



FALL 2019

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# Learning & Development

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TEXAS  STATE  
HUMAN RESOURCES

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# Fall 2019 at a Glance

Our team strives to empower learning, nurture growth, enhance performance, and strengthen leadership skills at Texas State University. This new semester brochure provides a more comprehensive view of learning and development opportunities, and helps streamline announcements.

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|---|---|--|--|---|
| <ul style="list-style-type: none"> <li>• <b>Sep. 3:</b> LGBTQiA Allies Training</li> <li>• <b>Sep. 4:</b> Providing Legendary Customer Service <b>NEW</b></li> <li>• <b>Sep. 4:</b> Mental Health Concerns at Texas State University: Trends, Resources, and Interventions</li> <li>• <b>Sep. 11:</b> First Generation Training for Faculty at Round Rock Campus <b>NEW</b></li> <li>• <b>Sep. 17:</b> Promoting Financial Wellness: Navigating the Financial Concerns of Our Student Population <b>NEW</b></li> <li>• <b>Sep. 17 - 18:</b> Mental Health First Aid Training</li> <li>• <b>Sep. 18:</b> Securing Confidential Information</li> <li>• <b>Sep. 19:</b> WellCats Educational Series: Saving and Money Management <b>NEW</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Sep. 20:</b> CMI/PIM Training for Faculty</li> <li>• <b>Sep. 24:</b> QPR-Suicide Prevention Prevention Training</li> <li>• <b>Sep. 26:</b> Helping a Student Learn Resilience from Crisis to Commencement <b>NEW</b></li> <li>• <b>Oct. 1:</b> Survival Spanish (8 sessions through Oct. 23)</li> <li>• <b>Oct. 2:</b> Transforming Work Group into a High Performing Team</li> <li>• <b>Oct. 2:</b> Survival Spanish</li> <li>• <b>Oct. 3:</b> In Limbo: Dilemmas Faced by undocumented Students</li> <li>• <b>Oct. 8:</b> Survival Spanish</li> <li>• <b>Oct. 9:</b> WellCats Educational Series: Prioritizing Health and Wellness at Work: WellCats Member Panel <b>NEW</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Oct. 9:</b> Survival Spanish</li> <li>• <b>Oct. 15:</b> Survival Spanish</li> <li>• <b>Oct. 16:</b> Survival Spanish</li> <li>• <b>Oct. 16:</b> Surveys 101: Developing Useful Surveys in an Academic Environment</li> <li>• <b>Oct. 17:</b> Effort Reporting</li> <li>• <b>Oct. 17:</b> Credit Card Acceptance</li> <li>• <b>Oct. 22:</b> Survival Spanish</li> <li>• <b>Oct. 22:</b> Supporting Male Retention at TXST</li> <li>• <b>Oct. 23:</b> Survival Spanish</li> <li>• <b>Oct. 29:</b> Supporting Transgender/Non-binary people in Higher Education Settings</li> <li>• <b>Oct. 29:</b> Pre Award Services Available to the University Community</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Nov. 5:</b> Understanding International Student Needs: What in the world does this acronym mean? (RCL, CPT, OPT, etc.)</li> <li>• <b>Nov. 6:</b> Manage Change</li> <li>• <b>Nov. 7:</b> Securing University and Personal Devices <b>NEW</b></li> <li>• <b>Nov. 12:</b> Empowering First-Generation College Students From College to Commencement To Career</li> <li>• <b>Nov. 12:</b> Post Award Services Available to the University Community</li> <li>• <b>Nov. 13:</b> WellCats Educational Series: Practicing Gratitude For Optimal Psychological Well-being <b>NEW</b></li> <li>• <b>Nov. 13:</b> Allies for Individuals with disabilities</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Nov. 14:</b> Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State</li> <li>• <b>Nov. 14:</b> More Than Just a Grant: Exploring Texas State's Status as an HSI and Using HSI Resources to Serve Hispanic/Latino Students</li> <li>• <b>Nov. 19:</b> How To Be an Upstander</li> <li>• <b>Nov. 21:</b> From Foster Care to College Student. Helping Foster Care Alumni Succeed at Texas State</li> <li>• <b>Dec. 3:</b> WellCats Educational Series: Psychology of Spending <b>NEW</b></li> <li>• <b>Dec. 4:</b> For the Record: What You Really Need to Know About Records Management</li> <li>• <b>Dec. 11:</b> Youth Mental Health First Aid</li> </ul> |
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More information about workshops, including meeting time and presenters, is found in the following pages. For info about other on-campus development opportunities, see the last page of this document.

# September

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OE

## LGBTQIA Allies Training - Tue, Sep. 3 | 1 - 5 p.m. | JCK 460/Avery 364

*Alliance LGBTQIA and Faculty organization: Jessica Soukup, Systems Analyst, VPSA Office; Ely Doyle, Academic Counselor, College of Liberal Arts; Michael Casey, Senior Lecturer, Ingram School of Engineering.*

Learn to help eliminate myths, misconceptions, and stereotypes often associated with LGBTQIA persons.

OE

## Providing Legendary Customer Service - Wed, Sep. 4 | 8 a.m. - 12:00 p.m. | JCK 1100

*Richard Cheatham, Professor Emeritus of Department of Communication Studies*

Learn the fundamentals of effective customer service, importance of adapting to personality types, words and phrases to avoid, steps in a recovery strategy, and what to do when you have to say "NO!"

OE

## Mental Health Concerns at Texas State University: Trends, Resources, and Interventions Wed, Sep. 4 | 2 - 4:30 p.m. | JCK 460/Avery 355

*Dr. Clare Duffy, Licensed Psychologist, Counseling Center*

Examine the changing trends in college student mental health and why it has important implications for the campus learning environment.

OE

## First Generation Training for Faculty at Round Rock Campus - Wed, Sep. 11 | 10 - 11 a.m. | RR Avery 362 <sup>NEW</sup>

*Toni Moreno, Assistant Director for Hispanic and First-Generation Students*

Learn how to coach and support first generation college students.

OE

## Promoting Financial Wellness: Navigating the Financial Concerns of Our Student Population - Tue, Sep. 17 | 10 - 11 a.m. | JCK 460/Avery 355 <sup>NEW</sup>

*Terrance McClain, Ph.D, Career and Financial Education*

Learn ways to support the financial education for TXST students.

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### Learning Categories

**EL** Employee Information & Legal Issues

**EF** External Funding

**OE** Organizational Excellence

**PE** Personal Effectiveness

**PA** Planning & Assessment

If you require accommodations due to a disability in order to participate, please contact (5.2557) at least 72 hours in advance of the event.

Visit our DevComm website for more information.



### Presenter Spotlight: Dr. Richard Cheatham

More than 2,200 people have participated in the more than 50 workshops conducted by Dr. Cheatham since October 1998.

# September

Page 2 of 2

**PE** **Mental Health First Aid Training - Tue, Sep. 17 | 1 - 5 p.m. & Wed, Sep. 18, 8 a.m. - Noon | JCK 460/Avery 355**

*Amy Anderson, Certified Mental Health First Aid USA Instructor, Hill Country MHDD Centers*  
Two half-day courses provide skills you need to offer initial support to someone who may be developing a mental health or substance use problem

**OE** **Securing Confidential Information - Wed, Sep. 18 | 2:30 - 4:30 p.m. | JCK 460/Avery 355**

*Information Security Office: Rick Myers, JD Moore, and Joel Ausanka*  
Join the IT Security Team to talk about our shared responsibility to protect confidential information.

**PE** **Wellcats Educational Series: Saving and Money Management | Thur, Sep. 19 | Noon - 1 p.m. | JCK 460/Avery 355 <sup>NEW</sup>**

*Cynthia Mayberry, Senior Relationship Management Specialist, University Federal Credit Union*  
Explore how to create a budget, how to prioritize saving, and how to achieve your financial goals.

**OE** **CMI/PIM Training For Faculty | Fri, Sep. 20 | 10 a.m. - Noon | Avery 351**

*Sonya Guitierrez, Coordinator, Curriculum, Office of Curriculum Services*  
Learn informative tools relating to degree programs, academic program codes, and courses.

**OE** **QPR Suicide Prevention Training | Tue, Sep. 24 | 2 - 4:30 p.m. | JCK 460/Avery 355**

*Kate Cotnam, Certified QPR Instructor and Counseling Specialist, Counseling Center*  
This training will teach you how recognize signs, ask the right questions, and find help for someone in distress.

**OE** **Student Emergency Services: Helping a Student learn Resilience from Crisis to Commencemnt - Thu, Sep. 26, | 2 - 5 p.m. | JCK 460/Avery 355**

*Kathryn Weiser, Assistant Dean of Students, and Glunis Christine, Emergency Services Coordinator <sup>NEW</sup>*  
Learn about the unique resources provided by Student Emergency Services.

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# October

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**OE** **Survial Spanish - Tue, Oct. 1 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**OE** **Transforming Your Work Group Into a High Performing Team - Wed, Oct. 2 | Noon - 1 p.m. | JCK 460**  
*Richard Cheatham, Professor Emeritus of Department of Communication Studies*  
 Learn how to become part of the solution to the lack of productivity in team meetings.

**OE** **Survial Spanish - Wed, Oct. 2 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**OE** **In Limbo: Dilemmas Faced by Undocumented Students - Thu, Oct. 3 | 9 a.m. - Noon| JCK 460/Avery 355**  
*Jesse Silva, Associate Director, Student Diversity 7 Inclusion; Michelle Sotolongo, Student Developmemt Speacialist, Honors College; Mark Kinzler, Immigration Attorney, Attorney for Students*  
 Learn how to identify resources for undocumented students on campus.

**OE** **Survial Spanish - Tue, Oct. 8 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**PE** **WellCats Educational Series: Prioritizing Health and Wellness at Work: WellCats Member Panel - Wed, Oct. 9 | 8:30 - 9:30 a.m. | JCK 460/Avery 355**  
*Janet Bezner, Associate Professor, Department of Physical Therapy* <sup>NEW</sup>  
 Learn tips and strategies to make health a priority at work.

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**OE** **Survial Spanish - Wed, Oct. 9 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**OE** **Survial Spanish - Tue, Oct. 15 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**OE** **Survial Spanish - Wed, Oct. 16 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**PA** **Surveys 101: Developing Useful Surveys in an Academic Environment - Wed, Oct. 16 | 2 - 4:30 p.m. | JCK 460/Avery 355**  
*Mark C. Stafford, Professor, School of Criminal Justice; Sean Patrick Roche, Assistant Professor, School of Criminal Justice; Susan B. Thompson, Senior Research Analyst, Office of Institutional Research*  
 Learn how to build and implement effective surveys.

**EF** **Effort Reporting - Thu, Oct. 17 | 2 - 4 p.m. | JCK 421**  
*Debra Foster, Assistant Director of Data Management and Reporting, Office of Research and Sponsored Programs Support Services*  
 Effort Certification verifies that the amount of compensation is reasonable in relation to the effort expended on behalf of the project. This class will walk you through the Effort Certification process.

**OE** **Credit Card Acceptance - Thu, Oct. 17 | 3 - 5 p.m. | JCK 460**  
*Kim Stringham, Systems Analysts, Treasurer*  
 Texas State University has many options for securely accepting card payments. This workshop will explore how accepting payment cards works and how to establish new payment options.

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**OE** **Survial Spanish - Wed, Oct. 22 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**OE** **Supporting Male Student Retention at TXST - Tue, Oct. 22 | Noon - 1 p.m. | JCK460/Avery 364**  
*Jesse Silva, Associate Director, Student & Inclusion; Terence Parker, Associate Director, Retention Management & Planning; April Barnes, Director, Student Student Success Initiatives; Michael Nava, Associate Dean, University College; Karina ogunlana, Residence Hall Director, Department of Housing and Residential Life*  
 This course will offer information for faculty and staff interested in supporting, retaining and graduating male students at Texas State.

**OE** **Survial Spanish - Wed, Oct. 23 | Noon - 1 p.m. | JCK 460**  
*Seth Worley, Spanish Language Instructor*  
 This course is designed for both those who are interested in learning Spanish fundamentals and those who are interested in improving the Spanish they already know.

**EF** **Understanding the University's Sponsored Program Policies (UPPS, AA-PPS, etc.) - Thu, Oct. 24 | 2 - 4 p.m. | JCK 421**  
*Gail May, Accountant, Office of Research and Sponsored Programs Support Services*  
 This class will cover university and divisional policies applicable to sponsored program agreements and offer best practices on ensuring compliance.

**OE** **Supporting Transgender/Non-Binary People in Higher Education Settings - Tue, Oct. 29 | 1:30 - 4:30 p.m. | JCK 460/Avery 355**  
*Alliance LGBTQIA Staff and Faculty Organiztion: Jessica Soukup, Systems Analyst, VPSPA Office; Ely Doyle, Academic Advisor, College of Liberal Arts; Michael Casey, Senior Lecturer, Ingram School of Engineering*  
 Explore ways to create a more inclusive space at Texas State University for transgender and gender diverse students, faculty, and staff.

**EF** **Pre-Award Services Available to the Univestity - Tue, Oct. 29 | 1:30 - 3:30 p.m. | JCK 420**  
*Office of Research and Sponsored Programs Support Services: Kay Beauchamp, Director; Proposal Coordinators, Jacque Miles, Raquel Rust, Monica Swift, and Alex Smith*  
 This workshop is intended for faculty or staff who have not yet submitted a grant proposal at Texas State.

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**OE** **Understanding International Student Needs: What in the world does this acronym mean? (RCL, CPT, OPT, etc.) - Tue, Nov. 5 | 2 - 4:30 p.m. | JCK 460/Avery 355**  
*International Office: Jonathan Tyner, Victoria Gonzales, Mark Moore*  
 This workshop teaches faculty and staff about immigration regulations and suggests best practices for advising international students on F-1 visas.

**EF** **Kuali Research Overview - Tue, Nov. 5 | 1:30 - 3:30 p.m. | JCK 420**  
*Office of Research and Sponsored Programs Support Services: Kay Beauchamp, Director; Proposal Coordinators, Jacque Miles, Raquel Rust, Monica Swift, and Alex Smith*  
 Intended to assist faculty and staff in their navigation of Kuali as a proposal is developed and routed for externally funded programs.

**OE** **Managing Change - Wed, Nov. 6 | 8 a.m. - Noon | JCK1100**  
*Dr. Richard Cheatham, Professor Emeritus of Department of Communication Studies*  
 Designed to assist participants in their management of change on professional and personal levels

**OE** **Securing University and Personal Devices - Thu, Nov. 7 | 10 - 11 a.m. | JCK 460/Avery 364<sup>NEW</sup>**  
*Information Security Office: Rick Myers, JD Moore, and Joel Ausanka*  
 Avoid becoming a victim or being liable for lost university data, learn to secure your devices!

**OE** **Empowering First-Generation College Students From College to Commencement to Career - Tue, Nov. 12 | 10 - 11 a.m. | JCK 421**  
*University College, Victoria Black, Director, Peer Mentoring; Sylvia Gonzales, Grant Director; Michelle Bohn, Senior Administrative Assistant*  
 Explore best practices to assist in enabling first-generation students to academically and socially transition and succeed in and out of the classroom

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**EF Post Award Services Available to the University Community - Tue, Nov. 12 | 2 - 4 p.m. | JCK 421**

*Kara Ulibarri, Accountant, Office of Research and Sponsored Programs Support Services*  
Discuss available services of the Office of Research and Sponsored Programs

**PE WellCats Educational Series: Living the Good Life: Practicing Gratitude for Optimal Psychological Well-Being - Wed, Nov. 13 | 8:30 - 9:30 a.m. | JCK 460/Avery 364<sup>NEW</sup>**

*Dr. Millie Cordaro, LPC, Senior Lecturer, Psychology*  
This course will provide tips for implementing gratitude in daily life to foster happiness, well-being, and life satisfaction.

**OE Allies for Individuals with Disabilities - Wed, Nov. 13 | 1:30 - 4 p.m. | JCK460/Avery 355**

*Office of Disability Services Staff: harlan Ballard, Bruce Coonce, and Reggie Deal*  
The goal of this course is to help you increase your understanding of disability communities and commit to the inclusion and affirmation of individuals with disabilities.

**OE More Than Just A Grant: Exploring Texas State's Status as an HSI and Using HSI Resources to Serve Hispanic/Latinx Students - Thu Nov. 14 | 9 - 10:30 a.m. | JCK 460/Avery355**

*Dann Braown, Dean, University College and Director, PACE Center; Sylvia Gonzales, Grant Director, University College; Margaret Garry, Grant Senior Coordinator, University College*  
Discuss actions faculty and staff can take to make Hispanic and Latinx students feel welcome on campus and develop a sense of belonging at Texas State.

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OE

## Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State - Thu, Nov. 14 | 2 - 5 p.m. | JCK 460/Avery 364

Anson Davis, Coordinator, Veterans benefits, Veterans Affairs; Hillary Jones, Senior Psychologist, Counseling Center; Jesse Silva, Associate Director, Student Diversity and Inclusion; Ross Wood, Career Advisor, Career Services; and Dr. Carl Van Aacken, SLAC Lab Coordinator and Director of Veteran Academic Success Center; Catharina Reyes, VASC Coordinator

This workshop for faculty and staff focuses on the unique needs of student Veterans, and offers insight on how to assist them in a smooth transition from military service to academic life.

OE

## How to be an Upstander - Tue, Nov. 19 | 2:30 - 4:30 p.m. | JCK 460/Avery 355

Alliance LGBTQiA Staff and Faculty Organization: Jessica Soukup, Systems Analyst, VPSA Office; Ely Doyle, Academic Advisor, College of Liberal Arts

Practical, hands-on training covers six steps to defusing harassment and hate speech. Gives bystanders confidence to stand up in these situations with strategies for doing so safely.

OE

## From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State - | Thu, Nov. 21 | 8:30 - 10:30 a.m. | JCK 460/Avery 355

Christine Norton, Associate Professor, School of Social Work; Toni Watt, Professor, Department of Sociology; terrence Parker, Associate Director, Retention Management and Planning; and FACES Student and Foster Care Alumna

Being a college student is hard and everyone needs support. FACES (Foster Care Alumni Creating Educational Success) is a program intended to assist students who are involved in the foster care system and attending or considering attending Texas State.

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# December

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PE

**WellCats Education Series: Psychology of Spending - Tue, Dec. 3 | Noon - 1 p.m. | JCK 460/Avery 355 <sup>NEW</sup>**

*Cynthia Mayberry, Senior Relationship Management Specialist, University Federal Credit Union*

Ever wonder what influences our views on money? Why do we choose to spend versus save? This seminar walks you through the external and internal factors that impact your spending decisions and how we can form better spending habits.

OE

**For the Record: What You Really Need to Know About Records Management - Wed, Dec. 4 | 8:30 - 10:30 a.m. | JCK 460/Avery 355**

*Kris Toma, University Archivist and Record Manager, Information Technology*

Get the tools to make informed decisions about managing your records.

PE

**Youth Mental Health First Aid - Wed, Dec. 11 | 8 - 5 p.m. | JCK 460 <sup>NEW</sup>**

*Amy Anderson, Certified Mental Health First Aid USA Instructor, Hill Country MHDD Centers*

This 8-hour training gives adults who work with youth the skills they need to reach out and provide initial support to adolescents (ages 12-18) who may be developing a mental health or substance use problem and help connect them to the appropriate care.

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# Other Learning Opportunities

## Ongoing Education

In addition to scheduled workshops and training, faculty and staff have access to continuous learning opportunities, including:



### [Employee Educational Support](#)

As a full-time employee, you can receive release time from work to take classes at our university, obtain a GED certificate, and even qualify to be reimbursed.

### [Lynda.com](#)

Staff, faculty and students have free, unlimited access to the elearning platform that helps you learn business, software, technology, and creative skills to achieve personal and professional goals.

## Training

Trainings are also offered throughout the year, including:

### [HR Training](#)

In areas such as:

- Pre-employment
- Time administration
- PCR training
- Performance management
- Communications

### [Required Training](#)

- Equal Employment Opportunity & Title IX
- Ethics and Compliance Training
- Workplace Safety\*



## Campus Learning Partners

Other offices on campus also offer learning opportunities, including:

### [Faculty Development](#)

5.2112 | JCK 150

### [Office of Distance and Extended Learning \(ODEL\)](#)

DistanceEd@txstate.edu | 5.2322 | 302 ASB-North

### [IT Assistance Center \(ITAC\)](#)

itac@txstate.edu | 5.ITAC (4822) | San Marcos Campus: MCS 2nd Floor | Round Rock Campus: Avery 302



\*Workplace Safety training is required annually for all general industry workers.

# Contact Us

## Get Involved



### [What do you want to learn about?](#)

Is there something you want to learn about that isn't offered as a learning and development opportunity? Share your feedback.



### [Propose a Workshop](#)

Want to present a workshop? Submit a workshop proposal for the summer or fall semester.

## Reach Out

Phone	512.245.7899
Email	<a href="mailto:professionaldev@txstate.edu">professionaldev@txstate.edu</a>
Website	<a href="http://hr.txstate.edu/professional-development">hr.txstate.edu/professional-development</a>
Location	JCK 460A

