



PROFESSIONAL DEVELOPMENT DAY – Fall 2017
Concurrent Workshop Sessions for Staff and Faculty
 (attendance at both morning and afternoon sessions is expected)

PEDAGOGY TRAININGS		
9:00 – 12:00pm (also repeated in the afternoon session)	General Education Assignment Design Session	Presenter: Dr. Lisa Yount (QEP Director/Associate Professor)
	<i>Audience: General Education Faculty (*Required)</i>	<i>Location: Student Union, Ballroom C</i>
	Faculty teaching in SSU's core curriculum (Areas A-E) need to participate in this mandatory session for creating general education assignments aligned to our six Institutional Student Learning Outcomes (ISLOs) – Written Communication, Critical Thinking, Information Literacy, Quantitative Literacy, Ethical Reasoning, and Integrative Learning. These assignments will become the cornerstone for meeting SACSCOC Comprehensive Standard 3.5.1.	
9:00 – 10:00am (also repeated in the afternoon session)	Moving Peer Review to the Center of our Writing Instruction	Presenter: Dr. Jon Elmore (Writing Center Director)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 122</i>
	This working session will offer a brief presentation on the theory and practice of peer review in writing instruction. The majority of the session will be spent fashioning peer review assignments and instructional materials ready for use in our classes this fall.	
10:00 – 11:00pm (also repeated in the afternoon session)	Assessing Capstone Experiences through Digital Stories	Presenter: Dr. Felicia Tuggle (CLASS)
	<i>Audience: Staff (Academic Advisors, Student Support & Student Life) and Any Faculty</i>	<i>Location: Howard Jordan, Room 128</i>
	This interactive, skill-building workshop will provide opportunities for participants to learn how to use digital stories as a way to capture capstone experiences in curricular or co-curricular settings. Examples of student digital stories will be shared to illustrate the reflective and metacognitive dimensions of these projects.	
10:30 – 12:00pm (also repeated in the afternoon session)	Engaging Staff in Student Success	Presenters: Mr. Brian Dawsey (Director of Admissions); Mrs. Shatealy Johnson (Loan Default Officer); Mr. Chris Corinthian (Financial Literacy Coordinator); Mr. Shed Dawson (Greek Life Adviser); Mrs. Jora McDonald (QEP Administrative Assistant/Staff Person of the Year); Mr. Johnny McDonald (Advisement Specialist/Chair, Staff Council)
	<i>Audience: Any Staff</i>	<i>Location: Howard Jordan, Torian Auditorium</i>
	As a vital component of the SSU campus community, the staff are essential mentors and assets to our student's success. This session will include a panel discussion with university staff members who will share best practices they utilize in creating and engaging in a culture of student success.	
11:00 – 12:00pm (also repeated in the afternoon session)	Tiger Scholar Commons	Presenter: Ms. Autumn Johnson (Information Literacy Librarian)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 129</i>
	A brief overview of Tiger Scholar Commons, greater open access initiatives, and benefits of using the resource for faculty research and teaching. Participants will get hands-on training on how to search, download, and submit to the repository.	

PEDAGOGY TRAININGS

12:00 – 1:30pm	Lunch (on your own)	
1:30 – 4:30pm (repeat of morning session)	General Education Assignment Design Session	Presenter: Dr. Lisa Yount (QEP Director/Center for Faculty Excellence Director)
	<i>Audience: General Education Faculty (*Required)</i>	<i>Location: Student Union, Ballroom C</i>
	Faculty teaching in SSU's core curriculum (Areas A-E) need to participate in this mandatory session for creating general education assignments aligned to our six Institutional Student Learning Outcomes (ISLOs) – Written Communication, Critical Thinking, Information Literacy, Quantitative Literacy, Ethical Reasoning, and Integrative Learning. These assignments will become the cornerstone for meeting SACSCOC Comprehensive Standard 3.5.1.	
1:30 – 2:30pm (repeat of morning session)	Moving Peer Review to the Center of our Writing Instruction	Presenter: Dr. Jon Elmore (Writing Center Director)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 122</i>
	This working session will offer a brief presentation on the theory and practice of peer review in writing instruction. The majority of the session will be spent fashioning peer review assignments and instructional materials ready for use in our classes this fall.	
1:30 – 3:00pm (repeat of morning session)	Engaging Staff in Student Success	Presenters: Mr. Brian Dawsey (Director of Admissions); Mrs. Shatealy Johnson (Loan Default Officer); Mr. Chris Corinthian (Financial Literacy Coordinator); Mr. Shed Dawson (Greek Life Adviser); Mrs. Jora McDonald (QEP Administrative Assistant/Staff Person of the Year); Mr. Johnny McDonald (Advisement Specialist/Chair, Staff Council)
	<i>Audience: Any Staff</i>	<i>Location: Torian Auditorium, Howard Jordan Business Building</i>
	As a vital component of the SSU campus community, the staff are essential mentors and assets to our student's success. This session will include a panel discussion with university staff members who will share best practices they utilize in creating and engaging in a culture of student success.	
2:30 – 3:30pm (repeat of morning session)	Assessing Capstone Experiences through Digital Stories	Presenter: Dr. Felicia Tuggle (CLASS)
	<i>Audience: Staff (Academic Advisors, Student Support & Student Life) and Any Faculty</i>	<i>Location: Howard Jordan, Room 128</i>
	This interactive, skill-building workshop will provide opportunities for participants to learn how to use digital stories as a way to capture capstone experiences in curricular or co-curricular settings. Examples of student digital stories will be shared to illustrate the reflective and metacognitive dimensions of these projects.	
3:30 – 4:30pm (repeat of morning session)	Tiger Scholar Commons	Presenter: Ms. Autumn Johnson (Information Literacy Librarian)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 129</i>
	A brief overview of Tiger Scholar Commons, greater open access initiatives, and benefits of using the resource for faculty research and teaching. Participants will get hands-on training on how to search, download, and submit to the repository	

POLICY/PROCESS TRAININGS

9:00 – 10:00am (also repeated in the afternoon session)	Study Abroad Program Manager and Chaperone Training	Presenter: Ms. Melanie Smith (Study Abroad Coordinator)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 148</i>
	International Education Center takes new applications from full-time faculty for study abroad programs every year. If you are interested in creating summer international courses for Study Abroad Tigers, this training certifies program managers and chaperones by preparing you for the ins and outs of travel and class development.	
9:00 – 10:30am (also repeated in the afternoon session)	Travel Protocols	Presenters: Ms. Erika Ancrum (Accounts Payable Supervisor) and Ms. Regina Adams (Campus Travel Coordinator)
	<i>Audience: Faculty and Staff (*Required for all new SSU employees)</i>	<i>Location: Student Union, Ballroom A</i>
	Attendees will be provided guidance on current state travel policies and the process of travel as it pertains to Savannah State University. Guidelines will be provided to travelers on how to execute their travel requirements at the lowest reasonable costs resulting in the best value for the state and institution.	
9:00 – 11:00am (also repeated in the afternoon session)	Active Shooter Training	Presenter: Chief James Barnwell (Public Safety Chief)
	<i>Audience: Faculty and Staff</i>	<i>Location: Student Union, Ballroom B</i>
	This active-shooter training course is intended to prepare members of the SSU community to recognize and quickly respond to a potential or actual active shooter incident. Proper active-shooter training, planning, and preparation may help to reduce the probability of an active-shooter event in a workplace or school — and it may minimize the negative impact of such an incident if one occurs.	
10:00 – 11:00am (also repeated in the afternoon session)	eProcurement (Purchasing Requisition System) Overview	Presenter: Ms. Samantha Hutchinson (Financial Systems Analyst)
	<i>Audience: Faculty and Staff responsible for purchasing in departments or grants</i>	<i>Location: SSB, Room 114</i>
	Attendees will learn how to create and manage requisitions within the PeopleSoft eProcurement module. This session will benefit those individuals charged with the responsibility of entering requisitions for their respective departments and/or grants.	
11:00 – 12:00pm (also repeated in the afternoon session)	Classroom Assessment Expectations for Individual Faculty Members	Presenter: Ms. Anita Kirkpatrick (Interim Assessment Coordinator)
	<i>Audience: Any Faculty</i>	<i>Location: Whiting Hall, Chan Auditorium</i>
	Assessment is a cyclical process to improve both teaching and learning. Reinforcing and strengthening a culture of assessment at Savannah State University is essential for continuous improvement of student learning and the maintenance of high quality educational results. ALL faculty members are expected to identify and report how their assessment activities each semester connect and feed into review of student learning performance to benefit the program or institution for AT LEAST THREE courses they teach during the academic year. Learn how to submit the required materials and get your questions answered about the assessment cycle.	
11:00 – 12:00pm (also repeated in the afternoon session)	Best Practices in Budgeting	Presenters: Mr. David Atkins (Interim Comptroller) and Mr. Joel Paulk (Budget Director)
	<i>Audience: Budget Heads/Directors</i>	<i>Location: SSB, Room 113</i>
	Attendees will learn about budget approvals for Travel Authorizations and Check Requests, how to view Budget Activity Reports, budget transfers, and the budget creation process.	

POLICY/PROCESS TRAININGS

12:00 – 1:30pm	Lunch (on your own)	
1:30 – 2:30pm (repeat of morning session)	Study Abroad Program Manager and Chaperone Training	Presenter: Ms. Melanie Smith (Study Abroad Coordinator)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 148</i>
	International Education Center takes new applications from full-time faculty for study abroad programs every year. If you are interested in creating summer international courses for Study Abroad Tigers, this training certifies program managers and chaperones by preparing you for the ins and outs of travel and class development.	
1:30 – 3:00pm (repeat of morning session)	Travel Protocols	Presenters: Ms. Erika Ancrum (Accounts Payable Supervisor) and Ms. Regina Adams (Campus Travel Coordinator)
	<i>Audience: Faculty and Staff (*Required for all new SSU employees)</i>	<i>Location: Student Union, Ballroom A</i>
	Attendees will be provided guidance on current state travel policies and the process of travel as it pertains to Savannah State University. Guidelines will be provided to travelers on how to execute their travel requirements at the lowest reasonable costs resulting in the best value for the state and institution.	
1:30 – 3:30pm (repeat of morning session)	Active Shooter Training	Presenter: Chief James Barnwell (Public Safety Chief)
	<i>Audience: Faculty and Staff</i>	<i>Location: Student Union, Ballroom B</i>
	This active-shooter training course is intended to prepare members of the SSU community to recognize and quickly respond to a potential or actual active shooter incident. Proper active-shooter training, planning, and preparation may help to reduce the probability of an active-shooter event in a workplace or school — and it may minimize the negative impact of such an incident if one occurs.	
2:30 – 3:30pm (repeat of morning session)	eProcurement (Purchasing Requisition System) Overview	Presenter: Ms. Samantha Hutchinson (Financial Systems Analyst)
	<i>Audience: Faculty and Staff responsible for purchasing in departments or grants</i>	<i>Location: SSB, Room 114</i>
	Attendees will learn how to create and manage requisitions within the PeopleSoft eProcurement module. This session will benefit those individuals charged with the responsibility of entering requisitions for their respective departments and/or grants.	
3:30 – 4:30pm (repeat of morning session)	Classroom Assessment Expectations for Individual Faculty Members	Presenter: Ms. Anita Kirkpatrick (Interim Assessment Coordinator)
	<i>Audience: Any Faculty</i>	<i>Location: Whiting Hall, Chan Auditorium</i>
	Assessment is a cyclical process to improve both teaching and learning. Reinforcing and strengthening a culture of assessment at Savannah State University is essential for continuous improvement of student learning and the maintenance of high quality educational results. ALL faculty members are expected to identify and report how their assessment activities each semester connect and feed into review of student learning performance to benefit the program or institution for AT LEAST THREE courses they teach during the academic year. Learn how to submit the required materials and get your questions answered about the assessment cycle.	
3:30 – 4:30pm (repeat of morning session)	Best Practices in Budgeting	Presenters: Mr. David Atkins (Interim Comptroller) and Mr. Joel Paulk (Budget Director)
	<i>Audience: Budget Heads/Directors</i>	<i>Location: SSB, Room 113</i>
	Attendees will learn about budget approvals for Travel Authorizations and Check Requests, how to view Budget Activity Reports, budget transfers, and the budget creation process.	

PLATFORM TRAININGS

9:00 – 10:00am (also repeated in the afternoon session)	Retention and the Student Success Collaborative Campus	Presenter: Ms. Danita Townsend (Retention Coordinator)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 118</i>
	Faculty and staff will learn about the student retention programming and focus for fall 2017. There will be a brief introduction into the Student Success Collaborative Campus (formerly Grades First) software and how it will aid in student success.	
9:00 – 10:00am (also repeated in the afternoon session)	Libris Alma/ Primo: Introducing the Next-Generational Library Services Platform	Presenters: Mr. Adam Cottle (Technical Services Librarian) and Ms. Valarie Anthony (Systems Librarian)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 106</i>
	University System of Georgia libraries moved to a new library management (Alma) and search platform (Primo) May 2017. This session will give hands-on training on how to use Alma to get the GALILEO password, renew books online, request materials from other USG Libraries, check library requests. Participants will also get an overview and hands-on-training in using Primo, a single search interface, to discover scholarly content, including print, electronic and digital collections.	
10:00 – 11:00am (also repeated in the afternoon session)	OneUSG Initiative	Presenter: Dana Daniels (HR/Functional Change Lead for OneUSG)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 115</i>
	OneUSG Connect is a system wide initiative that will replace ADP to develop and implement a consistent approach to policies, procedures and technology solutions as it pertains to human resources activities, benefits and compensation. Attendees will learn about the upcoming conversion to the new OneUSG Connect platform, benefits of new platform, and how best to prepare for the change.	
10:00 – 11:00am (also repeated in the afternoon session)	Using D2L to Effectively Manage Your Classroom with Technology	Presenter: Dr. Patrice Nyatuame (D2L Administrator)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 202</i>
	Applied effectively, technology implementation not only increases student learning, understanding, and achievement, but also augments motivation to learn, encourages collaborative learning, and supports the development of critical thinking and problem-solving skills. Participants in this session will learn how to effectively utilize the technology of Desire2Learn to shape and assist the classroom experience.	
11:00 – 12:00pm (also repeated in the afternoon session)	Managing Faculty Assessment in LiveText	Presenter: Dr. Nancy Linden (Assessment Management Administrator)
	<i>Audience: Any Faculty</i>	<i>Location: SSB, Room 220</i>
	Learn LiveText software skills for collecting and evaluating key student assessment artifacts. The session will also demonstrate how to review and download student performance data from your faculty account, as well as how to develop approved rubrics in the system.	

PLATFORM TRAININGS

12:00 – 1:30pm	Lunch (on your own)	
1:30 – 2:30pm (repeat of morning session)	Retention and the Student Success Collaborative Campus	Presenter: Ms. Danita Townsend (Retention Coordinator)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 118</i>
	Faculty and staff will learn about the student retention programming and focus for fall 2017. There will be a brief introduction into the Student Success Collaborative Campus (formerly Grades First) software and how it will aid in student success.	
1:30 – 2:30pm (repeat of morning session)	Libris Alma/ Primo: Introducing the Next-Generational Library Services Platform	Presenters: Mr. Adam Cottle (Technical Services Librarian) and Ms. Valarie Anthony (Systems Librarian)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 106</i>
	University System of Georgia libraries moved to a new library management (Alma) and search platform (Primo) May 2017. This session will give hands-on training on how to use Alma to get the GALILEO password, renew books online, request materials from other USG Libraries, check library requests. Participants will also get an overview and hands-on-training in using Primo, a single search interface, to discover scholarly content, including print, electronic and digital collections.	
2:30 – 3:30pm (repeat of morning session)	OneUSG Initiative	Presenter: Dana Daniels (HR/Functional Change Lead for OneUSG)
	<i>Audience: Any Faculty and Staff</i>	<i>Location: SSB, Room 115</i>
	OneUSG Connect is a system wide initiative that will replace ADP to develop and implement a consistent approach to policies, procedures and technology solutions as it pertains to human resources activities, benefits and compensation. Attendees will learn about the upcoming conversion to the new OneUSG Connect platform, benefits of new platform, and how best to prepare for the change.	
2:30 – 3:30pm (repeat of morning session)	Using D2L to Effectively Manage Your Classroom with Technology	Presenter: Dr. Patrice Nyatuame (D2L Administrator)
	<i>Audience: Any Faculty</i>	<i>Location: Howard Jordan, Room 202</i>
	Applied effectively, technology implementation not only increases student learning, understanding, and achievement, but also augments motivation to learn, encourages collaborative learning, and supports the development of critical thinking and problem-solving skills. Participants in this session will learn how to effectively utilize the technology of Desire2Learn to shape and assist the classroom experience.	
3:30 – 4:30pm (repeat of morning session)	Managing Faculty Assessment in LiveText	Presenter: Dr. Nancy Linden (Assessment Management Administrator)
	<i>Audience: Any Faculty</i>	<i>Location: SSB, Room 220</i>
	Learn LiveText software skills for collecting and evaluating key student assessment artifacts. The session will also demonstrate how to review and download student performance data from your faculty account, as well as how to develop approved rubrics in the system.	