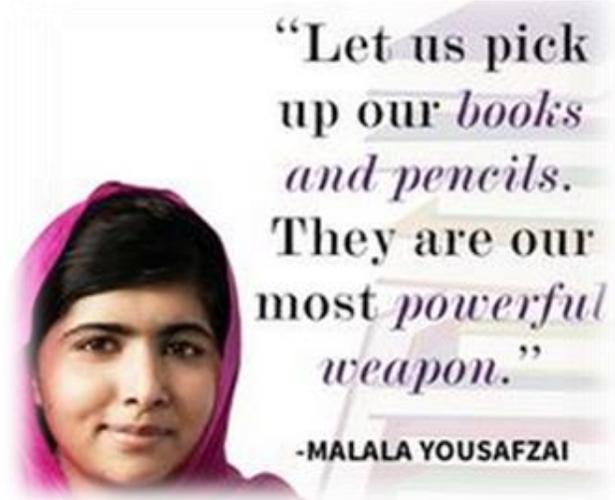
Nancy Webb, Michelle Chan, and Maria Schellhase **C-116**

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 an 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.

Thursday, January 11, 2018

Henderson Campus (continued)

3:00 p.m. – 4:00 p.m.

Artist Residencies: What They Are and How to Apply

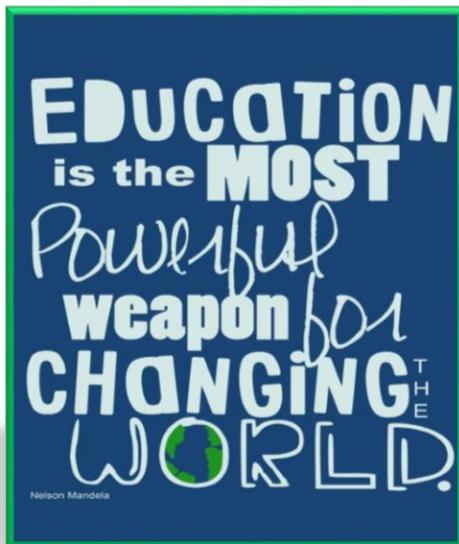
Sherry Rosenthal

C-106

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>

Friday, January 12, 2018

West Charleston Campus

8:00 a.m. – 4:30 p.m.

New Faculty Orientation

Racquel Smith and Debbie Tanner

E-127

This Orientation is designed to introduce new Faculty to the CSN mission, values, and goals, and familiarize them with programs and services that are valuable to Faculty and their students in acclimating to the CSN community. (This section will take place from 8:00 a.m. – 12:00 p.m.)

The afternoon session is the mandatory employee requirement for **Sexual Harassment Prevention training**. (This section will take place from 1:00 p.m. – 4:30 p.m.)

8:30 a.m. – 12:00 p.m.

The 2nd Annual CSN Mentoring Symposium

Gillian Silver-Rodis, Margo Martin, Ayesha Kidd, Pamela Gallion, Nancy Webb, Michelle Chan, Constance Jackson, Sondra Cosgrove, Alok Pandey

B-102

This half-day event, developed by the CSN Mentoring and Coaching Initiative, Academic Affairs, and the CSN Women's Alliance, is open to all adjunct and full-time faculty, administrative faculty, and classified employees. Key components include:

- * A summary presentation on the merits of mentoring, as substantiated by recent additions to the body of literature.
- * Highlighted results of the CSN Climate Study and the case for mentoring of adjunct faculty.
- * A presentation on talent development.
- * A panel on the evolving environment of information technology.
- * A panel on the various aspects of mentorship.

Attendees will:

- 1) Gain an understanding of the advantages and personal opportunities associated with formalized mentoring and coaching.
- 2) Develop insight into a personalized development plan.
- 3) Recognize key "lessons learned" from experienced individuals who have committed their time and energy to cultivating others' success.
- 4) Develop an understanding of how strategic partnership can bring significant, and multi-faceted cultural growth to the institution and the participant's personal operational philosophy.

Friday, January 12, 2018

West Charleston Campus (continued)

9:00 a.m. – 11:30 p.m.

Guiding Principles of Service Excellence for Faculty and in the Classroom

Jann Carson

C-115

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.

9:00 a.m. – 11:00 a.m.

Using Curricunet: Tips, Tricks, and Headaches in CSN's Online Curriculum Program

Rick Marks

C-212

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.

11:15 a.m. – 12:15 p.m.

Fundraising 101: Creating Sustainable Funding for Academic Schools and Programs

Jamille Walton and K.C. Brekken

C-221

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.

11:15 a.m. – 1:15 p.m.

Navigating the Curriculum Process

Rick Marks

C-212

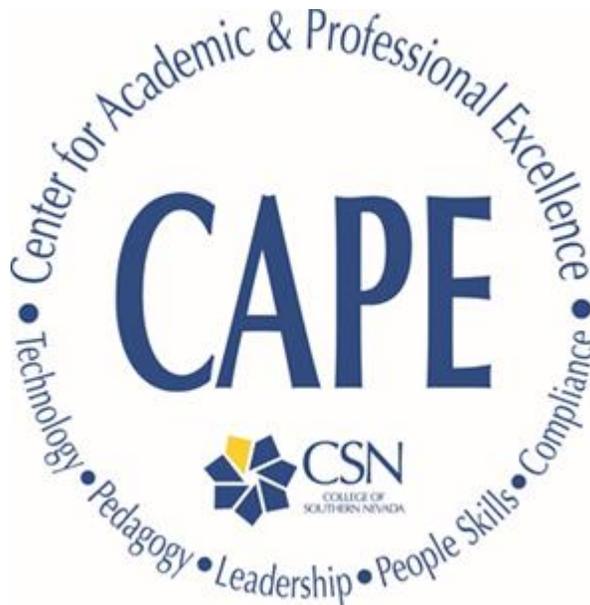
Learn the ins and outs of the curriculum process including the CSN Academic Master Plan, NSHE forms, the Common Course Numbering Process, levels of approval, and more. Best practices will be outlined. The course will take the participants from the various starting points for curriculum to the publication 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.

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

**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!**