

CBC Fall 2014 In-Service (September 5, 2014)

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| 8:00-8:50 a.m. | Breakfast (Gertrude R. Jones Auditorium) |
| 9:00 – 9:10 am | Welcome/2014-2015 Goals (Gertrude R. Jones Auditorium) |
| 9:10-9:30 a.m. | Introduction of New Employees (Gertrude R. Jones Auditorium) |
| 9:30-9:40 a.m. | Introduction to Training Sessions (Gertrude R. Jones Auditorium) |
| 9:50-10:35 a.m. | Training Session 1 – Focus on Partnerships and Services |
| 10:45 – 11:30 a.m. | Training Session 2 – Focus on Partnerships and Services |
| 11:40a.m. – 12:30 p.m. | Training Session 3 – Focus on Employees (Healthy Living) |
| 12:30 – 2:00 p.m. | Lunch – Reaffirmation Celebration (SUB) |
| 2:00 – 4:00 p.m. | Snow Cones – Watch for the Trailer |
| 2:00 – 3:20 p.m. | Instructional Divisions Meetings |
| | Academic Division – Latcham 101 |
| | Workforce Division- Latcham 102 |
| | Administrative Department Meetings |
| | Student Services/Administration – Latcham 135 |
| | Business Office – Latcham 143 |
| | Institutional Effectiveness – Latcham 144 |
| 3:30 – 4:30 p.m. | Faculty Senate Meeting (Gertrude R. Jones Auditorium) |
| | Group Meetings |
| | Staff Meetings – Dirks 119 |
| | Pleasanton Site Meeting – Latcham 143 |
| | Alice/Kingsville Site Meeting – Latcham 144 |

| Room | Presenter/s | Topics |
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| Latcham 135 | Darren Croom | CBC and TBC Partnership Information on the transition and work between Texas Book Company and CBC will be presented. This includes: Textbook adoptions process, rental opportunities, and how the bookstore can work with faculty toward a mutual goal of affordable textbook choices, bookstore services and products, a list of FAQ's and contact points, and Q&A. David Croom is a Vice President at TBC for Retail, OnCourse, and Military Divisions. |
| Elam 116 | Jeffery Cass | 2+2 CBC and UHV Come learn about University of Victoria – Houston's undergraduate and graduate programs. Establish a pathway for CBC programs to align with UHV's programs and secure student transfer through formal articulation agreements, joint admission, reverse transfer, and more. Dr. Cass serves as UHV's Provost. |
| Latcham 144 | Dr. Michael Chavez | Front Line Customer Service Best Practices "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." — Maya Angelou At this session, Dr. Michael Chavez will talk about the importance of providing outstanding customer service to students and visitors at CBC. The training will be based on best practices/principles from the Disney Institute. |
| Library | Sandra Perez | CBC and WSCB Partners in Education/Training, Careers and Jobs |
| WSCB Office | | In spring 2014 CBC opened its doors to provide Workforce Solutions of the Coastal Bend/Texas Workforce Commission a place to call home. With a fully functioning site in Beeville and two new sites coming in 2014-2015 in Alice and Kingsville it is important to learn how we can partner to support students. Do your students need child care services, resume writing help, a job or a career? Come learn about the services and who qualifies for assistance. |
| Latcham 136 | Tammy Adams | What does a college registrar do? What do you need to know to maximize services for students? Well it involves admission, registration, graduation filing, official transcripts, grade changes, withdrawals, state reports, and much more; come learn first-hand from CBC's new and experienced registrar what she can do to help you serve students best. |
| Elam 112 | Erica Castillo | Maximize use of your Office Phone (Introduction) New to CBC or just need a refresher on using the office phone, this is your session. You'll receive a quick, live tutorial on how to set up conference calling, look up directory information, or access other phone services. Come prepared with your questions. |

Latcham 101 Shannon Lane FERPA Release – A Requirement for Faculty/Staff Advisors

Are you advising students or searching student information/records? Then you are required to have a signed FERPA release on file. We'll take care of explaining the responsibility that comes with this access and completing the form all in the same session.

Elam 110 Heather Anderson Intro to ZogoTech

Faculty Advisors, are you having difficulty documenting your student contacts or attempted student contacts in ZogoTech? You need this session! I will go over the basics: how to upload your advising list to ZogoTech, how to document a contact, how to review advisees' information, and how to send them all an email from ZogoTech. You'll gain confidence as you learn to maneuver the database.

Latcham 102 Travis Arreaga & Student Support = Student Success

Emma Silvas

Having trouble connecting students to resources? Come join our Student Success Coordinators as we review CBC's umbrella of tools designed to promote student success and retention, and to support integrated planning and advising. In this session participants will learn and dialogue about CBC's CRLA Certified Tutoring Program, our 24/7 E-Tutoring program, the Early Alert Program and much more. Let's partner together to lead our students to the support they need to put them on the path to academic success.

Elam 150 Kevin Behr 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.

Elam 140 Patricia Patel & CBC Foundation & CBC Public Relations

Monica Cruz

The CBC Foundation and the CBC Marketing & Public Relations Office are working hard to get the word out about all the wonderful things happening at CBC. Learn about some of the upcoming events and initiatives you can be a part of. Plus, you'll hear about the new CBC Street Team and what you can expect them to be doing this year to showcase CBC students, faculty, staff, athletics, and more. Come earn your CBC Socialite Badge with Patricia and Monica!

Latcham 101 Jennifer Jimenez Training on Library Resources and Services

Want to know how to utilize the library? We will discuss how the librarian can provide a unique library instruction session designed specifically for your class.

Faculty will learn how to place items on reserve for their students, how to place Inter-Library Loans, and how to request titles/material to be added to the collection. You will get an overview of the new library databases we added over the summer and how our Library Research Guides were made specifically for your disciplines. Learn the Beeville Campus and Site library services and how they vary. The librarian would love to chat with you to hear about any assignments that will have a research component to better assist your students. Also, meet our new library assistant, Dawn McKenzie, who will be able to assist you as well!

Elam 151 Rolando Diaz Campus Connect (For REG authorized staff only) - **MUST RSVP**

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

Latcham 143 Domingo Martinez III Student Life and Living at CBC- Beeville Campus

Learn about residential life and services for students at the Beeville Campus. Dorms and apartments are at capacity, help your students stay connected and ensure housing is available for them.

10:45 – 11:30 a.m. Training Session 2

Latcham 135 Darren Croom CBC and TBC Partnership

Information on the transition and work between Texas Book Company and CBC will be presented. This includes: Textbook adoptions process, rental opportunities, and how the bookstore can work with faculty toward a mutual goal of affordable textbook choices, bookstore services and products, a list of FAQ's and contact points, and Q&A. David Croom is a Vice President at TBC for Retail, OnCourse, and Military Divisions.

Latcham 144 Dr. Michael Chavez Front Line Customer Service Best Practices

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." — Maya Angelou

At this session, Dr. Michael Chavez will talk about the importance of providing outstanding customer service to students and visitors at CBC. The training will be based on best practices/principles from the Disney Institute.

Elam 112 Erica Castillo VoIP and Jabber (Advanced) – The phones look cool, but what can they do?

Come check out some of the cool features of our new telecommunication system. Easily find contact information for employees, chat with your co-worker, share screen shots of your computer, and share files. Quick tips and bits of information on using your desktop phones will be provided.

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| Elam 110 | Heather Anderson | Advanced ZogoTech | Faculty & Advisors, are you having difficulty documenting your student contacts or attempted student contacts in ZogoTech? Are you unsure how to view the students in your classes in ZogoTech? You need this session! We will go over how to create reports and share best practices. You'll gain confidence as you learn to maneuver the database. |
| Elam 124 | Amador Ramirez | CBC Webpage Management | 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. |
| Latcham 143 | Julia Garcia | A Fast Course on SLOs – Designed for Workforce Faculty, Others Welcome | Want to learn how to simplify the SLOs on a course syllabus? This is the session for you. Information on how to incorporate the THECB/State competencies on a syllabus will be presented. Specific examples will be given and if you bring your syllabus, we'll help define the SLOs as mapped to the competencies during the session. It's all about keeping it simple silly (KISS principle) in the assessment process. This is guaranteed to help faculty simplify the 5 column model assessment report each semester. |
| Latcham 101 | Jennifer Jimenez | Training on Library Resources and Services | Want to know how to utilize the library? We will discuss how the librarian can provide a unique library instruction session designed specifically for your class. Faculty will learn how to place items on reserve for their students, how to place Inter-Library Loans, and how to request titles/material to be added to the collection. You will get an overview of the new library databases we added over the summer and how our Library Research Guides were made specifically for your disciplines. Learn the Beeville Campus and Site library services and how they vary. The librarian would love to chat with you to hear about any assignments that will have a research component to better assist your students. Also, meet our new library assistant, Dawn McKenzie, who will be able to assist you as well! |
| Latcham 136 | Kathy Cuyler Bobbie Jo Hill | What you need to know about TSI and the New Mathways Project | Since the implementation of the TSI, colleges across Texas have been mandated to develop innovative courses to help students progress through the developmental cycle more quickly. Due to these innovations, advisors need to be aware of all the options and how they can place students correctly into the various options. To assist with this, Kathy Cuyler and Bobbie Hill will present an "If/Then" chart that will be an easy to consult guide in placing students into the option that is best suited to their needs. In this session, Kathy Cuyler and Bobbie |

Hill will cover: What are the TSI Mandates regarding Developmental courses and placement; What to do for students who score 5 points away from the cut score; Which students to place in New Mathways courses; How New Mathways Project works; What is an NCBM; What is an NCBW; What to do for students who score college ready in reading but not in writing; What to do for students who score college ready in writing but not in reading; How to apply the holistic approach consistently.

Elam 151 Evelyn Cook DPS (For authorized staff only) - **MUST RSVP**

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

11:40 a.m. – 12:30 p.m. Training Session 3

GYM Darlene Stockton Zumba & Wellness 101 **This session begins at 11:30 am**

Janice Fernandez
Domingo Martinez

Love dancing or want to learn about the ZUMBA craze, this is your chance. You will get to ZUMBA and shake the stress and calories away. Wear comfortable and cool clothing as you are likely to break a sweat. **(11:30-12:00 pm)**

Need to improve your health, circulation, focus...participate in this short wellness class and learn some techniques. This session will also cover some meditation basics that can be done anywhere—even in your office! Wear comfortable clothing. Mats will be provided. **(12:00-12:30 pm)**

SUB Estevan Vasquez Pool/Billiards Tournament

This is the pool table tournament, no swimsuits please. Want to show off your skills? Join the tournament and be eligible for a grand prize – winner takes all. This session will go through lunch so join at any time.

SUB Estevan Vasquez Ping Pong Tournament

If you think you can beat Forest Gump at table tennis, then this is your game. We are looking for players that want to show off their skills in ping pong. Join the tournament and become CBC Ping Pong Champion. This session will go through lunch so join us as a player or spectator any time.

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Latcham 136 Shannon Lane Data, Analysis, Reports – Institutional Effectiveness Works for You

Interested in getting data on your students, programs, success rates, completers/graduates or just want to get information for schools, advisory councils, program reviews...Dr. Lane can show you the way to her shop. You no longer have to wait days or weeks to get information you need to make presentations, write grants, or make decisions - come listen to what she can offer and share with her what you need from CBC's research office.

