



Coastal Bend College



Keeping Student Success In Sight

Spring In-Service 2014

**CBC Spring 2014 In-Service
February 14, 2014**

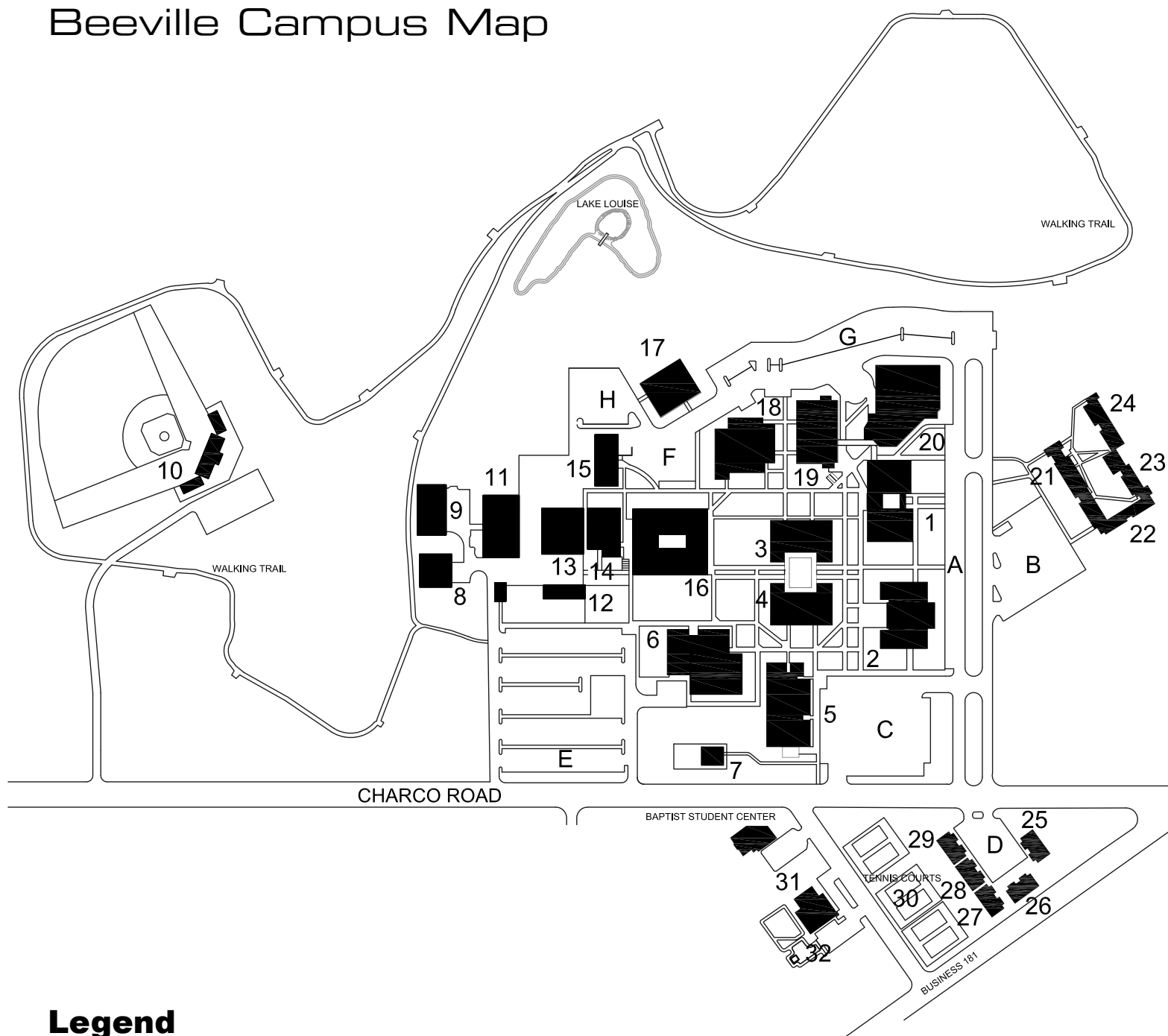
Program begins at the Gertrude R. Jones Auditorium

9:00 a.m.	Welcome
9:10-9:20 a.m.	Introduction of New Employees
9:20-10:00 a.m.	State of the College Address
10:15-11:00 a.m.	Training Session 1
11:15-12:00 p.m.	Training Session 2
12:00-1:00 p.m.	Lunch – on your own
1:00-4:00 p.m.	Instructional Divisions Meetings Administrative Support Dept. Meetings
4:00-5:00 p.m.	Faculty Senate Meeting: Elam Building, Room 150 Group Meetings

Mission:

Coastal Bend College is a comprehensive, public community college serving a diverse South Texas area. It is a **student-centered institution** committed to the **highest integrity** and to the development of an educational culture that supports creativity, encourages professional development, and **promotes excellence** in all areas.

Beeville Campus Map



Legend

- | | |
|--|---|
| 1. ROBERT J. BEASLEY JR.—ADMINISTRATION | 17. DAN A. HUGHES - PETROLEUM / HEALTH SCIENCES |
| 2. GERTRUDE RUSSELL JONES—AUDITORIUM | 18. R.W. DIRKS STUDENT SERVICES |
| 3. FRED C. LATCHAM JR.—ACADEMIC | 19. JAMES R. DOUGHERTY -- STUDENT UNION (SUB) |
| 4. FRED C. LATCHAM JR.—SCIENCE | 20. GRADY C. HOGUE—LEARNING RESOURCE CENTER |
| 5. FRANK JOSTES VISUAL ARTS / SIMON MICHAEL ART GALLERY | 21. BENTON HALL - DORMITORY A |
| 6. PETER S. MARECEK—PHYSICAL FITNESS CENTER | 22. BENTON HALL - DORMITORY B |
| 7. GLASS BLOWING STUDIO | 23. BENTON HALL - DORMITORY C |
| 8. MULTI-PURPOSE BLDG. - A / OIL & GAS TECHNOLOGY | 24. BENTON HALL - DORMITORY D |
| 9. MULTI-PURPOSE BLDG. - B / AIRFRAME & POWER TECHNOLOGY | 25. COLLEGE APARTMENTS - E |
| 10. JOE HUNTER FIELD | 26. COLLEGE APARTMENTS - D |
| 11. MULTI-PURPOSE BLDG. - C | 27. COLLEGE APARTMENTS - C |
| 12. CENTRAL PLANT | 28. COLLEGE APARTMENTS - B |
| 13. MULTI-PURPOSE BLDG. - D / EAST - AUTOMOTIVE TECHNOLOGY
WEST - AIRFRAME & POWER TECHNOLOGY | 29. COLLEGE APARTMENTS - A |
| 14. JAMES R. DOUGHERTY JR.-2nd FLOOR - DENTAL TECHNOLOGY
1st FLOOR - MAINTENANCE OFFICE | 30. TENNIS COURTS |
| 15. INDUSTRIAL TRADES / CRIMINAL JUSTICE - LAW ENFORCEMENT | 31. CHILD DEVELOPMENT |
| 16. GEORGE F. ELAM—TECHNICAL - VOCATIONAL | 32. CHILD DEVELOPMENT STORAGE |

PARKING AREAS: A, B, C, D, E, F, G, AND H

Session 1: 10:15-11:00 a.m.

Room

Erica Castillo, Technology Services Assistant

16-115

Email – Outlook

Get to Know Your Email: Learn the various methods of accessing your email through the web or in Outlook. Get the know-how on sending and receiving email, attaching files, creating folders to better organize your emails, and managing your preferences.

Lindsey Hagen, Career Development and Special Needs Advisor

16-111

Effective and Engaging Advising

In this session, we'll discuss how to actively engage students in the advising process. An overall rundown of an advising session will be provided as well as a variety of different case scenarios. Learn about common advising errors and how to ensure students are placed on the pathway to success. Come ready to participate!

Rolando Diaz, Programmer

16-154

POISE Registration (For REG authorized staff only) - **MUST RSVP** (Session 1 Only)

Training for advisors/counselors/faculty who have or require rights to REG on registering students in POISE. Please RSVP to Rolando diazr@coastalbend.edu to confirm you have rights to the REG module.

Evelyn Cook, Programmer

16-151

DPS (For authorized staff only) - **MUST RSVP** (Session 1 Only)

Training will be provided on DPS. DPS is the Distributed Purchasing System and used for the inputting of requisition. Please RSVP to Evelyn (cookie@coastalbend.edu) to confirm you have rights to the DPS module.

Kathy Cuyler, Coordinator for Communications

3-134

TSI (Texas Success Initiative)

The TSI representative at CBC will present to the faculty and advisors what CBC is doing to meet the THECB mandates regarding the TSI initiative. The focus and discussion will be about the Developmental Education mandates, what we have done to meet those mandates, what we are doing now, and what are plans are for the future. This presentation will help faculty and advisors understand the process CBC has in place for applying the holistic approach to interpreting TSI scores, what options are available for various scenarios, and why it is important to be aware of what is happening with the TSI initiative here and across Texas.

Heather Anderson, QEP Director & Grants Manager

18-121

QEP – CBC's Quality Enhancement Plan (Session 1 Only)

What's CBC's QEP? Of course, I know: "CBC Smart Start is our QEP and it has 3 components: 1) Mandatory Orientation, 2) Dedicated Faculty Advising, and 3) My Cougar Course." By the time you leave this update session it will roll right off your tongue.



Green Screen Techniques: Learn the basics of green screening. Green? Perhaps Blue! Blue Screen Key and Chroma Key techniques are just a few tricks discussed in this session that can pretty much place your photos & videos anywhere you'd like.

Santos Jones, Title V Cooperative Coordinator**3-136**

Tutoring Services: Helping Students Succeed

Learn about CBC tutoring services, including E-Tutoring – 24/7 with shared college and university tutors across the country, who can beat that? Do your students need help with writing, math, science...here's your chance to lead them on a success path way.

Dr. Beatriz T. Espinoza, CBC President**4-102**

CBC 101

New to CBC or just want to learn about the organization, its mission, goals, and future direction then you should stop in. Be ready to participate in activities and bring your questions; we'll have time for those too.

Kayla D. Jones, Dual Enrollment Director**3-135**

CBC Dual Enrollment: A Pathway to College and Career Readiness

In this session an overview of the Dual Enrollment "ODE" Program will be presented and key changes to the program will be highlighted. Significant changes that will be discussed include the impact of HB 5, Workforce Pathways and Preps and the future of ODE. A Dual Enrollment Faculty member will also be present to discuss their experiences with Dual Enrollment, how crucial their role is to DE students and its overall importance to the college. The ODE Team is leading students on the pathway to success and we want you to be a part of it!

Monica Cruz, Manager of Marketing & Public Relations**4-101**

CBC Social Media: How You Can Help!

In the CBC service area there are over 240,000 users between the ages of 15-55 that we can reach on Facebook. You can help CBC's content and message reach those people, and Monica will teach you how (and why!) at this session. The overall goal is to get CBC more fans, page views, and positive brand recognition. Twitter and Foursquare will also be discussed at this session. All attendees should have a Facebook account (or create one) that can be used for CBC related purposes.

Patricia Patel, Executive Director of the CBC Foundation**3-133**

Scholarships, Innovative Teaching Grants, and More!

Come learn how you can be stewards of the CBC Foundation mission and help us provide more opportunities to our students. We will discuss scholarships that are available to students, and you will also get all the details on how to apply for an innovative teaching grant that can help you launch a new idea and provide new avenues of learning for students. Join us and share your ideas.



Julia Garcia, Dean of Workforce Training; and Dr. Kevin Behr, Division Chair**3-145****Safety in the Workplace**

What is workplace violence? Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. Who is at risk of workplace violence? Nearly 2 million American workers report having been victims of workplace violence each year. Unfortunately, many more cases go unreported. The truth is, workplace violence can strike anywhere, anytime, and no one is immune.

Roxanne Blankenship, Bookstore Manager**18-101****Better Deals on Text Books**

In this session participants will learn how to access and use our online bookstore as well as how to look for the books our students use from other sites. Some faculty, staff, or friends have never accessed our site out of fear they have to place an order. With this presentation, attendees will learn that anyone can access the site prior to the semester starting and assure that the books they have requested or are needed for classes are the books that are available to students.

Estevan Vasquez, Athletic Director**16-116****Cougar Athletics**

CBC Student Athletes are great ambassadors for CBC. They are great students with many making the Dean's List. They participate in community service activities and raise funds for their athletic programs. Come learn about CBC Athletics, our students, our goals, our service. Go Cougars!

Pete Trevino, Dean of Student Services**16-150****Student Complaints: A SACSCOC Requirement**

Need to learn the process to report student complaints at CBC, this session is for you. We have standard procedures, forms, and processes that will be presented so that you'll know what to do and how to handle a student complaint.

Session 2: 11:15-12:00 p.m.**Room****Erica Castillo, Technology Services Assistant****16-115****Email – Outlook**

Get to Know Your Email: Learn the various methods of accessing your email through the web or in Outlook. Get the know-how on sending and receiving email, attaching files, creating folders to better organize your emails, and managing your preferences.

Lindsey Hagen, Career Development and Special Needs Advisor**16-111****Effective and Engaging Advising**

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Rolando Diaz, Programmer**16-154**

Campus Connect: For faculty, advisors, and counselors (Session 2 Only)

Training will be provided on Faculty Options, such as navigating student advising screen, how to certifying rosters, and inputting grades, in Campus Connect.

Evelyn Cook, Programmer**16-151**

CMS (Course Management System): For faculty, advisors, and counselors (Session 2 Only)

Training will be provided on Course Management System (CMS) which allows faculty to view the future course offerings before becoming official in POISE.

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Zogotech (Session 2 Only)

Faculty Advisors, are you having difficulty documenting your student contacts or attempted student contacts in ZogoTech? You need this session! We will begin with the basics, move on to reports, and share best practices. You'll gain confidence as you learn to maneuver the database.

Yolanda Abrigo, LMS Coordinator; and Amador Ramirez, Webmaster**16-124**

CBC Webpage Management (Session 2 Only)

CBC Webpage Management: Take a quick tour of our CBC web site and discover some unexplored territory such as "video embedding" your own video creation and linking to YouTube videos (OLE), HTML coding, integration with MS Word, and other techniques that can further enhance your web site & perhaps cut down on maintenance.

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Coastal Bend College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools: 1866 Southern Lane, Decatur, GA, 30033, 404-679-4500

