“A leader is best when people barely know he exists, when his work is done, his aim fulfilled, they will say: we did it ourselves.

—Lao Tzu
Spring Schedule of Events

Academic Development and Assessment (ADA)
Division of Academic Affairs
Dr. Catherine A. Hawkins, Director of Faculty Development

Academic Development and Assessment provides faculty development opportunities and general support to faculty through workshops focused on curriculum development, course management, teaching excellence, and the enhancement of research, scholarly and creative activities. Notices will be sent to faculty announcing each workshop with registration at: http://signup.txstate.edu

For further information, call 245.2112 or visit: www.ada.txstate.edu

Instructional Technologies Support (ITS)
Division of Information Technology
Mr. Mike Farris, Director, Educational Technology Center

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 e-mail mwfarris@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 (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 e-mail 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.

Please note the ✫ designation by the 29 new offerings.
For a chronological listing of all workshops, go to: http://www.txstate.edu/pdevelop/Services/Spring2016.html

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:
Workshop Sponsors:
• Dr. Catherine Hawkins, Director of Faculty Development, Academic Development and Assessment (ADA)
• Ms. Jen LaGrange, IT Project Coordinator, Technology Resources (ITAC)
• Ms. Marsha Moore, Chair and Director, Professional Development/Human Resources (PD)
• Ms. Rori Sheffield, Assistant Director, Educational Technology Center (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
• Mr. Russell Clark, Director, Environmental Health, Safety, and Risk Management, Finance and Support Services
• Ms. Gaye Korenek, Director, Faculty Records, Academic Affairs
• Ms. Summer Salazar, Assistant Director, Career Services; Representative, Staff Council
• Ms. Rori Sheffield, Assistant Director, Educational Technology Center
• TBN, Student Affairs

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.
Faculty Focus
Which college offers the only post-professional master of science degree in the state?

- College of Education
- College of Health Professions
- College of Science and Engineering
- College of Liberal Arts

**Question 01**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Days and Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Qualifications (ePortfolio) (ITS)</strong></td>
<td>Wed., Jan. 6 8:30 – 10 a.m.</td>
<td>Alkek 102</td>
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<tr>
<td></td>
<td>Mon., Jan. 11 9 – 10:30 a.m.</td>
<td>Alkek 148</td>
</tr>
<tr>
<td></td>
<td>Fri., Jan. 15 1 – 2:30 p.m.</td>
<td>Alkek 102</td>
</tr>
<tr>
<td></td>
<td>Tue., Jan. 19 noon – 1:30 p.m.</td>
<td>Alkek 118</td>
</tr>
<tr>
<td></td>
<td>Mon., Jan. 25 9 – 10:30 a.m.</td>
<td>Alkek 118</td>
</tr>
<tr>
<td></td>
<td>Thu., Jan. 28 1 – 2:30 p.m.</td>
<td>Alkek 118</td>
</tr>
<tr>
<td><strong>US1100, PACE and ePortfolio (ITS)</strong></td>
<td>Tue., Jan. 12 1 – 2 p.m.</td>
<td>Alkek 148</td>
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<tr>
<td></td>
<td>Thu., Jan. 14 10 – 11 a.m.</td>
<td>Alkek 119</td>
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<tr>
<td></td>
<td>Wed., Jan. 20 2 – 3 p.m.</td>
<td>Alkek 119</td>
</tr>
<tr>
<td><strong>TRACS: Basic TRACS (ITS)</strong></td>
<td>Thu., Jan. 14 1:30 – 3:30 p.m.</td>
<td>Alkek 148</td>
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<tr>
<td></td>
<td>Tue., Jan. 19 3 – 5 p.m.</td>
<td>Alkek 119</td>
</tr>
<tr>
<td><strong>Adobe Connect Training for Faculty and TAs (ITS)</strong></td>
<td>Fri., Jan. 15 10 – 11 a.m.</td>
<td>Online only*(via Connect)</td>
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<tr>
<td></td>
<td>Fri., Mar. 4</td>
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<tr>
<td><strong>TRACS: Attendance Tool (ITS)</strong></td>
<td>Mr. Jimmy Rico, User Services Consultant II, Instructional Technologies Support</td>
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<tr>
<td></td>
<td>Fri., Jan. 22 3 – 4 p.m.</td>
<td>Alkek 148</td>
</tr>
<tr>
<td><strong>Hybrid Course Strategies (ITS)</strong></td>
<td>Dr. Don Inbody, Senior Lecturer, Department of Political Science, and Dr. Amy Simmons, Associate Professor, School of Music</td>
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</tr>
<tr>
<td></td>
<td>Mon., Jan. 25 1 – 2 p.m.</td>
<td>Online only*(via Connect)</td>
</tr>
<tr>
<td><strong>How to Find Funding (ADA)</strong></td>
<td>Tue., Jan. 26 1 – 2 p.m.</td>
<td>Alkek 105/106</td>
</tr>
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<tr>
<td><strong>TRACS: Assignments or Dropbox (ITS)</strong></td>
<td>Mr. Jimmy Rico, User Services Consultant II, Instructional Technologies Support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri., Jan. 29 2 – 3 p.m.</td>
<td>Alkek 148</td>
</tr>
</tbody>
</table>

*New workshop*

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.
The laurel leaves found on the Texas State University Seal are indigenous to this area and symbolize which of the following?

- Strength
- Victory in knowledge
- Stewardship of the environment
- Socratic style of learning
WP Personal Websites Faculty Training (ITS)
For more information about the WP Personal Websites workshop, including workshop description, date/time, location and registration information visit: http://signup.txstate.edu/topics/198-wp-personal-websites-faculty-and-staff-training

Advanced Online Course Design & Development (16-Week Long-Semester Format) (ITS)
For more information about Advanced Online Course Design & Development, including workshop description, date/time, location and registration information visit: http://www.its.txstate.edu/departments/instructional_design/Advanced-Online-Course-Design-and-Development.html

Foundations of Online Course Design (Five-Week Long-Semester Format) (ITS)
For more information about Foundations of Online Course Design, including workshop description, date/time, location and registration information visit: http://www.its.txstate.edu/departments/instructional_design/foundations-of-online-course-design-and-development.html

TechSmith Relay Faculty Training (ITS)
For more information about TechSmith Relay Faculty Training, including workshop description and training requests, visit: http://www.its.txstate.edu/departments/etc/camtasiarelay/training-request.html

Effectively Utilizing the Technologies in Classrooms
Technology Integration Specialist, ITS:
San Marcos campus: Mr. Steven Ness, Mr. Michael O’Neal or Mr. Alex Endacott
Round Rock Campus: Mr. Ray Licon or Mr. Joe Ray Fathree
By appointment via: https://llavero.its.txstate.edu/cas/login?service=http%3A%2F%2Fwww.its.txstate.edu%2FCas_service

Basic Orientation on Using Camcorders, Cameras, Wireless Microphones & LCD Projectors
Ms. Debra Sole, Sr. Records Control Clerk, Classroom Technology Support
By appointment via: https://llavero.its.txstate.edu/cas/login?service=http%3A%2F%2Fwww.its.txstate.edu%2FCas_service

Tips and Tricks for Teaching Interactive Television Classes
Mr. Kevin Huffaker, Director, Classroom Technology, Classroom Technology Support
By appointment via: https://llavero.its.txstate.edu/cas/login?service=http%3A%2F%2Fwww.its.txstate.edu%2FCas_service

The 3,485 acres used by Texas State students to study farm, ranch and game management is called _______.

○ Texas State Ranch
○ Freeman Ranch
○ Hays River Ranch
○ University Camp

QUESTION
Employee Information and Legal Issues
How many students were enrolled in an honors course in spring 2015?

- 57
- 178
- 512
- 642
Research Coordinators Training Series (PD)
Training program offered to pre-determined group of research coordinators
Every other Tuesday:
Jan. 26, Feb. 9, Feb. 23, 1 – 5 p.m. JCK 460
Mar. 8, Mar. 22,
Apr. 5, Apr. 19

The rope border on the University Seal symbolizes which of the following?

- Texas’ pioneer heritage
- Strength
- Higher knowledge
- Textile studies
Organizational Excellence
The ceremonial mace, which adds meaning and dignity to the commencement ritual, is made out of which of the following materials?

- Oak and silver
- Walnut and copper
- Oak and gold-plated brass
- Cherrywood and gold-plated bronze
Earn Your Degree While Working Full Time (PD)
Department of Occupational, Workforce, and Leadership Studies; Dr. Matthew Eichler, Associate Professor, and Ms. Yolanda Quintanilla, Coordinator of Department Recruiting
Wed., Feb. 17 or 18, 3 – 4:30 p.m. JCK 460/Avery 365
Thu., Feb. 18, 8:30 – 10 a.m.

Providing Legendary Customer Service (PD)
Dr. Richard Cheatham, Retired Professor, Department of Communication Studies
Fri., Feb. 19, 8 a.m. – noon JCK 1100

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; Ms. Naomi Valdez, Student Development Specialist I, VPSA; and FACES Student and Foster Care Alumna (TBD)
Thu., Feb. 25, 8:30 – 10:30 a.m. JCK 460/Avery 365

QPR—Suicide Prevention Training (PD)
Ms. Blanca Sanchez-Navarro, Certified QPR Instructor and Assistant Director of Educational Programming & Outreach and Supervising Counselor, Counseling Center
Tue., Mar. 1, 2 – 4:30 p.m. JCK 460/Avery 365

Social Media at Texas State (PD)
Mr. Jon-Stephen Stansel, Social Media Coordinator, Office of University Marketing
Thu., Mar. 3, 8:30 – 10:30 a.m. JCK 460/Avery 365

Facilitation Skills Training (PD)
Ms. Meg Grant, Supervising Counselor, Counseling Center, and Ms. Marsha Moore, Director of Professional Development, Human Resources
Fri. Mar. 4 and 5, 8 a.m. – 5 p.m. daily JCK 460
Wed., Mar. 9

All About Employment (PD)
Ms. LynnAnn Brewer, Employment Manager, Human Resources Department
Tue., Mar. 8, 8:30 – 11:30 a.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., Mar. 23, 2 – 4:30 p.m. JCK 460/Avery 355

Reconciling Departmental Accounts (PD)
Ms. Debra Foster, Accountant IV, Accounting Office
Thu., Mar. 24, 3 – 4:30 p.m. JCK 460/Avery 365

Travel Policy and Procedures (PD)
Ms. Janet Weitz, Accountant III, Accounts Payable Travel Office
Tue., Mar. 29, 9 a.m. – noon JCK 460/Avery 365

Transition from Service to School: Helping Student Veterans Succeed at Texas State (PD)
Ms. Blanca Sanchez-Navarro, Assistant Director of Educational Programming & Outreach and Supervising Counselor, Counseling Center; Dr. Katherine Selber, Professor, School of Social Work/Center for Children & Families; Mr. Ross Wood, Career Counselor, Career Services; Mr. Jesse Silva, Assistant Director, Office of Student Diversity and Inclusion; and Ms. Meaghan Parker, Assistant Director, Student Learning Assistance Center (SLAC)
Wed., Mar. 30, 9:30 a.m. – noon JCK 460/Avery 365

Marketing Matters: What’s New (PD)
Mr. Bryan Miller, Director, Athletics Marketing and Promotions, and Ms. Kelly King-Green, Associate Director, Office of University Marketing
Wed., Mar. 30 and 31, 2:30 – 4:30 p.m. JCK 460/Avery 365
Thu., Mar. 31, 8:30 – 10:30 a.m.

Endowment Compliance “What Does it Mean?” (PD)
Mr. Dan Perry, Assistant Vice President, Advancement Services, and Ms. Kimberly Garrett, Associate Director, Endowment Services
Thu., Mar. 31, 1:30 – 3:30 p.m. JCK 460/Avery 365

Allies Training (PD)
Dr. Brandon Beck, Lecturer, Department of Curriculum and Instruction, Alliance LGBTQ Staff and Faculty Organization
Thu., Apr. 7, 8:30 a.m. – 12:30 p.m. JCK 460/Avery 365

Securing Confidential Information (PD)
Information Security Analysts in Information Technology Security: Mr. Lucas Meo-Henry and Mr. Eddie De La Rosa
Mon., Apr. 11, 2:30 – 4:30 p.m. JCK 460/Avery 365
Tue., Apr. 12, 8:30 – 10:30 a.m.

Survival Sign Language for Texas State (PD)
Ms. Amalie Wheat, Interpreter Coordinator, Office of Disability Services
6 Wed. Sessions:
Apr. 13 – May 18, noon – 1 p.m. JCK 460
New workshop

SAP Chart of Accounts—Establishing New Accounts (PD)
Ms. Angela Brandenberger, Accountant IV, Accounting Office
Thu., May 5 3 – 4:30 p.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., May 10 and Tue., May 17
8 a.m. – 5 p.m. daily JCK 460

Supporting Students in Achieving Academic Success (PD)
Ms. Tabitha Williams, Outreach and Retention Coordinator, Office of Disability Services
Wed., May 11 2:30 – 4:30 p.m. JCK 460/Avery 355

For the Record: What You Really Need to Know About Records Management (PD)
Ms. Kris Toma, University Archivist and Records Manager, Information Technology
Wed., May 18 or Thu., May 19 2:30 – 4:30 p.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 where faculty and staff can learn the best way to respond. The 30-45 minute training can be completed over multiple sittings, resulting in a certificate for verification.

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:
http://www.library.txstate.edu/research/workshops.html

How many “named” colleges are there on the San Marcos campus?

○ Three
○ Zero
○ One
○ Five
Planning and Assessment
The last published edition of the Texas State student yearbook, the Pedagog, was _____.

- **2004**
- **1999**
- **1980**
- **1976**
Personal Effectiveness
The new health professions building will allow physical therapy, respiratory care and communication disorders to move to the Round Rock Campus. It is anticipated that the new space will allow these programs to expand enrollment by _____.

- 25%
- 10%
- 75%
- 35%
Texas State freshman applications for fall 2015 exceeded _____.

- 27,000
- 17,000
- 30,000
- 12,000
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.

TRACS Collaborative Learning Environment (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.

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:
★ Flip Your Site: http://signup.txstate.edu/topics/598-flip-your-site
Gato I: http://signup.txstate.edu/topics/1-gato-i-training
Gato II: http://signup.txstate.edu/topics/2-gato-ii-training
Gato III: http://signup.txstate.edu/topics/43-gato-iii-additional-features

Signup Reservation System (ITS)
For more information about the Signup Reservation System workshop, including workshop description, date/time, location and registration information, visit: http://signup.txstate.edu/topics/143-signup-workshop

University Events Calendar (ITS)
For more information about the University Events Calendar workshop, including workshop description, date/time, location and registration information, visit: http://signup.txstate.edu/topics/4-university-events-calendar-training

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

Access 2016 – Queries and Reports (ITAC)
Mr. John Phelps, User Services Consultant II, IT Assistance Center
Wed., Mar. 23 8:30 – 10 a.m. ASBS 203

Excel 2016 – Functions and Formulas (ITAC)
Mr. Jack Sivilay, User Services Consultant II, IT Assistance Center
Tue., Mar. 29 8:30 – 10 a.m. ASBS 203

Word 2016 – Pictures, Graphics & Tables (ITAC)
Ms. Kristen Green, User Services Consultant, IT Assistance Center
Wed., Mar. 30 8:30 – 10 a.m. ASBS 203

Word 2016 – Quick Styles, Building Blocks, Themes, & Contents (ITAC)
Mr. Chad Willis, User Services Consultant, IT Assistance Center
Tue., Apr. 5 8:30 – 10 a.m. ASBS 203

PowerPoint 2016 – SmartArt, Tables, Org Charts, Diagrams (ITAC)
Ms. Kristen Green, User Services Consultant, IT Assistance Center
Wed. Apr. 6 8:30 – 10 a.m. ASBS 203

Excel 2016 – Managing Data (ITAC)
Mr. Jack Sivilay, User Services Consultant II, IT Assistance Center
Tue., Apr. 12 8:30 – 10 a.m. ASBS 203

PowerPoint 2016 – Jazz It Up with Animations & Multimedia (ITAC)
Mr. Chase Rogers, Program Specialist, IT Assistance Center
Wed., Apr. 13 8:30 – 10 a.m. ASBS 203

Excel 2016 – Pivot Tables and Charts (ITAC)
Mr. Jack Sivilay, User Services Consultant, IT Assistance Center
Tue., Apr. 19 8:30 – 10 a.m. ASBS 203

Outlook 2016 – Alerts and Rules (ITAC)
Ms. Catherine Stevens, Senior User Services Consultant, IT Assistance Center
Wed., Apr. 20 8:30 – 10 a.m. ASBS 203
Answer Key

1: Which college offers the only post-professional master of science degree in the state?
- College of Education: Yes! The degree is M.S., Athletic Training
- College of Health Professions: Not quite, try again!
- College of Science and Engineering: Not quite, try again!
- College of Liberal Arts: Not quite, try again!

2: The laurel leaves found on the Texas State University Seal are indigenous to this area and symbolize which of the following?
- Strength: Not quite, try again!
- Victory in knowledge: Correct, great job!
- Stewardship of the environment: Not quite, try again!
- Socratic style of learning: Not quite, try again!

3: The 3,485 acres used by Texas State students to study farm, ranch and game management is called ______.
- Texas State Ranch: Not quite, try again!
- Freeman Ranch: Way to go!
- Hays River Ranch: Not quite, try again!
- University Camp: Not quite, try again!

4: How many students were enrolled in an honors course in spring 2015?
- 57: Think higher, much higher!
- 178: Think higher!
- 512: You got it!
- 642: A little too high!

5: The rope border on the University Seal symbolizes which of the following?
- Texas’ pioneer heritage: Yes! You must be a proud Texan!
- Strength: Not quite, try again!
- Higher knowledge: Not quite, try again!
- Textile studies: Not quite, try again!

6: The ceremonial mace, which adds meaning and dignity to the commencement ritual, is made out of which of the following materials?
- Oak and silver: Not quite, try again!
- Walnut and copper: Not quite, try again!
- Oak and gold-plated brass: Not quite, try again!
- Cherrywood and gold-plated bronze: Way to go!

7: How many “named” colleges are there on the San Marcos campus?
- Three: A little too high!
- Zero: Not quite, try again!
- One: Correct! The college is the McCoy College of Business Administration.
- Five: You got it!

8: The last published edition of the Texas State student yearbook, the Pedagog, was ______.
- 2004: A little earlier than that!
- 1999: Correct!
- 1980: A little too far back!
- 1976: Too far back, try again!

9: The new health professions building will allow physical therapy, respiratory care and communication disorders to move to the Round Rock Campus. It is anticipated that the new space will allow these programs to expand enrollment by ______.
- 25%: Just a little higher!
- 10%: Too low, try again!
- 75%: Too high, try again!
- 35%: Great job!

10: Texas State freshman applications for fall 2015 exceeded ______.
- 27,000: Yes! That’s 13 percent more than a year earlier!
- 17,000: A bit too low!
- 30,000: Close, but still too high!
- 12,000: Much higher, try again!
How did you do?

0 - 3  Congratulate yourself - for the purpose of learning is growth.

4 - 7  Nice job! It’s not just learning that’s important. It’s learning what to do with what you learn.

8 - 10  Way to go! Your brain must never run out of brilliant ideas!
Professional Development / Human Resources
601 University Drive
San Marcos, Texas 78666-4685

Training and development opportunities for the Texas State community of faculty and staff are compiled by Professional Development, Office of Human Resources, and the Educational Technology Center.