“The best preparation for tomorrow is to do today’s work superbly well.”

WILLIAM OSLER
Fall Schedule of Events

**Faculty Development (FD)**
Division of Academic Affairs
Dr. Debbie Thorne, Office of the Associate Provost
Faculty Development offers workshops on a variety of topics to assist faculty with enhancement of teaching and research/scholarly/creative activities, the integration of these areas, and career advancement. The listed workshops are planned and additional ones may be added. Please visit www.facdev.txstate.edu for an updated list of offerings.

**Office of Distance and Extended Learning (ODEL)**
Division of Information Technology
Mr. Dana R. Willett, Assistant Vice President
The Office of Distance and Extended Learning helps faculty design, develop, and teach effective face-to-face, hybrid, and online courses. In addition to administering self-paced correspondence, extension, and continuing education programs, we provide information on Texas State’s distance learning programs, courses, initiatives, and resources. Call 512.245.2322 or email DistanceEd@txstate.edu for more information.

**Professional Development/Human Resources (PD)**
Division of Finance and Support Services
Ms. Vanessa Salazar, Manager
Professional Development, a unit of Human Resources, provides support to faculty and staff through workshops focused on organizational excellence, employee information and legal issues, external funding, personal effectiveness, and planning and assessment. Registration is preferred for some workshops and required for others; notification will be sent via email three weeks prior to each workshop with registration instructions. For further information on workshops, call 512.245.7899 or visit www.hr.txstate.edu/professional-development.

**IT Assistance Center (ITAC)**
Division of Information Technology
Ms. Jen LaGrange, IT Project Coordinator
The IT Assistance Center (ITAC), a unit in the Division of Information Technology, offers training that focuses on enhancing job-related technology skills. Training is offered in person or online. In addition, on-demand classes can be developed for individual work units. The goal is to help faculty and staff get the job done! For more information, contact ITAC at itac@txstate.edu, 245.ITAC (4822), or visit www.itac.txstate.edu/spport/training.

**Professional Development Advisory Council**
The Council serves to encourage collaboration among the teaching, training and development entities on campus and division representatives in order to coordinate the lifelong learning opportunities for faculty and staff. Please give your suggestions about workshop topics to any of the following members:

**Workshop Sponsors:**
- Dr. Debbie Thorne, Associate Provost (FD)
- Ms. Jen LaGrange, Technology Resources (ITAC)
- Ms. Vanessa Salazar, Professional Development/Human Resources (PD)
- Mr. Dana R. Willett, Office of Distance & Extended Learning (ODEL)

**Representatives:**
- Dr. Jen Beck, Director, Retention Management and Planning, Student Affairs
- Mr. Darryl Borgonah, Associate Vice President for Financial Services, Finance and Support Services
- Ms. Lynn Buehler, Stewardship Coordinator, Advancement Services, University Advancement
- Ms. Charles Evers, Academic Advisor, Academic Affairs; Representative, Staff Council
- Mr. Gordon Green, Director of Facilities Management, Finance and Support Services
- Ms. Gaye Korenek, Director, Faculty and Academic Resources, Academic Affairs
- TBN, Finance and Support Services
- TBN, Student Affairs

Please note the ★ designation by the 24 new offerings
For a chronological listing of all workshops, go to: www.hr.txstate.edu/professional-development/training/on-campus.
Faculty Focus

Hybrid Course Teaching Experiences (ODEL)
Dr. Michelle Read, Sr. Instructional Designer, Learning Experience Design; and Dr. Cynthia Opheim, Professor, Department of Political Science.
Register at signup.txstate.edu
Tue., Sep. 4 1 – 2 p.m.  Online only* (via Zoom)

Mini Lecture Best Practices (ODEL)
Learning Experience Design: Ms. Kasey Ford, Sr. Instructional Designer; and Ms. Komal Gandhi, Instructional Designer.
Register at signup.txstate.edu
Fri., Sep. 21 1 – 2 p.m.  Online only* (via Zoom)

Faculty Profiles (ITAC)
Faculty Qualifications User Consultants from Learning Applications Solutions.
Register at signup.txstate.edu
Wed., Sep. 19 or 2 – 3 p.m.  Alkek 102
Fri., Oct. 12 10 – 11 a.m.  Alkek 119

Tenure and Promotion to Associate Professor: Advice for Assistant Professors (FD)
Academic Affairs: Dr. Gene Bourgeois, Provost and Vice President; and Dr. Debbie Thorne, Associate Provost.
TBD

Introduction to Rubrics (ODEL)
Dr. Michelle Read, Sr. Instructional Designer, Learning Experience Design; Mr. Jimmy Rico, User Services Consultant II, Learning Applications Solutions; and Mr. Seth Frei, Lecturer, Department of Management.
Register at signup.txstate.edu
Fri., Oct. 5 1 – 2 p.m.  Online*

How to Teach an Online Course and Still Have a Life Panel Discussion (ODEL)
Dr. Michelle Read, Sr. Instructional Designer, Learning Experience Design; Dr. Manish Kumar, Senior Lecturer, Department of Biology; Mr. Ken Murdock, Senior Lecturer, Department of Marketing; and Ms. Jennifer Garcia, Lecturer, Department of Philosophy.
Register at signup.txstate.edu
Fri., Oct. 9 1 – 2 p.m.  Online* (via Zoom)

Fulbright: A World of Opportunities (FD)
Ms. Daris Hale, Senior Lecturer, School of Music and Fulbright Ambassador and Recipient.
Thu., Oct. 18 2:30 – 4 p.m.  TBD

Developing Faculty-Led Study Abroad and Study-in-America Programs (FD)
Ms. Isis de la O, Associate Director, International Affairs; Mr. Dana Willett, Director, Office of Distance & Extended Learning; and Faculty Program Leaders

Annual Review in Faculty Qualifications (ITAC)
Faculty Qualifications User Consultants from Learning Applications Solutions
Register at signup.txstate.edu
Tue., Nov. 13 or 2 – 3 p.m.  Alkek 102
Wed., Dec. 12

*If the location indicated for a session is “Online via Zoom”, attendees can participate from any computer with a stable Internet connection. Special software is not required. A microphone is optional but recommended.
<table>
<thead>
<tr>
<th>Session</th>
<th>Location</th>
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<tbody>
<tr>
<td>Overview of the REP: Research Enhancement Program (FD)</td>
<td>Alkek 105/106</td>
</tr>
<tr>
<td>Dr. Mike Blanda, Assistant Vice President for Research &amp; Federal Relations; and Dr. Alex White, Associate Professor of Mathematics, Chair, Faculty Senate &amp; University REP Committee</td>
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<tr>
<td>Effectively Searching for Funding (FD)</td>
<td>Alkek 119</td>
</tr>
<tr>
<td>Ms. Evy Gonzales, Director of Strategic Research Initiatives, Office of Research &amp; Sponsored Programs; and Ms. Jessica Schneider, Research Coordinator, College of Liberal Arts</td>
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<tr>
<td>Supporting Graduate Students for External Fellowships, Awards and the Academic Job Market (FD)</td>
<td>Alkek 105/106</td>
</tr>
<tr>
<td>Graduate College: Dr. Andrea Golato, Dean; and Dr. Andrea Hilkovitz, External Funding Coordinator</td>
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<tr>
<td>Creating Respectful and Inclusive Classroom Learning Environments (FD)</td>
<td>Alkek 105/106</td>
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<tr>
<td>Dr. Scott Bowman, Special Assistant to the Provost for Diversity and Inclusion, Associate Professor, Department of Criminal Justice; and Ms. Ameerah McBride, Chief Diversity Officer, Director of Equity &amp; Access, and Title IX Coordinator</td>
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<tr>
<td>Pursuing Funding from Foundations and Private Sources (FD)</td>
<td>Alkek 105/106</td>
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<tr>
<td>University Advancement: Mr. Charles Vestal, Major Gift Officer; and Mr. Dan Perry, Assistant Vice President</td>
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<tr>
<td>Universal Design for Learning (UDL): Practical Advice to Enhance Learning for All Students (FD)</td>
<td>Alkek 105/106</td>
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<tr>
<td>Mr. Dana Willett, Director, Office of Distance &amp; Extended Learning, and Panel of Faculty Practitioners of UDL</td>
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<tr>
<td>Cash Advances at TXST: What Researchers Need to Know (FD)</td>
<td>Alkek 105/106</td>
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<tr>
<td>Dr. Mike Blanda, Assistant Vice President for Research &amp; Federal Relations</td>
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<td>Promotion to Full Professor: Advice for Associate Professors</td>
<td>Alkek 105/106</td>
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<td>Academic Affairs: Dr. Gene Bourgeois, Provost and Vice President; and Dr. Debbie Thorne, Associate Provost</td>
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## External Funding

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Office of Research and Sponsored Programs</th>
<th>Staff Members</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Award Services Available to the University Community (PD)</td>
<td>Pre Award Services Staff</td>
<td>Ms. Kay Beauchamp, Director; and Proposal Coordinators: Ms. Jacque Miles, Ms. Raquel Rust, Ms. Monica Swift, and Ms. Alex Smith</td>
<td>Thu., Sep. 13</td>
<td>1:30 – 3:30 p.m.</td>
<td>JCK 420</td>
</tr>
<tr>
<td>Post Award Services Available to the University Community (PD)</td>
<td>Post Award Services Staff</td>
<td>Ms. Marivel Alvarez, Director; and Accountants: Ms. Gail May, Ms. Kara Ulibarri, and Ms. Cathy Guerra</td>
<td>Tue., Sep. 25</td>
<td>1:30 – 3:30 p.m.</td>
<td>JCK 420</td>
</tr>
<tr>
<td>Understanding the University’s Sponsored Program Policies (UPPS, AA-PPS, FSS-PPS, etc.) (PD)</td>
<td>Post Award Staff</td>
<td>Ms. Marivel Alvarez, Director; and Accountants: Ms. Gail May, Ms. Kara Ulibarri, and Ms. Cathy Guerra</td>
<td>Tue., Oct. 23</td>
<td>1:30 – 3:30 p.m.</td>
<td>JCK 420</td>
</tr>
<tr>
<td>Kuali Research Overview (PD)</td>
<td>Pre Award Services Staff</td>
<td>Ms. Kay Beauchamp, Director; and Proposal Coordinators: Ms. Jacque Miles, Ms. Raquel Rust, Ms. Monica Swift, and Ms. Alex Smith</td>
<td>Wed., Nov. 7</td>
<td>1:30 – 3:30 p.m.</td>
<td>JCK 460/Avery 365</td>
</tr>
</tbody>
</table>
Organizational Excellence
Creating Efficiencies Within Your Office (PD)
Office of Undergraduate Admissions: Mr. Eric Amidon, Associate Director; and Ms. Elise Decker, Senior Undergraduate Admissions Specialist
Tue., Sep. 25 or  Wed., Sep. 26  3 – 4:30 p.m.  JCK 460/Avery 365

Texas State Crowdfunding - Streamlining Your Fundraising Needs (PD)
Mr. Andrew Henley, Annual Giving
Wed., Sep. 26 or  Thu., Sep. 27  3 – 4:30 p.m.  JCK 460/Avery 365

Allies for Individuals with Disabilities (PD)
Office of Disability Services Staff
Mon., Oct. 1  2:30 – 4:30 p.m.  JCK 460/Avery 365

Managing Change (PD)
Dr. Richard Cheatham, Professor Emeritus of Department of Communication Studies
Tue., Oct. 2  8 a.m. – noon  JCK 1100

Texas State Retirement Plans 101 (PD)
Ms. Heather Houston, Benefits Manager, Human Resources
Wed., Oct. 3  1:30 – 3 p.m.  JCK 460/Avery 365

Secure WIFI and Home Networking (PD)
Analysts from the Information Security Office
Wed, Sep. 5 or  Thu., Sep. 6  12:30 – 4:30 p.m.  JCK 460/Avery 365

New Employee Welcome II—NEW II (PD)
Second Friday of Each Month:
Sep. 14, Oct. 12, Nov. 9  8 a.m. – 1:30 pm.  Athletic Endzone Complex
Dec. 14, Jan. 11

QPR—Suicide Prevention Training (PD)
Ms. Kate Cotnam, Certified QPR Instructor and Counseling Specialist, Counseling Center
Mon., Sep. 24  2 – 4:30 p.m.  JCK 460/Avery 365

Survival Spanish (PD)
Mr. Seth Worley, Spanish Language Instructor
8 Tue.-Thu. sessions:  Oct. 16 – Nov. 8  noon – 1 p.m.  JCK 880

Supporting Transgender/Non-binary People in Higher Education Settings (PD)
Alliance LGBTQIA Staff and Faculty Organization: Ms. Jessica Soukup, Systems Analyst, VPSA Office; Ms. Madison Taber-Smith, Career Advisor, Career Services; and Mr. Robert Garcia, Student Development Specialist I, Office of Student Diversity and Inclusion
Thu., Oct. 18  2:30 – 4:30 p.m.  JCK 460/Avery 365

Organizational Excellence

Securing Confidential Information (PD)
Analysts from the Information Security Office
Wed, Sep. 5 or  Thu., Sep. 6  2:30 – 4:30 pm.  JCK 460/Avery 365

Allies Training (PD)
Alliance LGBTQIA Staff and Faculty Organization: Ms. Jessica Soukup, Systems Analyst, VPSA Office; Ms. Madison Taber-Smith, Career Advisor, Career Services; and Mr. Robert Garcia, Student Development Specialist I, Office of Student Diversity and Inclusion
Thu., Sep. 6  12:30 – 4:30 p.m.  JCK 460/Avery 365

Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State (PD)
Mr. Anson Davis, Coordinator, Veterans Benefits, Veterans Affairs; Dr. Hillary Jones, Senior Psychologist, Counseling Center; Mr. Jesse Silva, Assistant Director, Student Diversity and Inclusion; Mr. Ross Wood, Career Advisor, Career Services; and Dr. Carl Van Aaeken, SLAC Lab Coordinator and Co-Director of Tutor Corps
Tue., Sep. 11  1 – 4 p.m.  JCK 460/Avery 365

Providing Legendary Customer Service (PD)
Dr. Richard Cheatham, Professor Emeritus of Department of Communication Studies
Wed., Sep. 12  8 a.m. – noon  JCK 1100

College Mental Health, Part I: Understanding and Helping Your Students in Distress (PD)
Dr. Clare Duffy, Licensed Psychologist, Counseling Center
Wed., Sep. 12  2 – 4:30 p.m.  JCK 460/Avery 365

In Limbo: Dilemmas Faced by Undocumented Students (PD)
Mr. Jesse Silva, Assistant Director, Student Diversity & Inclusion; and Ms. Michelle Sotolongo, Student Development Specialist, Honors College
Thu., Sep. 13  8:30 – 11:30 a.m.  JCK 460/Avery 365
Organizational Excellence (continued)

**Understanding International Student Needs: What in the world does this acronym mean? (RCL, CPT, OPT, etc.) (PD)**
International Office: Mr. Jonathan Tyner, Coordinator, International Affairs; and Ms. Victoria Gonzales, Student Development Specialist I
Mon., Nov. 19 2 – 4:30 p.m. JCK 460/Avery 365

**Survival Sign Language (PD)**
Ms. Amalie Wheat, Interpreter Coordinator, Office of Disability Services
6 Mon. – Wed. Sessions:
Nov. 26 – Dec. 12 11:30 a.m. – 12:30 p.m. JCK 880

**Civilian Response to Active Shooter Events (PD)**
Officer Otto Glenewinkel, Community Awareness and Resource Team, University Police Department
Tue., Nov. 27 1:30 – 4:30 p.m. JCK 460
Wed., Nov. 28 8:30 – 11:30 a.m.

**SAP Chart of Accounts (PD)**
Ms. Angela Brandenberger, Assistant Director, General Accounting Office
Wed., Nov. 28 2:30 – 4:30 p.m. JCK 460/Avery 365

**For the Record: What You Really Need to Know About Records Management (PD)**
Ms. Kris Toma, University Archivist and Records Manager, Information Technology
Tue., Dec. 4 2:30 – 4:30 p.m. JCK 460/Avery 365
Wed., Dec. 5 8:30 – 10:30 a.m. JCK 460

**All About Employment (PD)**
Ms. LynnAnn Brewer, Employment Manager, Human Resources
Fri., Dec. 7 8:30 – 11:30 a.m. JCK 460/Avery 365

**At Risk Training**
Because students often turn to respected faculty, staff and supervisors in times of distress or crisis, the Counseling Center offers an interactive, online course called At Risk Training www.counseling.txstate.edu/parfacstaf/fac where faculty and staff can learn the best way to respond. The 30-minute training can be completed over multiple sittings, resulting in a certificate for verification.
Planning & Assessment
Planning & Assessment

★ ePortfolio: Assessing in ePortfolio (ITAC)
Ms. Laura Jones, User Services Consultant II, Learning Applications Solutions
Register at signup.txstate.edu
Fri., Aug. 17 or Wed., Sep. 12
10 – 11 a.m. Alkek 119

Outcomes Assessment Series (PD)
Dr. Lisa Garza, Director, University Planning and Assessment; and Dr. Beth Wuest, Associate Vice President for Institutional Effectiveness
9:30 – 11 a.m. JCK 460 or Avery 365

★ Tue., Sep. 18: Educational Programs: Outcomes Assessment
★ Wed., Sep. 19: Academic and Student Service: Outcomes Assessment
★ Thu., Sep. 20: General Education: Outcomes Assessment
★ Fri., Sep. 21: Administrative Support Services: Outcomes Assessment

A Deeper Look at Focus Groups: Best Practices and Strategies for Success (PD)
Ms. Susan Thompson, Senior Research Analyst, Office of Institutional Research; Dr. Jennifer Beck, Director of Retention Management & Planning; and Ms. Lanita Legan, Associate Director of the LBJ Student Center
Wed., Nov. 7 10 a.m. – noon JCK 460/Avery 365

Delve into the Data: Resources for Texas State Institutional Data (PD)
Dr. G. Marc Turner, Research Analyst, Office of Institutional Research
Mon., Dec. 3 or Tue., Dec. 4
2:30 – 4:30 p.m. 8:30 – 10:30 a.m. JCK 623
Personal Effectiveness
Personal Effectiveness

7 Habits of Highly Effective People®
Dr. Barbara Sanders, Professor and Chair, Department of Physical Therapy; Certified Facilitator with FranklinCovey®
Five Half Days on Thursdays on Round Rock Campus:
Sep. 6, Sep. 13, Sep. 20, Sep. 27, 8 a.m. – noon  Avery 455
Oct. 4

WellCats Educational Series (PD)
An educational series that is offered as part of the Texas State Employee Wellness Program, covering a variety of health and wellness topics

★ Metabolism 101: What it is, What it isn’t, and Why it’s Not Broken (PD)
Dr. Janet Bezner, Associate Professor, Department of Physical Therapy; and Mr. J.R. Oliver, Graduate Assistant, Science Nutrition Program, School of Family and Consumer Sciences
Wed., Sep. 12 8:30 – 9:30 a.m. JCK 460/Avery 365

★ Inflammation (PD)
Mr. J.R. Oliver, Graduate Assistant, Science Nutrition Program, School of Family and Consumer Sciences; and Department of Physical Therapy Graduate Assistants: Ms. Errin Delperdang and Ms. Catherine Madsen
Wed., Oct. 17 8:30 – 9:30 a.m. JCK 460/Avery 365

★ Make it a Year of Wellness (PD)
Ms. Becky Gillespie, Blue Cross Blue Shield of Texas Wellness Consultant, ERS
Tue., Nov. 6 8:30 – 9:30 a.m. JCK 460/Avery 365

★ Why in the World Do I Stop Exercising? (PD)
Department of Physical Therapy Graduate Assistants: Ms. Errin Delperdang and Ms. Catherine Madsen
Wed., Dec. 12 8:30 – 9:30 a.m. JCK 460/Avery 365

The 5 Choices to Extraordinary Productivity® (PD)
Dr. Janet Bezner, Associate Professor, Department of Physical Therapy, Certified Facilitator with FranklinCovey®
Thu., Oct. 4 8 a.m. – 5 p.m. JCK 460

★ Employee Wellness Fair (PD)
Wed., Oct. 10 10 a.m. – 2:30 p.m. LBJSC Ballroom

Texas State Blood Drive (PD)
Thu., Oct. 25 9 a.m. – 3 p.m. JCK 1100

★ Everything You Wanted to Know about Family Law but Were Afraid to Ask (PD)
Ms. Milena Christopher, J.D., The Law Office of Milena Christopher
Tue., Dec. 11 1:30 a.m. – 4:30 p.m. JCK 460/Avery 36
## Technology Tools

### Zoom Training (ITAC)
Academic Team User Consultants from IT Assistance Center  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Thu., Aug. 16 or Fri., Aug. 24**  
2 – 3 p.m.  
Online

### TRACS: Gradebook (ITAC)
Academic Team User Consultants from Learning Applications Solutions  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Fri., Aug. 24 or Fri., Sep. 7**  
2 – 3 p.m.  
Online

### Gato I: Fundamentals Training (ITAC)
Gato User Consultants from Learning Applications Solutions  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Tue., Sep. 4 or Thu., Sep. 13 or Tue., Oct. 9 or Thu., Oct. 18 or Thu., Nov. 1 or Tue., Nov. 13 or Thu., Dec. 6**  
10 a.m. – noon or 2 – 4 p.m.  
Alkek 119

### Gato II Training (ITAC)
Gato User Consultants from Learning Applications Solutions  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Thu., Sep. 27 or Tue., Oct. 30 or Thu., Nov. 29 or Tue., Dec. 11**  
2 – 4 p.m.  
Alkek 119

### TRACS: Lessons (ITAC)
Academic Team User Consultants from Learning Applications Solutions  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Fri., Sep. 21**  
2 – 3 p.m.  
Online

### TRACS: Assignments or Dropbox (ITAC)
Academic Team User Consultants from Learning Applications Solutions  
Register at [signup.txstate.edu](https://signup.txstate.edu)  
**Fri., Sep. 28**  
2 – 3 p.m.  
Alkek 119 or Online

### Getting Started with SAP Business Client (ITAC)
Ms. Raquel Voytowich, Programmer Analyst, IT Assistance Center  
Ms. Kristen Green, User Services Consultant, IT Assistance Center  
**Thursdays:**  
Aug. 9 or 10 – 11:30 a.m.  
Sep. 13 or Oct. 11 or Nov. 8 or Dec. 13

### Lynda.com is Available FREE to all Texas State faculty, staff, and students!
Lynda.com online training teaches the latest software and business skills through high-quality instructional videos featuring recognized industry experts. New courses are added every week! For more information go to [doit.txstate.edu/services/online-training](https://doit.txstate.edu/services/online-training)

### Signup Reservation System (ITAC)
For more information about the Signup Reservation System workshop, including workshop description, date/time, location, and registration information, email [signup.txstate.edu](https://signup.txstate.edu)

An up-to-date list of IT Assistance Center workshops, descriptions and online registration is available at [www.itac.txstate.edu/support/training](https://www.itac.txstate.edu/support/training)
The Texas State University System Board of Regents

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