We are guided by a shared collection of values.

—President Trauth
Fall Schedule of Events

Faculty Development (FD)
Division of Academic Affairs
Dr. Catherine A. Hawkins, Director of Faculty Development
The Office of Faculty Development (previously known as Academic Assessment and Development) offers workshops on a variety of topics to assist faculty with enhancement of teaching and research, the integrating of these two areas, and career advancement. The listed workshops are planned and additional ones will be added. Please visit www.ada.txstate.edu or http://signup.txstate.edu/tags/faculty-commons.

Instructional Technologies Support (ITS)
Division of Information Technology
Carlos R. Solis, Associate Vice President, Instructional Technologies Support
Instructional Technologies Support offers a variety of workshops for faculty and staff. Some focus on the pedagogy of using tools effectively, others on learning technology skills. Call ITS, 245.2319 or email ITSReception@txstate.edu for more information. An up-to-date list of ITS workshops and online registration is available at: www.its.txstate.edu/training/workshops.

Professional Development/Human Resources (PD)
Division of Finance and Support Services
Ms. Marsha Moore, Director
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 245.7899 or visit www.txstate.edu/pdevelop.

Technology Resources (ITAC)
Division of Information Technology
Ms. Jen LaGrange, IT Project Coordinator
The IT Assistance Center (ITAC), a unit of Technology Resources, 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.tr.txstate.edu/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. Catherine Hawkins, Director, Faculty Development, (FD)
• Ms. Jen LaGrange, IT Project Coordinator, Technology Resources (ITAC)
• Ms. Marsha Moore, Chair and Director, Professional Development/Human Resources (PD)
• Ms. Rori Sheffield, Director, Learning Applications Solutions (ITS)

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, 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 12 new offerings.
For a chronological listing of all workshops, go to: www.txstate.edu/pdevelop/Services/workshops/FALL2017

This information is available in alternate format upon request from the Office of Disability Services. If you require accommodations due to a disability in order to participate, please contact the sponsoring office by phone (see contact information listed above) at least 72 hours in advance of the event.
Teaching and learning based on research, student involvement, and the free exchange of ideas in a supportive environment.

Research and creative activities that encompass the full range of academic disciplines—research with relevance, from the sciences to the arts, from the theoretical to the applied.
Advanced Online Course Design and Development (16-Week Long-Semester Format) (ITS)
For more information including workshop description, date/time, location, and limited enrollment registration information visit: www.its.txstate.edu/departments/lxd/Advanced-Online-Course-Design-and-Development.html

Foundations of Online Course Design (5-Week Long-Semester Format) (ITS)
Weekly, Wed., Aug. 16 – Fri., Sep. 15
For more information including workshop description, date/time, location, and limited enrollment registration information visit: www.its.txstate.edu/departments/lxd/foundations-of-online-course-design-and-development.html

Hybrid Course Teaching Experiences (ITS)
Dr. Michelle Read, Instructional Designer, Learning Experience Design
Tue., Sep. 5
1 – 2 p.m.  
Online only* (via Connect)
http://signup.txstate.edu/topics/419-hybrid-course-teaching-experiences

Overview of the Research Enhancement Program (FD)
Dr. Mike Blanda, Assistant Vice President for Research & Federal Relations
Wed., Sep. 6
10 – 11:30 a.m.  
Alkek 105

Mini Lecture Best Practices (ITS)
Ms. Komal Gandhi, Instructional Designer, Learning Experience Design
Fri., Sep. 22
1 – 2:30 p.m.  
Online only* (via Connect)
http://signup.txstate.edu/topics/541-mini-lecture-best-practices

Tenure and Promotion to Associate Professors (FD)
Academic Affairs: Dr. Gene Bourgeois, Provost and Vice President; and Dr. Debbie Thorne, Associate Provost
Thu., Oct. 5
10 a.m. – noon  
Alkek 105

Introduction to Rubrics (ITS)
Dr. Michelle Read, Instructional Designer, Learning Experience Design; and Mr. Jimmy Rico, User Services Consultant II, Learning Applications Solutions
Fri., Oct. 6
1 – 2 p.m.  
Online only* (via Connect)
http://signup.txstate.edu/topics/451-introduction-to-rubrics

Pursuing Funding from Foundations and Private Sources (FD)
University Advancement: Dr. Barbara Breier, Vice President; Mr. Charles Vestal, Major Gift Officer; and Mr. Dan Perry, Assistant Vice President
Wed., Nov 1  
11am – 1pm  
ALK 105/6

US1100, PACE, and ePortfolio (ITS)
For additional details or to sign up for a session, visit: http://signup.txstate.edu/topics/101-us1100-and-pace-in-eportfolio

Mediaflo Basic Training for Web (Gato, WP Personal Websites) (ITS)
For additional details or to sign up for a session, visit:
http://signup.txstate.edu/topics/578-mediaflo-basic-training-for-web-gato-wp-personal-websites

Mediaflo Foundations Training for Instruction (TRACS) (ITS)
For additional details or to sign up for a session, visit:
http://signup.txstate.edu/topics/579-mediaflo-basic-training-for-instruction-tracs

Faculty Qualifications (ePortfolio) (ITS)
For additional details or to sign up for a session, visit: http://signup.txstate.edu/topics/571-faculty-qualifications

Faculty Qualifications Administrative Assistant Training (ITS)
For additional details or to sign up for a session, visit: http://signup.txstate.edu/topics/899-faculty-qualifications-administrative-assistant-training

Adobe Connect Training for Faculty and TA’s (ITS)
For additional details or to sign up for a session, visit: http://signup.txstate.edu/topics/197-adobe-connect-training-for-faculty-and-ta-s

WP Personal Websites Faculty Training (ITS)
To request training, email wpsupport@txstate.edu

TechSmith Relay Faculty Training (ITS)
For more information including workshop description and training requests visit:
http://techsmithrelaysupport.its.txstate.edu/requestforms/training-request.html

Effectively Utilizing the Technologies in Classrooms (ITS)
Technology Integration Specialists:
San Marcos campus - Mr. Steven Ness or Mr. Michael O’Neal
Round Rock Campus - Mr. Ray Licon
To schedule an appointment, visit:
http://www.its.txstate.edu/departments/classroom_technology/forms/training-request.html

Advanced TRACS For New Faculty Orientation (ITS)
For additional details or to sign up for a session, visit:
http://signup.txstate.edu/topics/772-advanced-tracs-for-new-faculty-orientation

Annual Review in Faculty Qualifications (ITS)
For additional details or to sign up for a session, visit:
http://signup.txstate.edu/topics/791-annual-review-in-faculty-qualifications

Beginning TRACS for New Faculty Orientation (ITS)
For additional details or to sign up for a session, visit:
http://signup.txstate.edu/topics/268-beginning-tracs-for-new-faculty-orientation

An up-to-date list of ITS workshops, descriptions and online registration is available at http://www.its.txstate.edu/training/workshops.html

*If the location indicated for a session is “Online via Connect”, attendees can participate from any computer with a stable Internet connection. Special software is not required. A microphone is optional but recommended.
Employee Information and Legal Issues

New Employee Welcome II—NEW II (PD)
Second Friday of Each Month:
Sep. 8, Oct. 13, Nov. 10, Dec. 8, Jan. 12
8 a.m. – 1:30 pm. 
Athletic Endzone Complex

Managing@TXSTATE (PD)
Coordinated by Human Resources with presentations from various offices
2-Day Course on Thursdays:
Oct. 19 and Oct. 26
8:30 a.m. – 4 p.m. daily
JCK 460

External Funding

Pre Award Services Available to the University Community (PD)
Office of Research and Sponsored Programs Pre Award Support Services Staff:
Ms. Kay Beauchamp, Director; and Proposal Coordinators Ms. Jacque Miles,
Ms. Raquel Rust, Ms. Monica Swift, and Ms. Alex Smith
Thu., Sept. 14
1:30 – 3:30 p.m. JCK 420

Post Award Services Available to the University Community (PD)
Office of Research and Sponsored Programs Post Award Support Services Staff:
Ms. Kay Beauchamp, Interim Director; and Accountants: Ms. Gail May, Mr. Preston
Comstock, Ms. Kara Ulibarri, and Mr. Chad Nolte
Tue., Sep. 26
1:30 – 3:30 p.m. JCK 420

Understanding the University’s Sponsored Program Policies
(UPPS, AA-PPS, FSS-PPS, etc.) (PD)
Office of Research and Sponsored Programs Post Award Support Staff: Ms.
Kay Beauchamp, Interim Director; and Accountants: Ms. Gail May, Mr. Preston
Comstock, Ms. Kara Ulibarri, and Mr. Chad Nolte
Tue., Oct 24
1:30 – 3:30 p.m. JCK 420

Kuali Research Overview (PD)
Office of Research and Sponsored Programs Pre Award Support Staff: Ms. Kay
Beauchamp, Director; and Proposal Coordinators Ms. Jacque Miles, Ms. Raquel
Rust, Ms. Monica Swift, and Ms. Alex Smith
Wed., Nov. 8
1:30 – 3:30 p.m. JCK 460/Avery 365

Research Cash Advances (PD)
Dr. Michael Blanda, Assistant Vice President for Research and Federal Relations; and
Ms. Cindi Scheid, Assistant Director of Accounting
Thu., Nov. 30
2:30 – 4:30 p.m. JCK 460/Avery 365
IN(ability): Disability Does Not Mean Inability (PD)
Mr. Joshua Love, Outreach, Assessment and Retention Coordinator, Office of Disability Services
Fri., Sep. 15 10 a.m. – noon JCK 460/Avery 365

Supporting Transgender/Gender Diverse People in Higher Education Settings (PD)
Ms. Jessica Soukup, Systems Analyst, VPSA Office, Alliance LGBTQIA Staff and Faculty Organization
Wed., Sep. 20 2:30 – 4:30 p.m. JCK 460/Avery 365

From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State (PD)
Dr. Christine Norton, Associate Professor, School of Social Work; Dr. Toni Watt, Professor, Department of Sociology; Mr. Terence Parker, Associate Director, Retention Management and Planning; and FACES Student and Foster Care Alumna (TBD)
Thu., Sep. 21 10 a.m. – noon JCK 460/Avery 365

In Limbo: Dilemmas Faced by Undocumented Students (PD)
Mr. Jesse Silva, Assistant Director, Student Diversity and Inclusion; and Ms. Michelle Sotolongo, Student Development Specialist, Honors College
Mon., Sep. 25 1:30 – 4:30 p.m. JCK 460/Avery 365

Responding to Emergencies on Campus: Standard Response Protocol (PD)
Officer Otto Glenewinkel, Community Awareness and Resource Team, University Police Department
Tue., Sep. 26 or Wed., Sep. 27 1:30 – 4:30 p.m. 8:30 – 11:30 a.m. JCK 460

Allies Training (PD)
Alliance LGBTQIA Staff and Faculty Organization: Mr. Joshua Love, Outreach, Assessment and Retention Coordinator, Office of Disability Services; and Mr. Mark Provence, Psychologist, Counseling Center
Wed., Sep. 27 12:30 – 4:30 p.m. JCK 460/Avery 365

Providing Legendary Customer Service (PD)
Dr. Richard Cheatham, Professor Emeritus, Department of Communication Studies
Fri., Sep. 29 8 a.m. – noon JCK 1100

Securing Confidential Information (PD)
Information Security Analysts in Information Security Office: Mr. JD Moore and Mr. Rick Myers
Wed., Oct. 4 or Thu., Oct. 5 2:30 – 4:30 p.m. 8:30 – 10:30 a.m. JCK 460/Avery 365

QPR—Suicide Prevention Training (PD)
Ms. Kate Cotnam, Certified QPR Instructor and Counseling Specialist, Counseling Center
Mon., Oct. 9 2 – 4:30 p.m. JCK 460/Avery 365

Bridging Learning to Life: Helping Students Transition into the Workplace (PD)
University College: Ms. Catarina Dominguez-Bustos, Grant Specialist; and Ms. April Barnes, Director of PACE Academic Coaching
Thu., Oct. 12 8:30 – 10 a.m. JCK 460/Avery 365

Credit Card Acceptance at Texas State (PD)
Ms. Kim Stringham, Merchant Services and Ecommerce Specialist, Treasurer’s Office
Tue., Oct. 17 8:30 – 10 a.m. JCK 460/Avery 365

Managing Change (PD)
Dr. Richard Cheatham, Professor Emeritus, Department of Communication Studies
Wed., Oct. 18 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., Oct. 18 2 – 4:30 p.m. JCK 460/Avery 365

Manage Conflict and Confrontation (PD)
Mr. Carl Flowers, Facilitator with Fred Pryor Seminars
Fri., Oct. 27 8:30 a.m. – 12 p.m. or 1 – 4:30 p.m. JCK 1100

Texas State Retirement Plans 101 (PD)
Ms. Heather Houston, Benefits Manager, Human Resources
Mon., Oct. 30 or 3 – 4:30 p.m. JCK 460/Avery 365
Tue., Oct. 31 8:30 – 10 a.m. JCK 460

Civilian Response to Active Shooter Events (PD)
Officer Otto Glenewinkel, Community Awareness and Resource Team, University Police Department
Wed., Nov. 1 or Thu., Nov. 2 1:30 – 4:30 p.m. 8:30 – 11:30 a.m. JCK 460

Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State (PD)
Mr. Jesse Silva, Assistant Director, Office of Student Diversity and Inclusion; Ms. Nina Toomer, Financial Aid Advisor, Office of Financial Aid and Scholarships; Dr. Carl Van Aacken, Lab Coordinator and Tutor Corps Co-Director, Student Learning Assistance Center; and Mr. Ross Wood, Career Advisor, Career Services
Thu., Nov. 9 9 – 11:30 a.m. JCK 460/Avery 365

Mobile and Smart Device Security (PD)
Information Security Analysts in Information Security Office: Mr. JD Moore and Mr. Rick Myers
Mon., Nov. 13 or Tue., Nov. 14 2:30 – 4:30 p.m. 8:30 – 10:30 a.m. JCK 460/Avery 365
The cultivation of character, integrity, honesty, civility, compassion, fairness, respect, and ethical behavior in all members of our university community.

A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life.
### Planning and Assessment

**Why University Strategic Planning? — Transitioning to the 2017-2023 Planning Cycle (PD)**
Dr. Lisa Garza, Director, University Planning and Assessment  
**Tue., Sep. 5 or Wed., Sep. 6**  
3 – 4:30 p.m. JCK 460/Avery 365

**Getting Started with Focus Groups for Assessment (PD)**
Dr. Lisa Garza, Director, University Planning and Assessment and Ms. Susan Thompson, Senior Research Analyst, Office of Institutional Research  
**Mon., Oct. 23**  
2:30 – 4:30 p.m. 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., Nov. 6 or Tue., Nov. 7**  
2:30 – 4:30 p.m. JCK 623

**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., Dec. 13**  
1:30 – 3:30 p.m. JCK 460/Avery 365

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**For the Record: What You Really Need to Know About Records Management (PD)**
Ms. Kris Toma, University Archivist and Records Manager, Information Technology  
**Wed., Nov. 15 or Thu., Nov. 16**  
2:30 – 4:30 p.m. JCK 460/Avery 365  
8:30 – 10:30 a.m. JCK 460

**Travel Policy and Procedures (PD)**
Ms. Janet Weitz, Accountant III, Accounts Payable Travel Office  
**Thu., Nov. 16**  
1 – 5 p.m. JCK 460/Avery 365

**College Mental Health, Part II: I Want to Help, But How? (PD)**
Dr. Clare Duffy, Licensed Psychologist, Counseling Center  
**Wed., Nov. 29**  
2 – 4:30 p.m. JCK 460/Avery 365

**Social Media at Texas State (PD)**
Office of University Marketing: Ms. Vanessa Vilicescas, Social Media Coordinator; and Ms. Nicole Hefner, Copy Editor  
**Thu., Nov. 30**  
8:30 – 10:30 a.m. JCK 460/Avery 365

**Teambuilding (PD)**
Ms. Meg Grant, Supervising Counselor, Counseling Center; and Ms. Marsha Moore, Director of Professional Development, Human Resources  
**Tue., Dec. 5 and Tue., Dec. 12**  
8 a.m. – 5 p.m. daily JCK 460

**SAP Chart of Accounts (PD)**
Ms. Angela Brandenberger, Assistant Director, General Accounting Office  
**Wed., Dec. 6**  
2:30 – 4:30 p.m. JCK 460/Avery 365

**All About Employment (PD)**
Ms. LynnAnn Brewer, Employment Manager, Human Resources  
**Thu., 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/parfacstaff/fac.html](http://www.counseling.txstate.edu/parfacstaff/fac.html) 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.

**Alkek Library**
Alkek Library offers a variety of workshops to help you learn how to use the research resources and tools that we have available. To view dates and times and to register for any of the workshops, visit [www.library.txstate.edu/research/workshops.html](http://www.library.txstate.edu/research/workshops.html)
Personal Effectiveness

★ Health and Wellness 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.

★ The Secret World of Herbs and Spices
School of Family and Consumer Sciences Nutrition and Foods Program: Dr. Sylvia Crixell, Professor; and Mr. James Oliver, Graduate Research Assistant
Wed., Sep. 6 noon – 1 p.m. JCK 460/Avery 365

★ Nutrition Guidelines; Feeding Healthy Children
Dr. Sylvia Crixell, Professor, School of Family and Consumer Sciences Nutrition and Foods Program
Tue., Sep. 12 noon – 1 p.m. JCK 460/Avery 365

★ Creating a Culture of Health at Texas State: What’s in it for You and What’s in it for Texas State
Dr. Lisa Lloyd, Professor, College of Education
 Thur., Oct. 5 noon – 1 p.m. JCK 460/Avery 365

★ Enhancing Wellness: One Dimension at a Time
Dr. Lisa Lloyd, Professor, College of Education
Wed., Nov. 3 8:30 – 9:30 a.m. JCK 460/Avery 365

★ Setting Boundaries: Saying “Yes” to Yourself Sometimes Means Saying “No” to Others
Dr. Eric Schmidt, Assistant Dean, College of Education
Wed., Nov. 29 noon – 1 p.m. JCK 460/Avery 365

★ Living Well with Diabetes
Dr. Janet Bezner, Associate Professor, Department of Physical Therapy
Wed., Dec. 6 noon – 1 p.m. JCK 460/Avery 365

★ 7 Habits of Highly Effective People®
Dr. Barbara Sanders, Professor and Chair, Department of Physical Therapy, Certified Facilitator with FranklinCovey
Five Half Days on Tuesdays:
Oct. 31, Nov. 7 1 – 5 p.m. JCK 460
Nov. 14, Nov. 21, Nov. 28

★ Texas State Blood Drive (PD)
Tue., Nov. 7 9 a.m. – 3 p.m. JCK 1100

★ Krav Maga Self-Defense Training (PD)
Facilitators from the University Police Department
Fri., Nov. 17 1 – 5 p.m. Pecos Building, Room 206
A commitment to service and leadership for the public good. Responsible stewardship of our resources and environment.

Continued reflection and evaluation to ensure that our strengths as a community always benefit those we serve.
Technology Tools

**Getting Started with SAP Business Client (ITAC)**
IT Assistance Center: Ms. Raquel Voytowich, Programmer Analyst; and Ms. Kristen Green, User Services Consultant

Thu., Sep. 14 or Thu., Oct. 12 or Thu., Nov. 9 or Tue., Dec. 14
10 – 11:30 a.m. ASBS 203

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 [www.txstate.edu/lynda](http://www.txstate.edu/lynda).

**TRACS (Teaching, Research and Collaboration System) (ITS)**
For an up-to-date list of TRACS workshop offerings, including workshop descriptions, dates/times, locations, and registration information visit [http://signup.txstate.edu/tags/tracs](http://signup.txstate.edu/tags/tracs).

**GATO Web Content Management System (ITS)**
For an up-to-date list of Gato workshop offerings, including workshop descriptions, dates/times, locations, and registration information visit the following:
Gato I – Foundations: [http://signup.txstate.edu/topics/1-gato-i-training](http://signup.txstate.edu/topics/1-gato-i-training)
Gato II: [http://signup.txstate.edu/topics/2-gato-ii-training](http://signup.txstate.edu/topics/2-gato-ii-training)

**Signup Reservation System (ITS)**
For more information about the Signup Reservation System workshop, including workshop description, date/time, location, and registration information, email signup@txstate.edu

**University Events Calendar (ITS)**
For more information about the University Events Calendar workshop, including workshop description, date/time, location, and registration information visit [http://universityevents.its.txstate.edu/admins/training.html](http://universityevents.its.txstate.edu/admins/training.html)
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Our mission is to provide quality opportunities to Texas State faculty and staff that will assist in their personal and professional development.