

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, August 20, 2010

AGENDA

Committee Meetings

8:00 - 9:00	Assessment Committee.....	Room A121
	Quality Integrated Services Committee.....	Room A122
	Strategic Planning Review Committee.....	Room A120
9:00 - 10:00	Curriculum and Instruction Committee.....	Room A121
	Finance, Facilities, and Technology Committee.....	Room A122
	Student Government Association.....	Room A120
	*Enrollment Management Committee	
10:00 - 12:15	SunGard Representative.....	Savas-Kostas Theater
12:15 - 1:15	Lunch Provided.....	Student Union

General Meeting (Theater)

1:15 - 1:30	Welcome and Update.....	President Tomblin
1:30 - 1:45	Introduction of New Employees.....	Patricia Clay
1:45 - 2:00	Committee Reports.....	Committee Chairs

Professional Development Sessions

2:00 - 3:00	Blackboard / Vista.....	Timothy Owens, Room C122
	Customer Service (reserved - see attached list).....	Sandra Podunavac and Teri Wells, Room B116
	eScience Labs (reserved for those who teach lab courses).....	Pamela Alderman, Room C202
	Faculty / Staff Library Orientation (seating limited to 11).....	Kimberly Maynard, Library Computer Lab
	Mail Merge in Word (seating limited to 20).....	Suzette Felty, Room C332
	Safety Training (<i>reserved for maintenance, campus service workers, and campus directors</i>).....	David Lord, Guyandotte Room
	The Role of Ethics and Bias in Decision Making (seating limited to 20).....	Darrell Taylor, Room A120

Academic and Administrative Meetings

3:00 - 4:30	Academic Department Meetings	
	<u>University Transfer Programs</u>	
	• Humanities.....	Guyandotte Room
	• Mathematics.....	Room A212
	• Natural Science.....	Room A234
	• Social Science.....	Dean's Conference Room
	• Transitional Studies.....	Room A205
	<u>Career and Technical Programs</u>	
	• Allied Health and Nursing.....	Room C202
	• Business.....	Room A211
	• Technology and Engineering.....	Room C340
3:00 - 4:30	Administrative Unit and Department Meetings	
	• Communications Unit.....	TV Studio
	• Economic Development.....	Room B227
	• Finance.....	Room B116
	• Enrollment Services / Registrar.....	Room C217
	• Student Development / Special Services.....	Room A120
	• Technology Services.....	Room A216

Council / Senate Meetings

3:30 - 4:30	Classified Staff Council Meeting.....	Room A122
4:00 - 4:30	Faculty Senate Meeting.....	Room A259

*As the Enrollment Management Committee has not yet been constituted, there will be no meeting of this committee today. When the Enrollment Management Committee is formed, they will meet on Governance Day as detailed above.

Session Descriptions

Blackboard / Vista

Come join Tim Owens, Instructional Technologist, in this informal question and answer session. Take advantage of your chance to ask the expert questions regarding the course management system or on-line teaching.

Customer Service

This session will focus on distinguishing between the different types of customers (internal and external), appreciating the importance of customer service, building rapport and communicating with customers, and responding to customers' expectations; maintaining good customer service skills, providing quality customer service, and solving customer service problems; understanding the importance of maintaining FERPA regulations in relation to offering information to customers; providing necessary information to customers (i.e., office hours, department information) via signage, voice mail, etc.

eScience Labs

A presentation of hands-on science kits designed to fit with any curriculum or teaching style. Engaging on-line content is provided to supplement a complete series of hands-on labs and to reinforce key concepts.

Faculty / Staff Library Orientation

Library staff will demonstrate how to use library databases and how to locate good research web sites for students to use.

Mail Merge in Word

The presenter will review the steps necessary to complete a mail merge in Word. Namely: 1). set up the main document for the merge; 2). create and connect the document to the data source; 3). add mail merge fields to the document that are filled with information from the data file; and 4). refine the list of recipients in the data source.

Safety Training

Safety training for maintenance, campus service personnel, and directors of campus operations.

The Role of Ethics and Bias in Decision Making

As educators we make decisions everyday that affect the lives of our students, faculty, staff, and administration. Additionally, our decisions may have implications for the many communities we serve too. Given the importance of making good decisions to the livelihood of our college, how do we know if we are ethical in our approach to making decisions? Do we just use common sense, or should we ascribe to a particular ethical theory? This workshop briefly introduces participants to four theories of ethical decision making. Additionally, participants will discuss college-related scenarios that challenge their conception of right and wrong, as well as increase their understanding of the role of bias in ethical decision making. Those who participate should have a high tolerance for ambiguity and an appreciation for the role of challenge in intellectual discourse.

Customer Service Session Assignment

Baldwin, Susan	Earnest, Lynn	Keeney, Charles	Nemeth-Pyles, Mary	Thompson, Rick
Birurakis, Stephen	Ermold, David	Krasse, Kathryn	Pidaparathi, Sarma	Weaver, Tim
Bishop, Candace	Evans, Karen	Lacek, Steven	Poole, Pat	Wood, Tex
Carter, Wanda	Farrar, Rosemary	Lowes, Cyndee	Puckett, Chuck	
Codispoti, Martin	Garrett, Dena	McRoberts, Meloney	Saunders, Geoff	
D'Angelo, Larry	Hensley, Gordon	Mosley, William	Schwalb, Verna	

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, October 8, 2010

AGENDA

Committee Meetings

8:00 - 9:30	Assessment Committee.....	Room A121
	Quality Integrated Services Committee.....	Room A122
10:00 - 3:00	Laptop Docking Station Demonstration.....	George Beshears, Lobby
9:30 -11:00	Curriculum and Instruction Committee.....	Room A121
	Finance, Facilities, and Technology Committee.....	Room A122
	Student Government Association.....	Room A120
11:00 - 12:15	Enrollment Management Committees.....	Rooms as assigned
12:15 - 1:15	Lunch (provided).....	Student Union

General Meeting (Theater)

President's Announcements.....	President Tomblin
SunGardHE Update.....	George Beshears, SunGardHE

Professional Development Sessions

2:00 - 3:00	Blackboard / Vista.....	Timothy Owens, Room C122
	Clicker System Demo.....	Gordon Hensley, Room C202
	Customer Service (reserved - see attached list).....	Sandra Podunavac and Teri Wells, Room B116
	Mail Merge in Word (seating limited to 20).....	Suzette Felty, Room C332
2:00 - 2:30	Fire Extinguisher Training.....	David Lord, Guyandotte Room
	(reserved for Safety Committee members, maintenance, and campus service workers)	
2:30 - 3:00	Safety Committee Meeting (reserved for Safety Committee members).....	David Lord, Guyandotte Room

Academic and Administrative Meetings

3:00 - 3:30	Web Course Discussion (mandatory for faculty who currently teach web courses)... Tim Owens, Room C122
3:30 - 4:30	Academic Department Meetings

University Transfer Programs

- Humanities..... Guyandotte Room
- Mathematics..... Room A212
- Natural Science..... Room A234
- Social Science..... Dean's Conference Room
- Transitional Studies..... Room A205

Career and Technical Programs

- Allied Health and Nursing..... Room C202
- Business..... Room A211
- Technology and Engineering..... Room C340

3:00 - 4:30	Administrative Unit and Department Meetings
	• Communications..... TV Studio
	• Finance..... Room B116
	• Enrollment Services / Registrar and Student Development / Special Services..... Room B227
	• Technology Services..... Room A216

Council / Senate Meetings

3:30 - 4:30	Classified Staff Council Meeting.....	Room A122
4:00 - 4:30	Faculty Senate Meeting.....	Library Conference Room

Session Descriptions

Blackboard / Vista

Come join Tim Owens, Instructional Technologist, in this informal question and answer session. Take advantage of your chance to ask the expert questions regarding the course management system or on-line teaching.

Clicker System Demo

This session covers the use of ARS (Audience Response System) commonly referred to as "clickers." Clickers can be used to add interactivity to lectures. Participants will get a hands-on opportunity to use clickers and a variety of different applications will be discussed. Using clickers is part of an on-going project with the President's Future Leaders Academy.

Customer Service (reserved - see attached list)

This session will focus on distinguishing between the different types of customers (internal and external), appreciating the importance of customer service, building rapport and communicating with customers, and responding to customers' expectations; maintaining good customer service skills, providing quality customer service, and solving customer service problems; understanding the importance of maintaining FERPA regulations in relation to offering information to customers; providing necessary information to customers (i.e., office hours, department information) via signage, voice mail, etc.

Mail Merge in Word

The presenter will review the steps necessary to complete a mail merge in Word. Namely: 1). set up the main document for the merge; 2). create and connect the document to the data source; 3). add mail merge fields to the document that are filled with information from the data file; and 4). refine the list of recipients in the data source.

Fire Extinguisher Training (reserved for Safety Committee members, maintenance, and campus service personnel)

The City of Logan's Fire Department will be demonstrating the proper use of fire extinguishers.

The Safety Committee will meet immediately following this training session.

Customer Service Session Assignment

Alderman, Will	Edwards, Miranda	Hatfield, Glenna	Kirk, Brandon	Morrison, George
Barker, Dena	Elkins, Sheliah	Hensley, Kim	Long, Shelba	Patterson-Diaz, Alyce
Bias, Regina	Farley, Erica	Howerton, Carol	Lowes, Guy	Payne, Matthew
Cline, Anne	Grimes, Karan	Irfan, Tehseen	Maynard, Martha	Ramey, Carla
Cline-Riggins, Shawn	Hallis, Eva	Kilkenny, Ann	McClung, Jason	Scott, Chad
Dalton, Kathy	Hamilton, Mary	Kirk, Melissa	McNeal, RosaLea	

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, February 11, 2011

AGENDA

Morning Committee Meetings

8:00 - 9:00	Assessment Committee.....	Room A121
	Quality Integrated Services Committee.....	Room A122
	Strategic Planning Review Committee.....	Room A120
9:00 - 10:00	Curriculum and Instruction Committee.....	Room A121
	Finance and Facilities Committee.....	Room A122
	Student Government Association.....	Room A120
10:00 - 11:00	Enrollment Management Committees.....	Rooms as assigned
11:15 - 12:15	Adult Learner Initiatives.....	Dr. Kathy Butler
		West Virginia Higher Education Policy Commission
		Theater

Afternoon Activities

12:15 - 1:15	Lunch Provided followed by General Meeting.....	Commons Area
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General Meeting (Commons Area)

	President's Awards.....	President Tomblin
1:30 - 3:30	Challenges and Opportunities Facing Rural Community Colleges.....	Dr. Randy Smith
		Rural Community College Alliance
		Theater

Academic and Administrative Meetings

3:30 - 4:30 Academic Department Meetings

Career and Technical Programs

- Allied Health and Nursing..... Room C202
- Business..... Room A202
- Technology and Engineering..... Room C340

University Transfer Programs

- Humanities..... Guyandotte Room
- Mathematics..... Room A212
- Natural Science..... Room A234
- Social Science..... Dean's Conference Room
- Transitional Studies..... Room A205

3:30 - 4:30 Administrative Unit and Department Meetings

- Communications Unit..... TV Studio
- Finance..... Room B116
- Enrollment Management / Student Development..... Room A120
- Registrar / Records..... Room B227
- Technology Services..... Room A216

Afternoon Committee Meeting

4:30 - 5:30	Technology Committee.....	Room B227
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Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, April 8, 2011

AGENDA

Morning Committee Meetings

8:00 - 9:15	Assessment Committee.....	Room A121
	Quality Integrated Services Committee.....	Room A122
9:15 -10:30	Curriculum and Instruction Committee.....	Room A121
	Finance and Facilities Committee.....	Room A122
	Student Government Association.....	Room A120
10:30 - 12:00	Enrollment Management Committees.....	Rooms as assigned

Afternoon Activities

12:00 - 1:15	Lunch Provided followed by General Meeting.....	Commons Area
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General Meeting (Commons Area)

Introduction of New Employees.....	Patricia Clay
Employee Recognition Awards.....	Patricia Clay
President's Future Leaders Academy Recognition Awards.....	President Tomblin and Pauline Sturgill

Professional Development Session

1:15 - 2:00	Mandatory Driver Training Workshop (all employees).....	David Lord Theater
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Elections

2:00 - 3:00	Classified Staff Assembly for Elections (mandatory for all classified staff).....	Room A111
2:00 - 3:30	Faculty Assembly for Elections (mandatory for all faculty).....	Theater

Academic and Administrative Meetings

3:30 - 4:30 Academic Department Meetings

Career and Technical Programs

• Allied Health and Nursing.....	Room C202
• Business.....	Room A202
• Technology and Engineering.....	Room C340

University Transfer Programs

• Humanities.....	Guyandotte Room
• Mathematics.....	Room A212
• Natural Science.....	Room A234
• Social Science.....	Dean's Conference Room
• Transitional Studies.....	Room A205

3:00 - 4:30 Administrative Unit and Department Meetings

• Communications Unit.....	TV Studio
• Economic Development.....	Room B227
• Finance.....	Room B116
• Enrollment Management / Student Development.....	Room A120
• Registrar / Records.....	Room A121
• Technology Services.....	Room A216

Afternoon Committee Meeting

4:30 - 5:30	Technology Committee.....	Room B227
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Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, September 9, 2011

AGENDA

Committee Meetings (Merle Dempsey or Steve Lacek will briefly visit each standing committee meeting today)

8:00 - 9:15	Assessment Committee.	Room A121
	Quality Integrated Services Committee.	Room A122
	Strategic Planning Review Committee.	Room A120
9:15 - 10:30	Curriculum and Instruction Committee.	Room A121
	Finance and Facilities Committee.	Room A122
	Student Government Association.	Room A120
	Technology Committee.	Room B227
10:30 - 11:30	Faculty Assembly.	Room A111
11:30 - 12:15	Enrollment Management Committees.	Rooms as assigned

Afternoon Activities

12:15 - 1:00	Lunch Provided followed by General Meeting.	Commons Area
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1:00 - 2:30 General Meeting (Theater)

Welcome and Update.	President Tomblin
Introduction of New Employees.	Patricia Clay
SunGardHE Update.	SunGardHE
• SunGard Grant Proposal Update	
Compact Update.	Merle Dempsey

Professional Development Sessions

2:30 - 3:30	BANNER Navigation 101 (reserved for new employees).	Mary DeGraw, Room C332
	HEALTHeWV (mandatory for all Allied Health and Nursing faculty).	Sandy Lawrence Linsky, Room C202
	Online Learning Roundtable.	Carol Howerton, Room A120
	Safety Committee (reserved for members of the Safety Committee).	David Lord, Guyandotte Room
	Self-Study Process.	Merle Dempsey, Room A121
	Technology Assessment Report.	Glenn Tramel, Room A122

Academic and Administrative Meetings

3:30 - 4:30 **Academic Department Meetings**

Career and Technical Programs

• Allied Health and Nursing.	Room C202
• Business.	Guyandotte Room
• Technology and Engineering.	Room C340

University Transfer Programs

• Humanities.	A220 (Green Grant Classroom)
• Mathematics.	Room A212
• Natural Science.	Room A234
• Social Science.	Dean's Conference Room
• Transitional Studies.	Room A205

3:30 - 4:30 **Administrative Unit and Department Meetings**

• Communications Unit.	Room A121
• Economic Development.	Room B227
• Finance.	Room B116
• Enrollment Management / Student Development.	Room A120
• Registrar / Records.	Academic Affairs Conference Room
• Technology Services.	Room A216

Council / Senate Meetings

4:00 - 4:30	Faculty Senate Meeting.	Room A259
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Session Descriptions

BANNER Navigation 101

Learn the BANNER basics, acronyms, naming conventions, and the various ways to navigate. We will complete a general overview of both BANNER FORMS and BANNER Self Service.

HEALTHeWV

HEALTHeWV is a comprehensive health care improvement program developed for West Virginia's medically underserved, rural communities. Learn about this new, exciting electronic health records-based, disease management software tool. HEALTHeWV is a collaborative effort among the Robert C. Byrd National Technology Transfer Center (NTTC), the U.S. Air Force, and Marshall University's Joan C. Edwards School of Medicine. This session is mandatory for all Allied Health and Nursing faculty.

Online Learning Roundtable

This session is for employees who teach or are interested in teaching online courses. Discussion will include what works, what doesn't work, and training needs.

Safety Committee

The College's Safety Committee will hold its quarterly meeting which is required by WV BRIM. The committee will discuss campus-specific concerns and plans for the campus-specific roll-out of the AEDs.

Self-Study Process

During this session the Higher Learning Commission's criteria for accreditation and the institutional process for the self-study will be reviewed.

Technology Assessment Report

A report on Southern's technology assessment.

**Governance Day
Enrollment Management Committee Room Assignments**

<u>Committee</u>	<u>Room</u>
Admissions Process.....	A212
Advising Centers.	C307
Advising.	A122
Career Services.	A214
Catalog.....	Library Conference Room
Counseling.	C212
Data.	C217
Disability Services.	B227
Early Alert System.	A120
Facilities.	A257
Faculty Engagement.....	C122
Financial Aid.....	A211
Graduation Verification Process.....	A259
Job Placement Services.....	A216
Orientation / Online Orientation.	A213
Recruitment.	A202
Registration Process.	Dean's Conference Room
Services for Adult Learners.	Academic Affairs Conference Room
Student Life.	B116
Transcript and Transcript Evaluation.	Guyandotte Room
Tutoring.	A121
Website.	A258

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, December 2, 2011

AGENDA

8:00 - 10:00 Assessment Committee. Room A121
 Quality Integrated Services Committee. Room A122

10:15 - 12:15 Curriculum and Instruction Committee. Room A121
 Finance and Facilities Committee. Room A122
 Student Government Association. Room A120
 Technology Committee. Room B227

Afternoon Activities

12:15 - 1:00 Holiday Luncheon Provided followed by General Meeting. Commons Area

1:00 - 1:30 General Meeting

 President's Announcements. President Tomblin

 Introduction of New Employees. Patricia Clay

Professional Development Sessions

1:30 - 2:30 Advising Training (mandatory for all faculty and staff who advise students). . . . PFLA Communicators, Room C202
 FERPA Review. Darrell Taylor, Room A120
 Intro to Self-Service BANNER. Technology Services, Room C122
 iPAD Basics. Marcus Gibbs, Room C307
 Outlook - E-mail and Calendar. Tim Owens, Room C212
 Safety Committee. David Lord, Guyandotte Room

Academic and Administrative Meetings

2:30 - 4:30 **Academic Department Meetings**

Career and Technical Programs

- Allied Health and Nursing. Room C202
- Business. Room C307
- Technology and Engineering. Room C340

University Transfer Programs

- Humanities. A220 (Green Grant Classroom)
- Mathematics. Room A212
- Natural Science. Room A234
- Social Science. Dean's Conference Room
- Transitional Studies. Room A205

2:30 - 4:30 **Administrative Unit and Department Meetings**

- Economic Development. Room B227
- Finance. Room B116
- Enrollment Management / Student Development. Room A120
- Registrar / Records. Room A122
- Technology Services. Room A216

Senate Meeting

4:00 - 4:30 Faculty Senate Meeting. Room A259

Session Descriptions

Advising Training

Overview of proposed revisions to the advising process.

FERPA Review

This presentation reviews the FERPA (Family Education Rights and Privacy Act) Act and provides case scenarios for discussion. The FERPA Act, also known as the Buckley Amendment, governs the review, inspection, release, amendment and maintenance of student educational records. This presentation defines an “educational record” and discusses the rights of students and the institutional responsibilities under the act.

Intro to Self-Service BANNER

This session will provide an overview of: how-to update personal information in BANNER, how-to view course catalogs, how-to view class rosters and class schedules, registration features, on-line survey features, etc.

iPAD Basics

Explore apps, e-mail, and productivity tools on your iPad.

Outlook - E-mail and Calendar

This session will review the most frequently used e-mail and calendar functions in the Outlook application. Creating and managing e-mail, out-of-office (vacation) rules, e-mail signatures, sending and responding to calendar invitations, using the scheduling assistant, scheduling recurring meetings, and much more.

Safety Committee

The Safety Committee discusses safety issues for each campus and the College as a whole. At this meeting we will discuss the most recent BRIM report and the need to develop a Root Cause Committee.

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, February 3, 2012

AGENDA

8:00 - 10:00	Assessment Committee.....	Room A121
	Quality Integrated Services Committee.....	Room A122
	Strategic Planning Review Committee.....	Room A120
10:15 -12:15	Curriculum and Instruction Committee.....	Room A121
	Finance and Facilities Committee.....	Room A122
	Student Government Association.....	Room A120
	Technology Committee.....	Room B227

Afternoon Activities

12:15 - 1:30 Lunch Provided followed by General Meeting..... Commons Area

General Meeting (Commons Area)

President's Announcements..... President Tomblin

Introduction of New Employees..... Patricia Clay

President's Awards..... President Tomblin

Professional Development Session

1:30 - 2:30	BANNER Self-Service - Introducing New Features.....	Matt Lewis, Room C122
	Business Office / Bookstore (reserved for business office / bookstore personnel).....	Chris Gray, Room C217
	iPAD Basics.....	Marcus Gibbs, Room C307
	Outlook - E-mail and Calendar.....	Tim Owens, Room C212
	Quality Matters / Request for Change (highly recommended for all teaching web courses).....	Carol Howerton, Room C202
	Safety Committee.....	David Lord, Guyandotte Room

Academic and Administrative Meetings

2:30 - 4:30 Academic Department Meetings

Career and Technical Programs

- Allied Health and Nursing..... Room C202
- Business..... Room C307
- Technology and Engineering..... Room C340

University Transfer Programs

- Humanities..... A220 (Green Grant Classroom)
- Mathematics..... Room A212
- Natural Science..... Room A234
- Social Science..... Dean's Conference Room
- Transitional Studies..... Room A205

2:30 - 4:30 Administrative Unit and Department Meetings

- Economic Development..... Room B227
- Finance..... Room B116
- Enrollment Management / Student Development..... Room A120
- Registrar / Records..... Room A122
- Technology Services..... Room A216

Senate Meeting

4:00 - 4:30 Faculty Senate..... Room A259

Note: Committees may use the 1:30 - 2:30 professional development session time to work on the Self-Study.

Session Descriptions

BANNER Self-Service - Introducing New Features

This session will provide an overview of: how-to update personal information in BANNER, how-to view course catalogs, how-to view class rosters and class schedules, registration features, on-line survey features, etc.

Business Office / Bookstore (reserved for business office / bookstore personnel)

An information session reserved for business office / bookstore personnel.

iPAD Basics

Explore apps, e-mail, and productivity tools on your iPad.

Outlook - E-mail and Calendar

This session will review the most frequently used e-mail and calendar functions in the Outlook application. Creating and managing e-mail, out-of-office (vacation) rules, e-mail signatures, sending and responding to calendar invitations, using the scheduling assistant, scheduling recurring meetings, and much more.

Quality Matters / Request for Change (highly recommended for all teaching web courses)

This session will be an overview of the Quality Matters program for online or web enhanced courses and a discussion of the institutional Request for Change. It is recommended for all faculty who teach online or those interested in learning to use Blackboard.

Safety Committee

The Safety Committee discusses safety issues for each campus and the College as a whole.

Southern West Virginia Community and Technical College
GOVERNANCE DAY
Friday, April 13, 2012

AGENDA

Morning Committee Meetings

8:00 - 9:30	Assessment Committee.....	Logan Library
	Quality Integrated Services Committee.....	Room A122
9:30 - 11:00	Curriculum and Instruction Committee.....	Room A121
	Finance and Facilities Committee.....	Room A122
	Student Government Association.....	Room A120
	Technology Committee.....	Room B227

Morning Activity

11:00 - 12:00	Governance System.....	Merle Dempsey, Ed.D., Theater
12:00 - 12:05	Annual Safety Update.....	David Lord, Theater

Afternoon Activities

12:15 - 1:30	Lunch Provided followed by General Meeting.....	Commons Area
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General Meeting (Commons Area)

Introduction of New Employees.....	Patricia Clay
Employee Recognition Awards.....	Patricia Clay

Faculty Activities (1:30 - 3:30)

Meeting with President Tomblin

1:30 - 2:30	Academic Affairs Unit (all Academic Affairs Unit faculty and staff).....	President Tomblin, Room A111
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Faculty Elections

Faculty Assembly for Elections (mandatory for all faculty).....	Martha Maynard, A111
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Faculty Professional Development Session

Blackboard.....	Carol Howerton, A111
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Staff Activities (1:30 - 3:30)

Staff Professional Development Session

1:30 - 2:30	Technology Information Q&A.....	Technology Services, Theater
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Classified Staff Elections

2:30 - 3:30	Classified Staff Assembly for Elections (mandatory for all classified staff).....	Theater
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Academic and Administrative Meetings

3:30 - 4:00	Academic Division Meeting (all Academic Affairs Unit personnel).....	Room A111
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4:00 - 4:30 Academic Department Meetings

Career and Technical Programs

• Allied Health and Nursing.....	Room C202
• Business.....	Room C307
• Technology and Engineering.....	Room C340

University Transfer Programs

• Humanities.....	A220 (Green Grant Classroom)
• Mathematics.....	Room A212
• Natural Science.....	Room A234
• Social Science.....	Dean's Conference Room
• Transitional Studies.....	Room A205

3:30 - 4:30 Administrative Unit and Department Meetings

• Economic Development.....	Room A120
• Finance.....	Room B116
• Enrollment Management / Student Development and Registrar / Records.....	Room A120
• Technology Services.....	Room A216

Session Description

Technology Information Q&A

Technology Services will demonstrate the new Technology Service Desk Self-Service Portal available to all faculty and staff - your one-stop-shop to open tickets and resolution tracking. Additionally, this is your opportunity to meet the Technology Services staff and ask any questions you might have about e-mail, BANNER, new policies/procedures, or discuss other technology-related issues.