Promote academic quality by building and supporting a distinguished faculty.

Develop and manage human, financial, physical, and technological resources effectively, efficiently, and ethically to support the university’s mission.

Provide opportunities for a public university education and contribute to economic and cultural development.

The real act of discovery consists not of finding new lands, but in seeing with new eyes.

– Marcel Proust

Professional Excellence at Texas State Program Schedule Fall 2011

A member of The Texas State University System

Enrich our learning and working environment by attracting and supporting a more diverse faculty, staff, and student body.

Provide a premier student-centered, educational experience that fosters retention and success.

Institutional Effectiveness

601 University Drive
San Marcos, Texas 78666–4685

Professional Development, a department of Institutional Effectiveness in the Division of Academic Affairs.

Institutional Effectiveness

601 University Drive
San Marcos, Texas 78666–4685

Training and development opportunities for the Texas State community of faculty and staff.

Provide opportunities for a public university education and contribute to economic and cultural development.

Develop and manage human, financial, physical, and technological resources effectively, efficiently, and ethically to support the university’s mission.

Promote academic quality by building and supporting a distinguished faculty.

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Professional Excellence at Texas State Program Schedule Fall 2011

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Enrich our learning and working environment by attracting and supporting a more diverse faculty, staff, and student body.

Provide a premier student-centered, educational experience that fosters retention and success.
Dear Colleagues:

You are viewing our first Professional Excellence at Texas State on-line brochure. This new format conserves resources and allows you access to programs throughout the semester without having to locate a paper copy!

You may notice that the cover of this preview contains architectural renderings of new construction on our campus and a recap of our university goals. The cover illustrates our success in achieving Texas State goals. That success has come about because of you—the faculty and staff who guide and support our students through the university experience.

We thank you for your efforts and wish you the best for the coming school year.

Sincerely,

Cathy Fleuriet,
Associate Vice President for Institutional Effectiveness

Workshop Sponsors

Academic Development and Assessment (ADA)
Division of Academic Affairs
Dr. Beth Wuest, Director
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 and scholarly activities. Notices will be sent to faculty announcing each workshop. For further information, call 245.2112, e-mail facultydev@txstate.edu or visit www.ada.txstate.edu

Instructional Technologies Support (ITS)
Division of Information Technology
Mr. Michael Farris, Director, Educational Technology Center (ETC) 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 at 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 Academic Affairs
Ms. Marsha Moore, Director
Professional Development 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, Technical Training Analyst
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 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:
• Mr. Michael Farris, Director, Educational Technology Center (IT)
• Ms. Jen LaGrange, Technology Resources Client Services (IT)
• Ms. Marsha Moore, Chair and Director, Professional Development (AA)
• Dr. Beth Wuest, Director, Academic Development and Assessment (AA)

Representatives:
• Mr. Dwayne Geller, Staff Council
• Ms. LaTonya Henry, Student Affairs
• Ms. Gayle Howard, University Advancement
• Mr. John McBride, Finance and Support Services
• Mr. Terence Parker, Student Affairs
• Mr. Joe Piazza, Finance and Support Services

Fall Schedule of Events

Please note the ✯ designation by the 24 new workshop offerings.
For a chronological listing of all workshops, go to www.txstate.edu/pdevelop/Services/workshops/Fall2011.html

September 1
✯ Professional Excellence at Texas State
September 2
✯ Professional Excellence at Texas State
September 7
✯ Professional Excellence at Texas State
September 8
✯ Professional Excellence at Texas State
September 14
✯ Professional Excellence at Texas State
September 15
✯ Professional Excellence at Texas State
September 21
✯ Professional Excellence at Texas State
September 22
✯ Professional Excellence at Texas State
September 28
✯ Professional Excellence at Texas State
September 29
✯ Professional Excellence at Texas State
October 5
✯ Professional Excellence at Texas State
October 6
✯ Professional Excellence at Texas State
October 11
✯ Professional Excellence at Texas State
October 12
✯ Professional Excellence at Texas State
October 18
✯ Professional Excellence at Texas State
October 19
✯ Professional Excellence at Texas State
October 25
✯ Professional Excellence at Texas State
October 26
✯ Professional Excellence at Texas State
October 31
✯ Professional Excellence at Texas State
November 1
✯ Professional Excellence at Texas State
November 2
✯ Professional Excellence at Texas State

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**

**Survival Skills for Online Teaching (ITS)**
ITS Instructional Designers: Ms. Ann Jensen and Mr. Patrick Smith
**Tue., Aug. 16** 1:30-3 p.m.  Online only*

**Overview of the Research Enhancement Program (REP) (ADA)**
Dr. Michael Blanda, Assistant Vice President, Office of Sponsored Programs and Professor, Department of Chemistry and Biochemistry
**Wed., Sep. 7** 3:30-5 p.m.  Alkek 105/106

**Online Course Management and Communication (ITS)**
Dr. Liz Strand, Supervisor, Instructional Design, ITS
**Fri., Sep. 9** 1:30-2:30 p.m.  Online only*

**Using Online Discussions Effectively (ITS)**
Mr. Patrick Smith, Instructional Designer, ITS
**Thu., Sep. 15** 2-3 p.m.  Online only*

**Building Faculty Credentials and Documentation for Promotion (ADA)**
Dr. Eugene Bourgeois, Provost, Academic Affairs
**Thu., Sep. 15** 2-4 p.m.  Alkek 105/106

**Student Learning Outcomes Assessment Reporting Software: Update on Revisions (ADA)**
Dr. Beth Wuest, Director, Academic Development and Assessment
**Tue., Sep. 20** 12:30-2 p.m.  Alkek 105/106

**Copyright Essentials for Research and Teaching (ADA)**
University Library: Ms. Margaret Vaverek, Reference/Faculty Outreach Librarian and Ms. Sarah Naper, Reference/Government Information Librarian
**Wed., Sep. 28** 2-4 p.m.  Alkek 105/106

**Building Online Communities (ITS)**
ITS: Mr. Emin Saglamer, Computer Programmer II; Ms. Rori Sheffield, User Services Consultant; and Mr. Patrick Smith, Instructional Designer
**Thu., Sep. 29** 2-4 p.m.  Online only*

**The Faculty Role in Guiding Graduate Students through the Thesis/Dissertation Process (ADA)**
Dr. Paula Williamson, Associate Dean, Graduate College and Professor, Department of Biology
**Tue., Oct. 4** 2-3:30 p.m.  Alkek 105/106

**FOCUS 2: Using Online Career and Educational Planning Tools with Students (ADA)**
Career Services: Mr. Curtis Schafer, Director; Mr. Greg Hill, Assistant Director; and Ms. Haley Way, Career Counselor
**Wed., Oct. 12** 3-4:30 p.m.  Alkek 105/106

**Online Collaboration: Supporting Student Teamwork (ITS)**
Ms. Ann Jensen, Instructional Designer, ITS and Ms. Sue Stewart, Senior Lecturer, Department of Communication Studies
**Fri., Oct. 14** 10 a.m.-noon  Alkek 119

**Student Mental Health and Behavior Management (ADA)**
Mr. Terence Parker, Assistant Director, Retention Management and Planning and Dr. Gregory Snodgrass, Director, Counseling Center
**Fri., Oct. 28** 1-3:30 p.m.  Alkek 105/106

**How to Develop a Faculty-led Study Abroad Program (ADA)**
Dr. Ani Yazedjian, Associate Professor, Department of Family and Consumer Sciences; and Ms. Isis de la O Gomez, Coordinator, Continuing Education along with a faculty panel of study abroad program directors
**Tue., Nov. 1** 12:30-2 p.m.  Alkek 105/106

**A Celebration of International Education at Texas State (ADA)**
Ms. Daris Hale, Professor, Department of Music; Mr. Steve Wilson, Fulbright Representative and Professor, Department of English; and Dr. Robert Seese, Director, International Office
**Wed., Nov. 16** 3:30-5:30 p.m.  Alkek 105/106

**Fulbright: A World of Opportunity (ADA)**
Mr. Steve Wilson, Fulbright Representative and Professor, Department of English
**Thu., Nov. 17** 3:30-5 p.m.  Alkek 105/106

**Defensive Social Networking (ITS)**
Mr. Emin Saglamer, Computer Programmer II, ITS
**TBD**  TBD  TBD

* For online workshops: You can participate using any computer on or off campus. You must have computer speakers to hear the presenter.
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/help/workshops.html](http://www.library.txstate.edu/help/workshops.html)

**Fall Allies Training (PD)**
Office of Multicultural Student Affairs, Student Development Coordinators: Mr. Jesse Silva and Ms. Sarah Uphoff
Tue., Sep. 13 8:30 a.m.-12:30 p.m.  LBJSC 3-13.1

**Payment Requirements for International Employees and Independent Contractors (PD)**
Coordinated by the Payroll Office with presentations by the following: International Office: Mr. Jon Ahlberg, Associate Director; Dr. Robert Seese, Director; and Ms. Laura Cano Amaya, Coordinator; Office of Payroll and Tax Compliance: Ms. Sally Moss, Payroll Services Assistant and Ms. Marcy Young, Tax Specialist; and Human Resources: Ms. LynnAnn Brewer, Employment Manager
Tue., Sep. 13 or 1:30-4:30 p.m.  JCK 460
Wed., Sep. 14 9 a.m.-noon

**Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State (PD)**
Dr. Greg Snodgrass, Assistant Vice President for Student Affairs and Director of Counseling Center; Dr. Katherine Selber, Professor, School of Social Work/Center for Children & Families; and Dr. Sherri Benn, Assistant Vice President for Student Affairs and Director of Multicultural Student Affairs
Thu., Sep. 15 9:30 a.m.-noon  Alkek 102 or RRHEC Avery 364

**Providing Legendary Customer Service (PD)**
Dr. Richard Cheatham, Professor, Department of Communication Studies
Tue., Sep. 20 8 a.m.-noon  JCK 1100
Confidential Information Handling (PD)
Ms. Lori McElroy, Information Security Officer, Office of the Vice President for Information Technology
Wed., Sep. 21 or 2:30-4:30 p.m. Alkek 102 or RRHEC Avery 364
Thu., Sep. 22 8:30-10:30 a.m. JCK 460

Advocating for LGBTQ Survivors of Interpersonal Violence
Training and technical support for LGBTQ activists and Allies provided by Texas Advocacy Project and sponsored by the Counseling Center and Student Health Center. Go to www.counseling.txstate.edu for agenda and online registration.
Fri., Sep. 23 8 a.m.-3:30 p.m. LJBSC 3-7.1

Credit Card Acceptance at Texas State (PD)
Ms. Marla Pullin, Accountant II, Student Business Services and Bursars Office
Wed., Sep. 28 or 2:30-4:30 p.m. JCK 460
Thu., Sep. 29 8:30-10:30 a.m.

FI Master Data (PD)
FI Master Data Staff: Mr. Eduardo Plaza, Team Lead and Systems Analyst; Ms. Ann Huebner, Systems Support Analyst; Ms. Jackie Price, Accounting Clerk II; and Ms. Marketa Willis, Accounting Clerk II
Fri., Sep. 30 10 a.m.-noon JCK 460

Stress Management–Course in Curriculum for Staff Training for Effective Management (STEM) Certificate: Certified Educational Office Professional (CEOP) (PD)
Ms. Debbie Wade, STEM Consultant, Texas Educational Support Staff Association, Inc. (TESA)
Wed., Oct. 5 9 a.m.-noon JCK 460

Leadership/Team Building–Course in Curriculum for Staff Training for Effective Management (STEM) Certificate: Certified Educational Office Professional (CEOP) (PD)
Ms. Debbie Wade, STEM Consultant, Texas Educational Support Staff Association, Inc. (TESA)
Wed., Oct. 5 1-4 p.m. JCK 460

Ways of Finding the Data You Need (PD)
Mr. Joe Meyer, Director, Institutional Research
Thu., Oct. 6 or 2:30-4:30 p.m. JCK 460
Fri., Oct. 7 8:30-10:30 a.m.

Teambuilding (PD)
Ms. Meg Grant, Assistant Director, Counseling Center; and Ms. Marsha Moore, Director, Professional Development
2-Day Course:
Wed., Oct. 12 and 8-11:45 a.m. and JCK 460
Tue., Oct. 18 12:45-5 p.m. daily

Understanding Travel: Know Before You Go
Accounts Payable Office: Mr. Sergio Rey, Assistant Director; Ms. Glynda DeLong, Accounting Clerk II; and Ms. Schirleen Weller, Accounting Clerk II
Mon., Oct. 24 or 2:30-4:30 p.m. JCK 460
Tue., Oct. 25 8:30-10:30 a.m.

Gift Acceptance/Purpose at Texas State (PD)
Ms. Kimberly Garrett, Endowment Compliance Specialist; Mr. Keith Lauderdale, Financial Manager/Accountant, Development Foundation; Ms. Valarie Van Viack, Treasurer; and Ms. Carla Bottorf, Director of Donor Services
Thu., Oct. 27 10 a.m.-noon JCK 460

Mobile Device Security (PD)
Office of the Vice President for Information Technology: Mr. Corbett Consolvo, Senior Information Security Analyst and Mr. Rick Myers, Information Security Analyst
Thu., Oct. 27 or 2:30-4:30 p.m. Avery 102 or RRHEC Avery 364
Fri., Oct. 28 8:30-10:30 a.m. JCK 460

QPR–Suicide Prevention Training (PD)
Ms. Meg Grant, Certified QPR Instructor and Assistant Director, Counseling Center
Thu., Nov. 3 10 a.m.-noon Avery 102 or RRHEC Avery 364

The Office Battlefield: Don’t Become a Casualty of Workplace Violence (PD)
University Police Department Crime Prevention Unit: Officers Otto Glenewinkel and Phillip Holden
Thu., Nov. 3 or 1:30-4:30 p.m. JCK 460
Fri., Nov. 4 8:30-11:30 a.m

Facilitation Skills Training (PD)
Ms. Meg Grant, Assistant Director, Counseling Center and Ms. Marsha Moore, Director, Professional Development
2-Day Course:
Wed., Nov. 9 and 8-11:45 a.m. and JCK 460
Tue., Nov. 15 12:45-5 p.m. daily

For the Record: What You Really Need to Know About Records Management (PD)
Ms. Kris Toma, University Archivist and Records Manager, Information Technology
Thu., Nov. 17 or 2:30-4:30 p.m. JCK 460
Fri., Nov. 18 8:30-10:30 a.m.

Job Classification Training–Supervisors and Employees (PD)
Mr. Jeff Lund, Compensation Manager, Human Resources
Mon., Dec. 5 2:30-4:30 p.m. JCK 460

Staff Performance Appraisal Training–Supervisors and Employees (PD)
Mr. Jeff Lund, Compensation Manager, Human Resources
Tue., Dec. 13 2:30-4:30 p.m. JCK 460
External Funding

SAP, SciQuest, and Travel Tracks for Grants (PD)
Office of Sponsored Programs: Mr. W. Scott Erwin, Director; Ms. Kay Beauchamp, Associate Director; and Ms. Marivel Alvarez, Special Projects Accountant; with assistance from Mr. Sergio Rey, Assistant Director, Accounts Payable Office and Ms. Jacque Allbright, Director, Purchasing
Thu., Sep. 15  1:30-3:30 p.m.  JCK 460

Preparing a Proposal (Pre-Award Services) (PD)
Office of Sponsored Programs: Mr. W. Scott Erwin, Director and Ms. Kay Beauchamp, Associate Director
Thu., Sep. 22  1:30-3:30 p.m.  JCK 420

Managing Your Award (Post-Award Services) (PD)
Office of Sponsored Programs: Mr. W. Scott Erwin, Director and Ms. Kay Beauchamp, Associate Director; and Mr. Jeff Lund, Compensation Manager, Human Resources
Thu., Oct. 13  1:30-3:30 p.m.  JCK 420

Using GAMS (Uploading, Routing and Approvals) (PD)
Office of Sponsored Programs: Mr. W. Scott Erwin, Director; Ms. Kay Beauchamp, Associate Director; Senior Proposal Coordinators Ms. Jacque Miles and Ms. Joanne Palmer; and Ms. Kara Ulibarri, Proposal Coordinator
Tue., Nov. 1  1:30-3:30 p.m.  JCK 420

Effort Reporting for Grant Managers (PD)
Office of Sponsored Programs: Mr. W. Scott Erwin, Director and Ms. Marivel Alvarez, Special Projects Accountant
Mon., Nov. 14  2-3 p.m.  JCK 460

Introduction to GAMS (Grants Application Management System) (PD)
Office of Sponsored Programs: Ms. Kay Beauchamp, Associate Director; Senior Proposal Coordinators Ms. Jacque Miles and Ms. Joanne Palmer; and Ms. Kara Ulibarri, Proposal Coordinator
Thu., Nov. 17  1:30-3:30 p.m.  JCK 623
New Employee Orientation II–NEO II (PD)
Second Friday of each month:
Sep. 9, Oct. 14, Nov. 11, Dec. 9, or Jan. 13
8 a.m.-noon
JCK 460

Texas State University System Office of General Counsel
Legal Update for University Administrators (PD)
FY ‘12 legal update by the Office of General Counsel of the Texas State University System Office, coordinated by Mr. Fernando Gomez, Vice Chancellor and General Counsel
Fri., Sep. 23
10 a.m.-noon
JCK 1100

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

EEO Training for Employees: Non-Supervisors (PD)
Mr. Herman Horn, Chief Diversity Officer and Director, Equity and Access
Thu., Nov. 10 or Tue., Dec. 6
8:30 a.m.-noon
JCK 1100

EEO Training for Supervisors and Hiring Managers (PD)
Mr. Herman Horn, Chief Diversity Officer and Director, Equity and Access and Ms. Tina Schultz, Director, Disability Services
Thu., Nov. 17
8:30 a.m.-noon
JCK 1100
Financial Education Series (PD)
Hosted by Human Resources

★ Estate Planning
Thu., Sept. 29 11:45 a.m.-1 p.m. JCK 460

★ Retirement Strategies for Life
Tue., Nov. 8 11:45 a.m.-1 p.m. JCK 460

★ Understanding Advance Directives (PD)
Dr. Alexis Stokes, Assistant Professor of Business Law, McCoy College of Business Administration, coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources
Tue., Oct. 11 10:30 a.m.-noon JCK 1100

★ Employee Wellness Fair (PD)
Wed., Nov. 2 10 a.m.-2 p.m. LBJSC Ballroom

Communication at the End of Life: Similarities and Differences of “Final Conversations” for the Adults and Children That Must Go On Living (PD)
Dr. Maureen Keeley, Professor, Department of Communication Studies, coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources
Wed., Nov. 16 1:30-3:30 p.m. JCK 460

The 7 Habits of Highly Effective People ®(PD)
Dr. Barbara Sanders, Professor and Chair, Department of Physical Therapy
3-Day Course:
Mon., Jan. 9 8 a.m.-4:30 p.m. daily JCK 460
Tue., Jan. 10 and
Thu., Jan. 12
New workshop

An up-to-date list of ITAC workshops, descriptions and online registration is available at www.tr.txstate.edu/training/class-schedule.html

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

Technology Tools

Getting Started with SAP (ITAC)
Ms. Raquel Voytowich, Programmer Analyst, ITAC
2nd Thu. each month
Sep. 8-Dec. 8 10 a.m.-noon MCS 363

Getting Started with Excel 2010 (ITAC)
Ms. Bianca Galvan, User Services Consultant, ITAC
3-Day Course:
Tue., Sep. 13,  8:30-10 a.m.    MCS 363
Sep. 20, and Sep. 27

Getting Started with Access 2010 (ITAC)
Mr. John Phelps, User Services Consultant, ITAC
4-Day Course:
Thu., Sep. 15, Sep. 22,  8:30-10 a.m.    MCS 363
Sep. 29, and Oct. 6

Getting Started with LaTeX Typesetting (ITAC)
Dr. David Snyder, Associate Professor, Department of Mathematics
2-Day Course:
Tue., Sep. 20 and 10:30 a.m.-noon MCS 363
Sep. 27

Word 2010–Forms and Mail Merge (ITAC)
Mr. Douglas Carter, User Services Consultant, ITAC
Tue., Oct. 4  8:30-10 a.m.    MCS 363

Outlook 2010–Alerts and Rules (ITAC)
Ms. Catherine Stevens, User Services Consultant II, ITAC
Tue., Oct. 11  8:30-10 a.m.    MCS 363

Microsoft PowerPoint 2010–SmartArt, Tables, Org Charts, Diagrams (ITAC)
Ms. Bianca Galvan, User Services Consultant, ITAC
Thu., Oct. 20  8:30-10 a.m.    MCS 363

Excel 2010–Pivot Tables and Charts (ITAC)
Mr. John Phelps, User Services Consultant, ITAC
Tue., Oct. 25  8:30-10 a.m.    MCS 363

Microsoft Outlook 2010–Managing Calendars and Booking Resources (ITAC)
Mr. Douglas Carter, User Services Consultant, ITAC
Thu., Oct. 27  8:30-10 a.m.    MCS 363

Word 2010–Formatting Long Documents, Table of Contents (ITAC)
Mr. Douglas Carter, User Services Consultant, ITAC
Tue., Nov. 1  8:30-10 a.m.    MCS 363

Microsoft PowerPoint 2010–Jazz It Up with Animations, Multimedia (ITAC)
Ms. Bianca Galvan, User Services Consultant, ITAC
Thu., Nov. 3  8:30-10 a.m.    MCS 363

Word 2010–Quick Styles, Building Blocks, Themes Contents (ITAC)
Mr. Douglas Carter, User Services Consultant, ITAC
Tue., Nov. 8  8:30-10 a.m.    MCS 363

Microsoft Access 2010–Queries and Reports (ITAC)
Mr. John Phelps, User Services Consultant, ITAC
Thu., Nov. 10  8:30-10 a.m.    MCS 363

Microsoft Excel 2010–Functions and Formulas (ITAC)
Mr. John Phelps, User Services Consultant, ITAC
Tue., Nov. 17  8:30-10 a.m.    MCS 363

Microsoft Word 2010–Pictures, Graphics, Tables (ITAC)
Mr. Douglas Carter, User Services Consultant, ITAC
Tue., Nov. 15  8:30-10 a.m.    MCS 363

Microsoft Excel 2010–Managing Data (ITAC)
Ms. Bianca Galvan, User Services Consultant, ITAC
Thu., Nov. 17  8:30-10 a.m.    MCS 363

Getting Started with STARS (ITAC)
Mr. John Phelps, User Services Consultant, ITAC
Mon., Sep. 12  8:30-10 a.m.  Alkek 142

Getting Started with Second Life (ITAC)
Mr. Emin Saglam, Computer Programmer II, I.T.S.
Prerequisites: Background knowledge of Second Life, Mac or PC
By appointment: es26@txstate.edu

Getting Started with Adobe Connect (ITAC)
Adobe Connect Support Team, I.T.S.
By appointment: itsconnect@txstate.edu

Getting Started with Captivate (ITAC)
Ms. Rori Sheffield, User Services Consultant I, Educational Technology Center
By appointment: rp41@txstate.edu

Teaching Through Video Conferencing–ITV (ITAC)
Mr. Kevin Huffaker, Director, Classroom Technologies Support
By appointment: 245.3172

Tips and Tricks for Using Classroom Equipment (ITAC)
Mr. Michael Harrison, Media Technician I, Classroom Technologies Support
By appointment: 245.4822

Technology Tools

TRACS Collaborative Learning Environment (ITAC)
An up-to-date list of TRACS workshops, online registration, and workshop descriptions, dates/times and locations is available at www.its.txstate.edu/training/workshops/tracswksp

GATO Web Content Management System (ITAC)
An up-to-date list of Gato workshops, online registration, and workshop descriptions, dates/times and locations is available at www.its.txstate.edu/training/workshops/gatowksp

University Events Calendar (ITAC)
An up-to-date list of Calendar workshops, online registration, and workshop descriptions, dates/times and locations is available at signup.txstate.edu/topics/4-calendar-training

An up-to-date list of ITAC workshops, descriptions and online registration is available at www.tr.txstate.edu/training/class-schedule.html

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