

 MINNESOTA STATE UNIVERSITY MANKATO

PROFESSIONAL DEVELOPMENT DAY



WEDNESDAY, JANUARY 6, 2010

Opening Remarks in
Centennial Student Union Ballroom by
PRESIDENT RICHARD DAVENPORT
8:30 A.M.

Refreshments 8:00 A.M.

The Professional Development Committee is pleased to present
Professional Development Day
on January 6, 2010.

This day provides a multitude of professional development opportunities for faculty and staff.

The Professional Development Committee recognizes the commitment of faculty and staff of Minnesota State University Mankato and has strived to establish programs valuable to all employees. One of our goals is to include and engage individuals in interesting sessions. Professional Development Day is one way to achieve this goal.

Join us in the Centennial Student Union Ballroom for

REFRESHMENTS

beginning at 8:00 A.M.

and

OPENING REMARKS

from President Davenport at 8:30 A.M.

NOTES: _____

REGISTRATION

Please register early because sessions fill quickly.

To register for a program:

1. **Simply go to STARS at**
<https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>
2. **Sign in using your Tech ID and PIN.**
3. **Click the Schedule link under Employee Class Options.**
4. **Click the first Submit button.**
5. **Select a session in the list and click the Register button to register for a session. Click the Register button again to confirm your registration.**

You will receive an e-mail confirmation of your registration.
Use the same web site to change or cancel your registration.

**For information or questions regarding Professional Development Day,
e-mail us at prodevday@mnsu.edu
or call Leslie Peterson at 507-389-2290.**

Although University offices are open during
Professional Development Day,
the University staff and faculty are encouraged to attend sessions.
Supervisors are asked to schedule accordingly.

The schedule at a glance is available at:
<http://www.mnsu.edu/humanres/profdev/>

**Mark your calendar for
Professional Development Day 2011 on January 5, 2011!**

9:00 A.M.

ALL SESSIONS ARE 60 MINUTES IN LENGTH.

Incorporating Experiential Education: Implications for Gold Course Development

Julie Carlson

CSU203

Are you interested in developing a "Gold" course to meet the new diversity requirements but are unsure of where to start? Join this session to learn more about Gold course expectations with a special focus on understanding the experiential learning component. Gain an understanding of basic experiential education tenets and learn some practical methods for incorporating experiential learning in your Gold courses.

Alcohol Mythbusters

Wendy Schuh and Carly Hopper

ML81

Alcohol use on campus continues to be a major issue, specifically for faculty and staff concerned about a student. This session will review a free online program (e-CHUG) available for faculty, and staff to incorporate in classes or organizations for students to complete. Attendees will have the opportunity to complete a sample alcohol screening and discuss summary information on high risk behaviors and data about Minnesota State Mankato student use. Tips will be given on how to talk with a student about alcohol use using brief motivational interviewing as well as myths (serving size, blacking out) and on/off campus resources.

Exploring the Changing Role of Administrators in Higher Education

Richard Davenport, Jane Earley, and Scott Olson

CSU238

President Richard Davenport, Provost and Vice President for Academic and Student Affairs Scott Olson, and former Dean of the College of Arts and Humanities Jane Earley will provide an interesting and entertaining commentary on the changes that have impacted the traditional roles of these positions and what the future may bring. This will be an interactive presentation with comments and questions invited from participants.

9:00 A.M.

Yoga for Health and Relaxation

Sarah Duda

PH102

Yoga is an increasingly popular way for people of all ages and skill levels to promote a healthier lifestyle by increasing strength, flexibility, balance and reducing stress. This session will provide a brief overview of some of the benefits of yoga for health and relaxation and give participants a chance to experience it for themselves. No previous experience is required and participants are encouraged to wear comfortable clothing.

So You Got To Work With Others: Teams, Committees, and Coworkers!

Brenda Flannery

MH209

This session will focus on the nuts and bolts of working collaboratively and how relationship-building skills are far more critical and challenging than we often think. Come learn about why building relationships is as important as managing the task and how to improve work performance and satisfaction.

Minnesota State University, Mankato's Search Process Training

Linda Hanson, DeeAnn Snaza and Brittany Adrian

CSU285

Comprehensive training session focusing on Minnesota State Mankato's Search Process. Discussion will focus on the role of the Offices of Human Resources and Affirmative Action, the search process checklist, NEOGOV, Affirmative Action Plan hiring goals, etc.

Why do "I" have a terrible memory? Tips and tricks for memory improvement

Karla Lassonde

MH102

Most people are not satisfied with their memory and would like to improve it. The good news is that this is certainly possible - the bad news is that memory improvement requires effort. In this session we will debunk common memory myths (e.g., humans only use 10% of their brain) and discuss current research in memory improvement (e.g., "smart pills" and "mind games"). Participants will be introduced to a variety of tips and tricks to improve their memory.

10:15 A.M.

ALL SESSIONS ARE 60 MINUTES IN LENGTH.

Have Tech, Will Travel: Using Technology to Enhance International Education

Evan Bibbee

ML81

In this session, we shall explore how some of today's most popular technologies (i.e., microblogging, wikis) may be used to enhance students' cultural awareness and academic development, both during and after their international program. Attendees will receive model assignments to help them get started in this area.

The Art of Guided Reflection: Developing the Reflection Component in Gold Courses

Julie Carlson

CSU203

Learn how to further develop the experiential aspects of your Gold course through the thoughtful use of a variety of guided reflection techniques. The value of guided reflection and its implications for meeting Gold course requirements will be addressed.

Sexual Harassment: He Said, She Said, They Said

Linda Hanson

CSU285

Comprehensive discussion about sexual harassment, the 1B.1 Nondiscrimination Policy and Procedure and the Consensual Relationships provision.

American Indians and Education

David Larsen

CSU204

How contemporary education was first presented to American Indians.

MnSCU HRA - the Most Confusing Benefit Ever

Therese Mullins

MH103

Is it just me, or is the MnSCU HRA one of the most confusing benefits in existence? We will try to sort through all of the ins and outs of the MnSCU HRA. We'll talk about what it is, how to use it, and how it relates to other pre-tax medical accounts. We will also discuss what happens to the account at the end of the calendar year, and what happens to it at the end of a fixed-term appointment or upon resignation or retirement. This session is for insurance-eligible IFO and Administrators only.

10:15 A.M.

Otto Recreation Center - It's Not Just For Students!

Jennifer Myers

Otto Arena

This walking tour will highlight the convenience of exercise facilities on campus. Learn about the programs you as faculty and staff can participate in, and the benefits of leading a physically healthy life! The tour will last approximately 30 minutes, with time for questions at the end.

Managing Change: Just for the Health of It

John Romas and Suneel Parvathareddy

MH102

Dr. Suneel Parvathareddy and Dr. John A. Romas will present participants with information and practical application for how to manage and cope with stress. With present day life more complex than ever before, we must first understand and recognize that we may have stress. To manage stress is to manage ourselves. We can choose to "let" stress adversely affect our mental and physical health, or we can choose to learn new ways of coping with the inevitable stress of life. Techniques will be explored to help us manage change and stress in life!

Avoiding Rejection by Powerpoint

Warren Sandmann

CSU202

This session is designed to help presenters learn how to effectively use PowerPoint slides in an audio-visual presentation. The emphasis will be on slide design, content, and use of slides during a presentation.

Funding Your Big Ideas

Susan Taylor

CSU238

Come learn how your big ideas can become reality through a partnership with University Advancement. A team of development directors and donors will talk about how faculty members' big ideas attract big donor dollars.

1:00 P.M.

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Gold Course Development Work Groups

Julie Carlson

CSU203

Bring your Gold course ideas, plans, and documents in development to this active workshop time. Share your ideas about Gold course development with others and get feedback on your plans from individuals who have worked with Gold course development and the Gold course evaluation rubric.

It's a social tweeting world, let's face(book) it!

Marni Dunning

ML94A

Facebook, MySpace, LinkedIn, Twitter – what do all of these have in common? They are all social networking sites. This session will introduce you to these different social networking sites, show you how to use them, answer common questions about using them, and hopefully getting you linkedin, tweeting, and facebooking like a pro!

Getting your Institutional Review Board proposal approved!

Patricia Hargrove

CSU204

Minnesota State University, Mankato faculty and staff planning research that involves human participants are required to seek approval of the Institutional Review Board (IRB). This session focuses on strategies for submitting a successful paper or online IRB proposal.

Emergency Preparedness and Crisis Intervention

Carol Jensen

CSU238

Introduction of the new Minnesota State Mankato All Hazard Plan. Will provide information on what all community members should do in the event of an emergency on campus.

Expert Advice on Securing External Funding

Kristel Lynch

CSU285

A panel of faculty who have successfully applied for external funding will share their insights on the benefits of external support, give tips and guidance on composing proposals, and answer questions from participants.

1:00 P.M.

Library Resources for Campus Employees

Justine Martin

Front Doors of the Library

Learn about library resources available to all campus employees. The session begins with a walking tour of Memorial Library to discover services and materials to checkout. The second half of the session will explore online resources, such as magazines and consumer information, via the Library Services web site.

Retirement for Classified Staff

Therese Mullins

MH103

This session is for staff in AFSCME, MAPE, MMA, MNA, MGEC, Commissioner's Plan, or the Managerial Plan who would like to know more about retiring. Topics to be covered will include insurance, the Health Care Savings Plan, severance and vacation pay, applying for a retirement annuity, and more. Time will be available for questions.

Expand Horizons... Explore Possibilities... Experience Development via PCSW

President's Commission on the Status of Women

CSU202

The President's Commission on the Status of Women (PCSW) has been part of the Minnesota State Mankato community since 1994. The President's charge to the Commission has varied over the years, but continues to include professional development opportunities for women. Learn about these opportunities - via programs like Mentor Match, the Midwest Women's Leadership Institute, and the prestigious Bryn Mahr/HERS Summer Leadership Institute. Discover resources like the PCSW Professional Development & Research Grants and Project of the Year Awards. An informal presentation by PCSW members will occur followed by time for questions and answers.

2:15 P.M.

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Using new online study abroad software to make your life easier!

Caryn Lindsay

ML81

All students participating in Minnesota State Mankato-sponsored international programs now complete their application online using the StudioAbroad software. Faculty leaders and administrative staff can now easily generate class lists, check on the status of applications, and access student academic and health information if needed from anywhere in the world! Come and see how you can utilize this new online system to facilitate your international program administration.

Making Big Differences in Small Ways

Marilyn Lott

CSU238

This session will focus upon opportunities for community engagement, helping to connect the campus and greater Mankato community. Explore how a few hours of your time can make a HUGE difference in the lives of many of our community members who are less fortunate. Consider organizing a special event in which your family and/or colleagues could join you in an outreach opportunity at one or more of the 65+ agencies who are in desperate need of compassionate volunteers! Let's network about how MSU, Mankato can give back to the greater Mankato Community, utilizing your spare time and various talents!

Internal Funding Opportunities

Kristel Lynch

CSU285

An assortment of the University's funding opportunities will be presented and reviewed. Attendees will become familiar and gain insight on a variety of existing internal options which include, but are not limited to: Faculty Research Grants (FRG), Summer Research Dissemination Grants (SRDG), External Funding Grants (EFG), and the Proposal Development Fund.

Echo 360

Jeff Henline and Marni Dunning

ML94A

Create learning on-demand with Echo360. This system reliably captures class lectures and converts them into podcasts, video, rich media, and more for anytime, anywhere playback. Create new possibilities, expand curriculum, and enable students to learn as they live—online, in contact, and on demand.

Retirement for Faculty and Administrators

Therese Mullins

MH103

This session is for IFO, MSUAASF, and Administrators who would like to know more about retiring. Topics to be covered will include insurance, the Health Care Savings Plan, separation incentives, severance pay, applying for a retirement annuity, and more. Time will be available for questions.

Save 50% on Grocery & Drug Store Purchases for Life

Laurel Schemmel

CSU204

Each year, \$400 billion worth of coupon savings are printed, yet less than 1% of those coupons are ever claimed. The Mankato area provides many opportunities to put these coupons to good use, which can stretch every penny from a Minnesota State Mankato paycheck. Learn basic to advanced strategies to saving the most on your grocery and drug store purchases and walk away with tips that you will be able to put into practice immediately.

The Speed of Trust

DeeAnn Snaza

MH208

Ability to build trust is one of the most critical skills for successful leaders today, along with team members. However, how do you build trust? What do you do if there is low trust or no trust in your work team? Lack of trust within a workplace saps its energy, fosters a climate of suspicion and second-guessing, and completely devastates teamwork. When there is high trust, the opposite is true. Work teams get things done more quickly, are more satisfied with their work and report having more fun on the job. Learn some basic steps on how you can create high trust with your work team.



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