



# SPRING 2022 CONVOCAATION

## AT A GLANCE

### MONDAY JANUARY 10

President's State of the College Address &  
Spring 2022 Convocation Kickoff Even

Details to Be Announced.

### Academic Welcome Back

Details to Be Announced.

### TUESDAY JANUARY 11

### School and Department Meetings

Please check with your Deans and Department  
Chairs for details relative to time and location.



# WEDNESDAY JANUARY 12

## Utilizing Microsoft Planner for Better Task Management

9 AM - 10 AM

Using Microsoft Planner as it relates to task management. Learn how to plan, assign and accomplish tasks for optimal task management for your whole team.

## Telling Your Story: Best Practices for Sharing Your Message

9 AM - 10 AM

How can you better share the unique areas of your department with students? In this session, the marketing, communications, and events team will share best practices for promoting and creating programs or events. We will cover the process for requesting assistance from the MarComm and Events team as well as ways to ensure ease of review. The team will also discuss best practices for creation and management of social media channels, flyers and graphics, as well as how to improve your events!

## Using Microsoft Teams to Support Student Success (In Person Charleston)

9 AM - 10 AM

Learn how using Microsoft Teams can increase student engagement, help students understand content, and create community in the online classroom. Learn the tools in Teams and how to make a Teams meeting via Canvas.

## Implicit Bias and Microaggression Training (In Person Charleston)

10:15 AM - Noon

We all have our own biases. Our experiences shape who we are, our race, ethnicity, gender, sexual orientation, and other factors impact the lens in which we view the world. This training is designed as a short course to help you recognize and acknowledge your own biases and provide tool to adjust your automatic patterns of decision making.

## Outstanding Outlook: Get the Most Out of the Updated Outlook!

10:15 AM - Noon

In this session, come experience the new updates to Microsoft Outlook to increase productivity and efficiency. Topics include Teams integrations, board view, meeting secretary and much more!

## Document Accessibility

1 PM - 2 PM

Utilizing tools built into Adobe Acrobat to ensure your documents are meeting accessibility requirements.

## Using Restorative Justice Practices in Your Department or Classroom

10:15 AM - Noon

Restorative Justice Practices (RJP), is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Through the use of intentionally created exchanges of interaction, RJP seeks to build communities of care through trust and rapport, sense of belonging, and expressions of affect, care, and emotion. Recently, the CSN Libraries Equity, Diversity, and Inclusion (EDI) Team has started using RJP circles to facilitate professional development opportunities for its faculty and staff and would like to share their experiences engaging with these practices to the wider CSN community, with the intention that these practices could be adopted in other departments or classroom settings. Please join us to learn more about RJP, how it is implemented, and how your department or classroom may benefit from engaging with the process yourself!

## OER at CSN – Introduction to Open Educational Resources and the OpenStax Institutional Partnership

1 PM - 2 PM

College of Southern Nevada has joined the OpenStax Institutional Partnership Program to expand the use of free, openly licensed course materials on campus. OpenStax publishes high-quality, peer-reviewed, openly licensed college textbooks that are absolutely free online and low cost in print, and works directly with campuses around the country to help them bring more affordable materials to students. In this presentation, OpenStax will introduce the new campus partnership, explain the value of open licenses, and show faculty how to access the free textbooks and additional resources.

## International Opportunities for Faculty at CSN

1 PM - 2 PM

This session will provide attendees with a high-level overview of existing and upcoming international opportunities and support available for faculty members, ranging from exchanges to funding, professional development, and more! Special attention will be paid to education abroad, including an overview of experiences, key components, and the proposal process for faculty-led study abroad.

## Create and Submit Flyers with Ease!

2:15 PM - 3:30 PM

Your CSN marketing team has created a new brand portal which will allow users to access, download and customize flyers that have CSN's unique branding and styling.

## Canvas: Semester Start Prep Tips

2:15 PM - 3:30 PM

The purpose of this workshop is to provide faculty with semester start tips for online and hybrid courses. Topics include: Data-driven course design, gradebook, groups, and information as to how to optimize student communication using profile settings.

# THURSDAY JANUARY 13

## Having a Conversation– Skills for Talking to Someone About Their Mental Health

9 AM - 10 AM

Presenters will share two tools that participants can use to gain confidence in talking to students/family/friends when they are concerned about their mental health. Additionally presenters will share information regarding the CAPS office and self care techniques.

## Demo OpenStax Tutor – A Low Cost Online Reading Comprehension and Homework Platform

9 AM - 10 AM

With digital reading, personalized homework, a library of thousands of assessments, and LMS integration, OpenStax Tutor enables better learning for your students and easy course creation for you. In this presentation, we'll demo the platform and answer any questions you have about our low-cost homework software. OpenStax Tutor is currently available for the following books: Anatomy and Physiology; The AP Physics Collection Biology 2e; Biology for AP Courses; College Physics; Entrepreneurship; Introduction to Sociology 3e; Life, Liberty, and the Pursuit of Happiness; Psychology 2e; and U.S. History.

## The Science and Art of Online Course Delivery (In-person North Las Vegas)

9 AM - 10 AM

This session will offer valuable suggestions and delivery techniques on how to deliver your course effectively. It will also be an open forum for instructors to share lessons learned and techniques for improving online course delivery. Please bring your ideas and techniques with you to help faculty master the art of online course delivery.

## CSN Student Leadership Academy. Fall '21 Semester in Review (In Person North Las Vegas)

10:15 AM - Noon

President Dr. Zaragoza supported new CSN Student Leadership Academy unveiled this fall. With a mission of developing students into proactive, productive, and engaging leaders, our inaugural cohort completed our eight session program. Our text "The 17 Indisputable Laws of Teamwork" by John C. Maxwell served as our guide to develop our students into emerging leaders. In addition to the presenters, attendees will hear from participants on how through the academy they were able to improve their understanding of diversity and multiculturalism, apply critical thinking skills in teams to improve community issues, and develop networking, communication, and interpersonal skills.

## The OER (Open Education Resources) Process: From Finding Resources to Student Feedback

10:15 AM - Noon

This workshop focuses on how to find and implement OER resources for, how to incorporate those resources into Canvas, how to share with other faculty, and what students and other teachers have to say about OER. Participants will see how to search for OER, receive information from instructors in three different departments about what OER resources worked for them, and how the instructors used OER in the classroom. They will discuss the benefits and drawbacks of OER and some solutions to the drawbacks. They will also review survey information from students who have taken classes with OER texts.

## Time for Teams...Advanced!

10:15 AM - Noon

In this hands-on session, explore the Teams/Canvas integration, go in-depth with Teams meetings including the use of Breakout Rooms, use class Insights, integrate other EDU apps and more!

## Online Discussions: Collision Course for Academic Freedom and Freedom of Speech?

1 PM - 2 PM

Has a student totally derailed an online discussion with nasty, hurtful, or untrue comments? Come talk about our shared experiences and explore ways to maintain a safe, respectful learning environment for everyone.

## Teaching Synthesis: Integrating a Matrix as a Key Pedagogical Tool

1 PM - 2 PM

This presentation is in response to the English Department's composition and literature assessments. The goal of the workshop is to provide a simple synopsis and practical exercise based on a presentation given at CSN by Kacy Lundstrom, Utah State University librarian, titled "Teaching Synthesis." The workshop will begin by giving an overview of Lundstrom's use of the "matrix" as an important pedagogical tool in teaching students synthesis. This tool can help students locate and synthesize the relationships among the main ideas in several sources. The practical exercise, using a matrix, will be to demonstrate the application of this tool.

## Marketing: Branding Guidelines

1 PM - 2 PM

Branding Guidelines increase visibility and understanding of the CSN brand. This workshop will help all departments to communicate with the same objective and goal; successful unity. We want to connect with our audience and this is the first step in doing so. This session will also cover steps to building a social media presence for our current and future students. We will demonstrate the best practices in creation of materials, request approval process and more.

## Demystifying HSIs (Hispanic Serving Institution) and What It Means for CSN

2:15 PM - 3:30 PM

Join us in learning what a Hispanic Serving Institution (HSI) is, how it is connected to CSN and, what we are doing as a college to change systemic barriers affecting Latino/a/x students in addition to other underrepresented populations within higher education. This presentation aims to demystify beliefs surrounding HSI grants, its purpose and mission, while also creating a space to listen and increase awareness of Latinx students' experiences in higher education. By facilitating an open discussion through roundtable and incorporating engaging activities, we hope to increase awareness and understanding of HSI institutions and how to better serve our Latinx students.

## Lumen Learning: Benefits of Using Affordable Yet High Quality Courseware

2:15 PM - 3:30 PM

Want to learn more about low cost (OER) courseware which provides features focused on both students and faculty and is easy to adopt and customize? Join this workshop to learn more about how you can effortlessly implement flexible courseware that is easy to use for both you and your students. In addition to a painless implementation process within Canvas, Lumen courseware includes assessments, PowerPoints, assignments, discussions for faculty, grade return, and a personalized learning experience for students. All your questions can be answered immediately by Lumen and CSN instructors using the courseware.

Lumen courses curate OER aligned with learning outcomes. Typical content includes text, video, interactives, sample assignments and assessments, all integrating seamlessly into Canvas. Additionally each type of Lumen course includes unique tools and learning design wrapped around the OER.

# FRIDAY JANUARY 14

## Mentoring Symposium

9 AM - Noon

This annual event is an initiative of the CSN Mentoring and Coaching Initiative, which was launched by Dr. Gillian Silver in 2013. Its intention is to initiate an open dialogue to encourage mentorship based on affinity, to conduct and report on related field research, and to produce a multi-faceted educational symposium. The event is a collaborative program open to CSN faculty, adjuncts, classified team members and administrators.

Presenters include: Dr. Gillian Silver, Nancy Webb, Roberta Palomo, Hillary Butrico, Dr. Anne DeClouette, Dr. Rachel Hagwen, Theri Wycoff, Dr. Rochelle Hooks, Tamara Flores-Sahagun, Nancy Swanson, Jeff Fulmer, Phill Dixon, Ken Betita, Brian Atkins, Karen Ahern and Zahra Buttar.

## New Faculty Orientation

9 AM - Noon

This Orientation is designed to introduce new Faculty to the CSN mission, values, and goals, and familiarize them with programs and services that are valuable to Faculty and their students in acclimating to the CSN community.

## Utilizing the Five Languages of Appreciation in the Workplace

9 AM - 10 AM

You may have heard of The 5 Love Languages, which was published by Gary Chapman in 1992, and has been revised and republished multiple times over the past 30 years. But did you know that the concept of love languages translates easily into languages of appreciation that you can use to better your relationships at work? Knowing your own preferred language of appreciation, as well as those of your colleagues, supervisees and supervisor can help foster a more appreciative, caring and connected work environment. In this session we will explore the five languages of appreciation and how you can use them to show your gratitude to those around you.

## Education Abroad and Staff

9 AM - 10 AM

This session will provide staff members with a high-level overview of existing and upcoming international opportunities available for students! Special attention will be paid to study abroad experiences, including an overview of opportunity types, scholarships, and frequently asked questions during advising sessions.

## A Case Study in Holding a Learner accountable for Academic Honesty!

10:15 AM - 11:15 AM

In the recent/current mostly remote environment, holding students accountable to CSN's Academic Integrity policy has been imperative for "grade integrity". While it's no fun to penalize a student for violations of plagiarism, it doesn't have to be tedious and (too much) paperwork. Join us to recount how faculty and the Office of Student Conduct collaborated to hold a student to account for not respecting our academic community. Get practical tips on infusing the expectation of academic honesty into the curriculum and what to do when such expectations are ignored.

## Powerful Presentations with PowerPoint

10:15 AM - Noon

In this session, explore some of the features in PowerPoint that you may not be aware of. Topics will include, recording and narration, design, PowerPoint Present live...and more!

## How to Advance on the Salary Schedule

10:15 AM - 10:45 AM

Tenured and tenure-track faculty can advance on the salary schedule by earning degrees or taking courses. Applications go through the Faculty Senate Professional Advancement Committee. Members of the committee discuss the process and provide tips on how to submit applications and avoid common errors which delay the process.

## Supporting Parents in Schools: Benefits of Free Child Care

11 AM - 11:30 AM

The TRIO and Early Childhood Education team has accessed child care grants that allow us to support CSN students, staff, and community members. In this workshop, you will learn about eligibility and availability of cost-free child care and the ways in which the TRIO and ECE team work together to support CSN students on their journey toward graduation. You will also discover opportunities to refer students or other community members to take advantage of these great supports. You will also learn how cost-free child care helps students achieve academic and personal goals.

## Sexual Harassment and Discrimination Prevention

**1 PM - 4:30 PM**

Description: In accordance with Title IV, Chapter 8, Section 13(C) of the Nevada Board of Regents Handbook, "Each institution shall have on-going sexual harassment training program for employees." In this session we will discuss how sexual harassment harms the victim, the organization, and the harasser. Additionally, this course will explore discrimination and Title IX, its impact to the organization, and valuable information that you can use to be the front-line force to prevent its occurrence.

## Honing Your skills as a Page Owner (This session is for CSN Web Page Owners Only!)

**1 PM - 2 PM**

Learn what is new and what you may have missed with Squiz Matrix. Explore the new website, learn tips and tricks for page components that will make editing your pages a breeze!

## Faculty Senate

**1 PM - 4 PM**

The CSN Faculty Senate, through elected Senators from across all the academic and administrative units, represents all CSN Faculty both internally and externally. The first Faculty Senate meeting of the Spring 2022 semester on January 14th will be held on MS Teams and will focus on a recap of Senate activities for the 2021/2022 academic year to date and lay out the plans for the rest of the year. The meetings are open to all CSN employees and the public at large.



Contact CAPE at 702-651-5685 or [CAPE@CSN.edu](mailto:CAPE@CSN.edu).

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