

University Week: August 17 – 21, 2015

Full Schedule

Monday, August 17

All Day **Committee Meetings and Class Preparation**

1:00 p.m. – 3:30 p.m. **New Faculty Orientation, ULIB 106**

Tuesday, August 18

8:30 – 10:00 a.m. **Excel Training, HMPH 203**

Presenter: Betty Cooper, Instructor ULM School of Accounting, Finance, and Information Services

This is a beginner/intermediate training in the use of Excel 2013 to produce worksheets to organize data, both text and numerical. Excel features such as sort, filter, and pivot tables will be practiced in this hands-on workshop.

Muddling in Moodle 2.8, ULIB 206

Presenter: Sheau Yun Choo, Training & LMS Coordinator, Computing Center

Let's look at the new features including new aggregation in the gradebook, adding questions from the bank, the use of the Lightbox Gallery, embedding media files, allowing more than 1 selection in the CHOICE poll, and Single Activity user report.

Then, we will do a review of what you can do in your course in:

- the Quiz activity - settings, user override, review attempts, importing publishers' questions.
- the Assignment activity - settings, grant extensions, grading.
- the Forum activity - rating the posts.
- Administration - enrollment, Report log, show/ hide course, importing, using 3rd party tools to supplement course contents, meta course.

10:30 a.m. **Records Management: Making sure your department is in compliance with Louisiana R.S. 44:411, ULIB 106**

Presenter: Cyndy Robertson, Assistant Library Dean and Coordinator of Special Collections

This program will provide an overview of the Records Management process from approved schedules to certificates of destruction. Participants will have the opportunity to have questions answered about proper procedures for handling records.

11:30 a.m. – 1:00 p.m. **Staff Luncheon
Presentation of Staff Service Awards, SUB Ballroom**

1:00 p.m. **Payroll and HR Forms Training, ULIB 3A
Presenter: Tayran Jones, Assistant Controller Payroll**

This session will address payroll process and forms, leave reports, and deadlines for submitting appropriate documents. The purpose of payroll vouchers and Payroll Action Forms will be discussed. HR, Payroll, and Budget Office staff will answer questions.

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Create and Edit a Faculty/Staff Webpage, ULIB 3G

Presenter: Michael Beutner, Associate Professor, School of Education

The session will focus on creating, maintaining, and modifying a faculty webpage, and the professional use of a webpage. It is a hands-on workshop and all materials will be provided.

2:00 p.m.

Travel Policy Training, ULIB 3B

Presenter: Nicole Walker, Controller

Policies and updates on state travel policy and ULM's requirement for implementation of the policies.

3:30 p.m.

Cash Handling Training, ULIB 3B

Presenter: Nicole Walker, Controller

Policies and update on handling cash in university offices

Enhance your Faculty/Staff Webpage, ULIB 3G

Presenter: Michael Beutner, Associate Professor, School of Education

Building on the Create a Faculty/Staff Webpage workshop, this hands-on session will demonstrate how to quickly update and improve an existing webpage. All materials will be provided.

Wednesday, August 19 All Day - College, School, Program Meetings

11:30 a.m. – 1:00 p.m. Faculty Luncheon
Presentation of Faculty Service Awards, SUB Ballroom

8:00 a.m.

State of the University Address, Brown Auditorium
President Nick J. Bruno

Presentation of ULM Foundation Awards for Excellence, Brown Auditorium
Dr. Eric Pani

10:00 – 11:30 a.m.

Pecha Kucha Showcase, SUB Ballroom A

Multiple presenters

PK offers the opportunity for people to get together to see short, fast-paced presentations on various topics. Each presenter has a brief time to present a topic, using 20 slides that auto-play for 20 seconds each, so each presentation is six minutes 40 seconds long. Topics range from academic topics, research, hobbies, travel, creative projects, etc. Join the lively showcase and see some of ULM's creative minds at work!

12:30 – 1:45 p.m.

Panel Discussion - Advising ULM Students, ULIB 3C

Presenters: Dr. Judy Fellows, Associate Dean, CPHS; Dr. Mike Camille, Associate Dean, CAES; Ms. Barbara Michaelides, Director of Retention; members of ULM Advising Committee

Advising is an important role for faculty in assisting students and in retention. In this session presenters will discuss updates on the ULM Advising Policy and processes and answer questions from faculty.

1:45 – 3:00 p.m.

Breakout Sessions

Reflection "Final Examination" Assignment and Rubric, ULIB 3A

Presenter: Barth Cox

Barth uses reflection assignments as a course final in his production classes to provide students the opportunity to analyze and evaluate their learning. A guided reflection is assigned and it is evaluated by a rubric he developed. A paper based on this presentation was published in the Journal of Media Education.

Students' Unseen Needs, ULIB 3B

Presenter: Karen Foster, Director, Counseling Center; Traci Clark, Counselor, Counseling Center

This discussion will focus on how to effectively address the needs of students with disabilities in regard to provision of academic supports while also keeping in mind concerns on the part of faculty. Also, the presentation will cover barriers to students seeking assistance and the stress-vulnerability model.

Promotion and Tenure, ULIB 3C

Presenter: Eric A. Pani, Vice President for Academic Affairs

Question and answer session on the promotion and tenure process

Preventing Plagiarism: How to Help Your Students, ULIB 3D

Presenter: Megan Lowe, General Reference Librarian

Internet-based resources - either of the legitimate library database variety or the less-savory Wikipedia variety - have made it significantly easier for students to plagiarize. Some people see plagiarism as evidence of moral bankruptcy or intellectual laziness. Though one cannot discount those two motivations, the reality is that most students plagiarize because they don't know what plagiarism is. In some cases, it appears that even faculty and instructors are unclear about what qualifies as plagiarism. This presentation will describe four types of plagiarism, methods which may be employed to help students avoid plagiarism, and services the Library has to offer to faculty and students with regard to academic integrity.

Have you heard about or used ImageNow/WebNow? Are you interested in learning more about the product or process?, ULIB 3E

Presenter: Robyn Jordan, System Coordinator, Admissions

ImageNow (a product of Perceptive Software, Inc.) document imaging, management and workflow provides us the ability to streamline processes, increase efficiency and decrease paper costs. ImageNow can capture any type of documents such as transcripts, paper forms, emails, faxes and more into the easily accessible ImageNow repository. ImageNow can be used to automate any paper intensive workflow processes and/or for long-term file storage needs. Come learn more about what Image Now/Web Now can do for you.

3:00 p.m.

Academic Affairs Talk, ULIB 3C

A conversation between Dr. Eric Pani and those who attend on any topic the attendees wish to discuss

Friday, August 21

All Day – Class Preparation