Campus-Wide Training Program Guide

January 14 & 15, 2021

Course schedule, descriptions, and registration links

New Paltz
STATE UNIVERSITY OF NEW YORK

January 2021 Campus-Wide Training Program Guide

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CircleIn: Leveraging Peer Support to Enhance Student Success

Description:
This training will serve as an introduction to the National Science Foundation supported study app CircleIn, which will be piloted in the Spring 2021 semester.

The CircleIn study app connects students with their peers to create a digital community of collaboration and support to foster students' learning and their collective academic success.

Peer-based academic support services are recognized as High-Impact Practices (or "educationally purposeful activities") which can positively influence student outcomes. An understanding of CircleIn's capabilities can help the New Paltz community promote equitable student outcomes by building upon and extending the peer-based support we currently offer our increasingly diverse student population.

Objectives:
- Introduce CircleIn and explain its functionality
- Describe the value of peer-based learning and its potential to improve student outcomes

Target Audience:
All academic and professional faculty and staff

Presented by:
Jessica Delaney, Coordinator, Center for Student Success

Register here: https://newpaltz.wufoo.com/forms/z2ewkni08atr04/

Leading with Data to Promote Student Learning, Persistence, and Equitable Student Outcomes at SUNY New Paltz

Description:
This session seeks to cultivate a space for informed dialogue, grounded in institutional mission, for individuals who are interested in promoting student academic engagement and an equitable educational experience for all New Paltz students.

Following a brief contextual overview, participants will engage in discussions that draw from assessment findings and other institution-specific information to consider ways in which the College community can best meet the learning needs of an increasingly diverse undergraduate student body.

Objectives:
Participants will:
- Learn about institutional strengths related to the student learning experience as well as opportunities for improvement as identified through departmental and campus-wide assessment processes.
- Gain an understanding of current and emerging resources to support in-course learning and student success.

- Be equipped to provide ongoing feedback to inform the continued development of the College's holistic academic support resources in this challenging learning environment and beyond.

Target Audience:
Academic and professional faculty and staff

Presented by:
Dante Cantu, Executive Director, Academic Advising & Student Success

Register here: https://newpaltz.wufoo.com/forms/z1f05l5l0n7qz23/

Philanthropic Storytelling

Description:
Let us help you reimagine fundraising through storytelling and donor engagement. In this training, you will learn to identify powerful stories to share with your prospective donors and create the materials to shares these most effectively.

You will learn who your donors are, how to connect and build relationships, what clues help you understand what matters most to them about your work, and how the Development Office can help you engage your donors and raise support for your programs.

Objectives:
- Develop an understanding of the impact of philanthropy for both donor and those who benefit from the gift.
- Connect alumni and individuals with the work of your Department or program and the students who benefit by your work and that of your colleagues.
- Learn to think BIG - envision greater opportunities.

Target Audience:
Department chairs and program directors

Presented by:
Barbara Caldwell, Program Director, Donor Engagement
Jonathan Vaughn, Executive Director of Development

Register here: https://newpaltz.wufoo.com/forms/z1tijpl61aidmr3/

Best Practices for Communication & Marketing

Description:
Members of the Office of Communication & Marketing (OCM) will give an overview of best practices for marketing the College and its constituent programs and units, with emphasis on:

- The SUNY New Paltz Brand Identity
- Telling the New Paltz Story
- Effective Use of Social Media
- How to collaborate with the Office of Communication and Marketing

Objectives:
Presenters will:

- Provide participants with an understanding of what our institutional brand is, and why it is important.
- Outline a process for telling compelling stories about members of our community
- Provide a broad overview of major social media platforms and how to get the most out of them.

Target Audience:
All members of the campus community, particularly those who are engaged in promoting events, programs, student and alumni experiences and outcomes, and faculty awards and publications

Presented by:
Andrew Bruso, Assistant Director, Communications & Marketing
Laura Kniffen, Assistant Director of Design and Brand Services
John Oles, Social Media Manager

Register here: https://newpaltz.wufoo.com/forms/znec4bc0lpqh3v/

Confronting Bias

Description:
We all have biases that shape how we see and interact in the world. In this workshop we will discuss and practice strategies for how we confront our own biases. This interactive session will involve active reflections as well as small group exercises to dig into how we can confront our biases.

Target Audience:
All members of the campus community

Presented by:
Tanhena Pacheco Dunn, Associate Vice President of Human Resources, Diversity & Inclusion
Ginger Jurecka Blake, Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/zy8ygar1s7fx6n/

Introduction to Open Educational Resources (OER)

Description:
In this session, Chrissy O'Grady, Rachel Rigolino, and other members of the SUNY New Paltz OER committee will introduce participants to Open Educational Resources. Topics will include a definition of the term (OER); the five R's of OERs; why SUNY and other systems are moving towards OERs; the Lumen-SUNY partnership; and opportunities for faculty (and others) to create and share OERs.

Objectives:
By the end of this session, participants will:

- Understand what the term OER means, its relation to the ethos of sustainability, and its evolving role in higher education
- Become acquainted with OER resources, including specific resources created as a result of the Lumen-SUNY OER partnership
- Have explored ways they might use OERs in their classrooms and/or opportunities to create and share their own OER material.

Target Audience:
This session is targeted primarily to faculty

Presented by:
Chrissy O'Grady, Research & Education Librarian
Rachel Rigolino, Instructor, English

Register here: https://newpaltz.wufoo.com/forms/z1km9uk01hqp45b/

LGBTQ+ Allies Workshop (*Note: this session runs from 11:00-1:00*)

Description:
A two-hour interactive training workshop which will provide an opportunity for discussion, resource materials, and information regarding sexual orientation and gender identity. By attending the facilitated workshop and agreeing to become an Ally, you will get a logo hang tag to display in your office or workspace.

Target Audience:
All members of the campus community

Presented by:
Emma Morcone, Title IX Coordinator, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/zjfkh0f0f0402c/

Best Practices for Troubleshooting and Information Technology Support

Description:
This session will explore tips and tricks for troubleshooting issues that arise when working with technology.

Objectives:
By the end of the session, participants will:

- Know the three things to do when they encounter a technical issue
- Be aware of on-demand resources to support your technology questions
- Know the best practices for getting the help you need from IT support services

Presented by:
Raymond Ransome, Desktop Support Manager, Academic Computing
Anneliese Kniffin, Assistant Director of Organizational Development and Training

Target Audience:
All members of the campus community

Register here: https://newpaltz.wufoo.com/forms/z1dpm3sz10qdtds/

Transition and Belonging for Lateral Transfer Students

Description:
Based on student mobility patterns, the lateral transfer population exceeds the number of community college transfers within the landscape of higher education. Colleges need to re-examine how they serve and support students in transition in a manner that promotes persistence towards achieving a degree. Both Schlossberg's Transition Theory and Tinto's Model of Student Integration were applied to develop a theoretical framework for this study.

Semi-structured interviews were conducted with eight lateral transfer students who commute to college at a regional, comprehensive public institution in New York State. A qualitative research method using interpretative phenomenological analysis was applied to analyze and interpret how students made meaning of their own lived experience.

Several themes and subthemes emerged around the rationale to transfer, navigating the transfer journey, adjustment in a new environment, and personal growth and development. A

An assessment of the themes in correlation to the research question, extant literature, and theoretical framework produced five key findings: 1: the lateral transfer decision- making process is complex; 2: the differentiation between institutional fit and belonging; 3: selecting a lateral transfer institution was practical; 4: the emotional rollercoaster of being a lateral transfer student; 5: lateral transfer students expect increased social engagement. Recommendations to normalize and serve a growing sub-population of the college transfer community are discussed.

Target Audience:
All members of the campus community

Presented by:
Michael Patterson, Assistant Vice President, Office of Student Affairs

Register here: https://newpaltz.wufoo.com/forms/zdqb2dq1ccd3js/

Corporate Outreach and Sponsorship

Description:
This session will uncover practical ways to engage potential sponsors and retain existing ones. Topic discussed will include how to request a solicitation code and mailing lists from the Foundation Office; and putting together a targeted sponsor list solicitation letter, recognition plan, and payment form.

We will also uncover strategies for where to network and planning your personal meeting.

Target Audience:
All members of the campus community

Presented by:
Lisa Sandick, Program Director, Special Events and Sponsorships, Office of Development

Register here: https://newpaltz.wufoo.com/forms/zpfxond0dppfqd/

Email Etiquette

Description:
This session will provide guidelines for writing and sending clearer, more concise emails. We'll cover the subject line, setting the right tone with the greeting and closing, and talk about formatting tips to make your emails easier to read (and more likely to get a response).

Target Audience:
All members of the campus community

Presented by:
Anneliese Kniffin, Assistant Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z4h2hlh13l5c6q/

Engaging Bias

Description:
Do you feel equipped to engage bias when you see it? This workshop will focus on ways we can take productive action when bias already shapes interactions we have with others. This could include when bias is directed at us or we observe bias impacting someone else.

In this interactive workshop we will share strategies for engaging bias in a civil and professional manner. We will also share campus resources for supporting you in these important conversations.

Target Audience:
Open to all members of the campus community

Presented by:
Tanhena Pacheco Dunn, Associate Vice President of Human Resources, Diversity & Inclusion
Ginger Jurecka Blake, Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/zhx8oly1jetu1k/

Racism 101: An Introduction to Concepts and Conversations about Racism in America

Description:
This workshop will provide an introduction to the concepts of race, racist culture, and the challenges white people face in seeing systems of oppression. We will examine historical context and the intersections of race, gender, masculinity, and competition in the creation of our modern culture.

Target Audience:
All members of the campus community

Presented by:
Joel Oppenheimer, Senior Counselor, Psychological Counseling Center

Register here: https://newpaltz.wufoo.com/forms/zkx74xv1sygcgc/

Students of Concern: How to Respond to Expressions of Emotional Crises

Description:
This workshop will help participants understand the range of emotional crises students may present and provide strategies for managing and responding to these concerns.

Objectives:
By the end of this session, participants will:

- Understand the range of emotional crises students may present
- Gain confidence in responding to a student's concern
- Learn how to engage students in conversation
- Identify and refer students to appropriate resources
- Become familiar with appropriate reporting forms available

Target Audience:
All members of the campus community

Presented by:
Dr. Gweneth Lloyd, DSW, LCSW-R, Director, Psychological Counseling Center
Robin Cohen-La Valle, M.A., LMHC, Assistant Vice President for Student Affairs & Dean of Students

Register here: https://newpaltz.wufoo.com/forms/ziy3zsj1f2gnc9/

Diversity & Inclusion – Opening and Navigating Difficult Conversations: First-Person Experiences and Best Practices

Description:
This workshop is designed to provide a forum for exploring and discussing the difficult conversations around diversity and inclusion in the classrooms in your offices and in your departments. Come ready to share and be heard.

Target Audience:
All members of the campus community

Presented by:
Ken Goldstein, Professor, Theatre Arts
Emma Morcone, Title IX Coordinator, Office of Human Resources, Diversity & Inclusion
Jessica Purcell, EOP Advisor, Educational Opportunity Program

Register here: https://newpaltz.wufoo.com/forms/z18nnbp0r5vqj7/

Outlook Tips: Organizing Your Email

Description:
This workshop will cover several ways of organizing your mailbox, dealing with "spam" and junk mail, cleaning out your inbox, and eliminating email clutter.

Objectives:
By the end of this session, participants will:

- Be familiar with several methods of organizing email
- Flagging, categorizing, etc.
- Know how to use filters
- Understand the key differences between the "Web" and "Desktop" versions of Outlook
- …and more

Target Audience:
All members of the campus community

Presented by:
Anneliese Kniffin, Assistant Director of Organizational Development and Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z10xc4lx090qdkx/

Qualtrics: Working with Contact Lists and Embedded Data in Your Qualtrics Survey

Description:
This workshop will cover how you can use Qualtrics contact lists to send survey reminders to contacts who haven't completed a survey yet and personalize survey invitations. We will also learn about using embedded data from a contact list to merge extra information about your contacts into the survey reports and survey logic.

Target Audience:
Current users of Qualtrics survey software who need to send reminders to survey invitees who haven't responded, or those who want to bring in external data about the invitees into the survey results

Presented by:
Lucy Walker, Assistant Vice President, Institutional Research, President's Division

Register here: https://newpaltz.wufoo.com/forms/z1xbj9mo0wxnplt/

Webex Tips and Tricks

Description:
Webex has upgraded several features and added new ones over the last several months. Join this training session to learn more about breakout rooms, polls, smoother scheduling and other great tips and tricks to make your virtual interactions as engaging as possible.

Target Audience:
All members of the campus community

Presented by:
Ginger Jurecka Blake, Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion
Mike McInerney, Operations Manager, Instructional Media Services

Register here: https://newpaltz.wufoo.com/forms/zlozqme0qhj8sr/

Active Violence Awareness

Description:
This session will review on best practices for civilian active violence response. The presentation will highlight safety measures you can take and what University Police at New Paltz is doing to keep students, staff, and visitors safe.

Target Audience
All members of the campus community

Presented by:
Lieutenant William Shaw, University Police Department

Register here: https://newpaltz.wufoo.com/forms/z18dmtie17qqd73/

Time Management

Description:
We are all asked regularly to get more out of our time and ourselves, but we don't always know how to make that happen. This training focuses on a range of techniques and tools you can try to enhance what you want to accomplish in a day.

Over the course of the training, we will discuss several different approaches to and systems for time management and to allow for differences in personal style and the unique work demands of different office environments.

Target Audience:
All members of the campus community

Presented by:
Ginger Jurecka Blake, Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z19e2yoh1kwdhyq/

Organization Management

Description:
In times of change or high-volume periods of work, it can be very challenging to keep your resources and information organized. In this session, we will discuss techniques for getting and staying organized.

Target Audience:
All members of the campus community

Presented by:
Ginger Jurecka Blake, Director, Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z15v8xpi01qzwhv/

Supporting Transgender Students

Description:
This workshop will do a deeper dive into the TGNCNB (transgender, gender non-conforming, and non-binary) community. We will cover topics such as pronouns, gender identity, gender expression, transitioning, and how to better support TGNCNB students on our campus.

Target Audience:
All members of the campus community

Presented by:
Emma Morcone, Title IX Coordinator, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/zhiz6880ixdoq9/

Using OneDrive

Description:
This session is an introduction to using OneDrive to organize, store, and share files and folders.

Objectives:
By the end of this session, participants will:

- Know how to access OneDrive and understand when and why to use it
- Understand the different elements of the OneDrive screen; how to modify the layout; how to create folders; and how to upload, download and move files within OneDrive
- Know several ways of sharing files, and best practices for doing so

Target Audience:
All members of the campus community

Presented by:
Anneliese Kniffin, Assistant Director of Organizational Development and Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z15p1f9c0cyou21/

Friday January 15 – 11:00-12:00

What is “Regular and Substantive Interaction”?

Description:

In this training session, designed and delivered collaboratively by the Office of Instructional Technology and the Faculty Development Center, faculty will learn what is meant by "regular and substantive interaction."

We will provide an overview and definitions, and then offer simple and concrete examples of how to achieve "regular and substantive interaction" in an online or hybrid course.

Target Audience:

This session is appropriate for any faculty teaching online (SYNC or ASYNC) or hybrid courses who want to better understand how to design and deliver a course that is rich with regular and substantive interaction.

Presented by:

Staff of the Office of Instructional Technology and the Faculty Development Center

Register here: https://newpaltz.wufoo.com/forms/zvejno519pwj9k/

Compassion Fatigue vs. Compassion Satisfaction and Quality of Work-Life: Caring for Yourself in the Face of Difficult Work

Description:
Anyone who works in higher education (even pre-COVID) knows that the work we do with students--whether teaching, supporting them outside the classroom, or mentoring them--requires putting out a lot of energy and empathy. In addition, we all have weekday workloads/Zoom fatigue and personal life responsibilities - leading to juggling an overwhelming set of projects and tasks that need to be managed and prioritized.

Objectives:
Participants will:

- Complete a short self-assessment of our Professional Quality of Life and see where we fall on the Compassion Fatigue/Compassion Satisfaction Scale
- Learn the underlying causes and characteristics of compassion fatigue vs. burnout
- Understand the benefits of boundary-setting
- Take first steps in setting a self-care plan to build our resilience

Target Audience:
All members of the campus community

Presented by:
Robin Cohen-La Valle, M.A., LMHC, Assistant Vice President for Student Affairs & Dean of Students
Dr. Gweneth Lloyd, DSW, LCSW-R, Director, Psychological Counseling Center

Register here: https://newpaltz.wufoo.com/forms/z1hlujuc1ktknki/

Goal-Setting

Description:
In this session participants will be taken through a guided reflection and goal-setting activity that will help them make the next few months productive, both personally and professionally.

Target Audience:
All members of the campus community

Presented by:
Ginger Jurecka Blake, Director of Organizational Development & Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z18twd740a1p7ja/

Title IX and Sexual Harassment

Description:
New York State requires all employees to complete training on a calendar year basis on Sexual Harassment/Title IX. This training will fulfill annual New York State requirements. We will cover various topics including sexual harassment, overview of Title IX behaviors, campus resources, and how to support students regarding dating violence and sexual misconduct.

Target Audience:
All members of the campus community

Presented by:
Emma Morcone, Title IX Coordinator, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z14ogzje0yq39p4/

Tools for Working Remotely

Description:
Are you making the most of our campus' resources and tools for remote work? This session will provide an overview of options for how to effectively connect and collaborate while working remotely using existing campus resources.

Topics will include accessing information, scheduling resources, collaboration tools, platforms for connecting, available software and the support available while working remotely.

Target Audience:
All members of the campus community

Presented by:
Amanda Ojie, Desktop Support Technician, Academic Computing
Anneliese Kniffin, Assistant Director of Organizational Development and Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/zz5bjqp0csbzsv/

Introduction to SharePoint

Description:
An introduction to the basics of SharePoint.

Objectives:
By the end of this session, participants will:

- Know how create and organize folders within a SharePoint site
- Know how to organize, upload and download files
- Understand the basic functions of SharePoint to support team collaboration

Target Audience:
All members of the campus community

Presented by:
Anneliese Kniffin, Assistant Director of Organizational Development and Training, Office of Human Resources, Diversity & Inclusion

Register here: https://newpaltz.wufoo.com/forms/z1gwkryw179m3s6/

Effective Virtual Meetings

Description
With remote meetings the current norm, this session will provide tips for making your virtual meeting sessions more effective.

Audience
All members of the campus community

Presented by:
Ginger Jurecka Blake, Director of Organizational Development and Training, Office of Human Resources, Diversity and Inclusion

Register here: https://newpaltz.wufoo.com/forms/z1f9vfi01wi2hi3/