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About Us
FSCJ believes in the importance of investing in our diverse organization by fostering a culture of positive leadership and growth. Through competency-based training and professional development for all faculty and staff, we gain the ability to hone the knowledge and skills necessary to perform assigned duties and responsibilities, while also forwarding the mission, vision and values of our College.

Training and Organizational Development:
• Supports improved performance through career stages
• Includes both group and individualized learning opportunities
• Advances the skills and knowledge of employees
• Focuses on applicability
• Informs ongoing improvement in role performance
• Utilizes all modalities for accessibility

The Team
(Standing, left to right):
Martina Perry - Training and Development Coordinator
Lena Gilbert - Training and Development Specialist
Barbara Moyer - Training and Development Specialist
Marc Boese - Executive Director of Organizational Development
Brenda Baldree - Administrative Assistant II
Steve Beard - Training and Development Coordinator
Mark Peters Jr. - Faculty Development Specialist

(Seated, left to right):
Paul Hoffman - Faculty Development Specialist
Dr. Susan Slavicz - Director of Academy for Teaching and Learning
Steven Gunter - Faculty Development Specialist
Phillip Delacruz - Faculty Development Specialist
Training and Organizational Development is excited to announce the Fall 2017 Managing at FSCJ certificate program classes, open to all employees. The purpose of the program is to better equip participants with tools to be effective managers as they supervise the day-to-day operations of staff and faculty. This competency-based program is designed for current managers, as well as any employee interested in future management roles, to provide effective manager training in a student-centered, diverse environment. Participants will learn skills that are directly applicable to supervision at FSCJ. Courses are offered in multiple modalities to meet the needs of our employees.

While we encourage employees to enroll in any of these courses, to obtain the Managing at FSCJ certificate, employees must complete all nine courses.

Course List

- Foundations of Management
- Organizational Communication
- Coaching and Employee Development
- Cultural Sensitivities
- Emotional Intelligence
- Decision Making
- Conflict Resolution
- Team Development
- Resource Management

The following courses are available for enrollment this fall:

**AFPD 4044 - Cultural Sensitivities**

Class Number 5574
Managing employees in a multicultural workforce is not merely being aware that there are multiple cultures in your department, but it is also the demonstration of behaviors, attitudes, and values related to cultural differences. In addition, it is upholding policies related to diversity and managing employees in a way that allows all to work cross-culturally. This course examines the competencies needed to manage with cultural sensitivity. The course will draw upon the College’s Values, focusing on respect for diversity.

*Class may be completed any time between September 5 and October 20, 2017.

**AFPD 5219 - Foundations of Management**

This course will cover the college’s history, culture, and governance plus key APMs. In addition, we will discuss how to help supervisors navigate the employee lifecycle from employment to separation.

**We are offering four separate opportunities for this face-to-face course:**

- Class Number 5353 Thursday, September 7, 8:30-11:30 a.m., Administrative Offices, Room 204A
- Class Number 5354 Tuesday, October 10, 1-4 p.m., Administrative Offices, Room 204A
- Class Number 5355 Wednesday, November 15, 1-4 p.m., Administrative Offices, Room 204A
- Class Number 5356 Tuesday, December 5, 8:30-11:30 a.m., Administrative Offices, Room 204A

**AFPD 5225 - Resource Management**

Class Number 6165
Resources are the organization’s asset. Managing resources to meet incoming demands can be a manager’s biggest challenge. Managers must have proper solutions in place to efficiently plan, prioritize and allocate resources to ensure delivery of key initiatives. Departments must maintain agility to maximize utilization, optimize and reallocate resources, and consider departmental needs. This training will focus on how to obtain, manage, and allocate resources.

*Class may be completed any time between September 5 and October 20, 2017.

**AFPD 5220 - Organizational Communication**

Class Number 6129
This course will explore several areas of communication including verbal, nonverbal, listening, and written communication. Participants will also learn ways to run effective meetings and communicate across the organization.

*Class may be completed any time between October 30 and December 8, 2017.

To register for any of these courses, please follow the instructions on page 6 & 7. Classes fill fast, so be sure to register early.

All Managing at FSCJ courses are eligible toward the One Percent Salary Incentive. For more information regarding One Percent Salary Incentive please review APM 03-0911.

Please visit our website for more information about this program. For general questions, contact hrtraining@fscj.edu.
### COMPETENCY

- **Collaboration**: Develops and maintains responsive, cooperative and mutually beneficial relationships to foster teamwork and collegiality.
- **Communication**: Promotes clear listening, speaking and writing skills to support the mission.
- **FSCJ Advocacy**: Maintains a commitment to, and advocates for the mission, vision, values and goals.
- **Social Justice and Inclusion**: Supports a climate of civility, inclusion and respect for diversity and promotes open access.
- **Technology**: Focuses on the use of digital tools, resources and technologies.
- **Organizational Strategy**: Supports the strategic initiatives and elevates student success by offering mission-based knowledge.
- **Professionalism**: Supports ethical practices and proactive improvement opportunities.
- **Resource Management**: Develops efficient resource management to support the mission, vision, values and goals.
- **Assessment and Evaluation**: Provides a variety of formative and summative assessments to improve outcomes in programs, courses and initiatives.
- **Learner-Centered Teaching Strategy**: Engages students and promotes learning by encouraging active participation.
- **Scholarship**: Engages with academic research and development.

### TRAINING DESCRIPTION

**Visit** [training.fscj.edu](https://training.fscj.edu) **our one-stop website for employees to access professional development opportunities at FSCJ. There you will also find helpful training resources related to Campus Solutions so we may all serve our students and help them successfully navigate the new portal, myFSCJ.**
How to Register for an AFPD Course

1. Using your employee username and password, log in to my.fscj.edu.

2. Click on “My Academics” and then choose the “Student Center” link.

3. Under the “Academics” section, click on “Enroll.”
   Note: If you are not enrolled in any classes, you will see a notification that you are not enrolled in classes.

4. To enroll in a professional development course, select the appropriate term (e.g. Fall 2017) with the designation of “Professional Development.”

5. To search for a class, make sure that “class search” is selected and click “search.”

If you have discovered that you have selected the incorrect term, you may click the green “change term” box and it will allow you to change the term.
**How to Register for an AFPD Course**

6. **For this tutorial, we will register for class AFPD 5067: Office 365, class number 5359**
   Type the class number in the bottom “class number” box and click “search.” For this example, we are searching for class number “5359.”

7. The next screen will display the chosen class. If this is the correct class, click “select.” If not, you can start a new search or modify your search using the green search boxes below.

8. The next screen will provide an overview and confirmation of your selected class. Click “next” to continue with the registration and your course will be added to your Shopping Cart.

9. If the classes in the cart are correct, then click on “Proceed to Step 2 of 3.”

10. The next page serves as the registration confirmation page. To register, click “Finish Enrolling.”
COLLABORATION

**AFPD 5082 - TEAM BUILDING**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Inevitably, the workplace is filled with different personality types, all of whom are trying to work together to achieve a common goal for all. By learning how to effectively team build, coworkers can increase work productivity. This is achieved through effective and open communication, respect, support and leadership. Maintaining and enhancing the self-esteem of workers is an integral part of an effective team. Team members and team leaders can become more meaningful contributors to the team and be able to achieve their common goals.

Instructor: Lena Gilbert

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<tr>
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<td>9/26/2017</td>
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**AFPD 5116 - RESILIENCY: SECRETS OF SUCCESSFUL EMPLOYEES**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

An individual's response to an event can make a difference in terms of staying healthy and using the experience in a positive way. What is the secret to resiliency? Find out how to thrive in challenging situations. Participants will leave with tips and techniques for maximizing their own resiliency and making positive change.

Instructor: Lena Gilbert

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<td>11/8/2017</td>
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**AFPD 5118 - ASSERTIVENESS TRAINING**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Express yourself! Learn practical tips for becoming assertive without being aggressive. Value yourself, others and learn new skills and saying "no" without offending others.

Instructor: Barbara Moyer

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**AFPD 5120 - ORGANIZATIONAL COMMUNICATION**

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

Effective communication is central to workplace productivity, collaboration, relationship building, and morale. Many workplace problems can be traced back to poor communication including verbal, nonverbal, listening, written communication. They will also learn ways to run effective meetings and communicate across the organization.

Instructor: Martina Perry

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FSCJ ADVOCACY

**AFPD 7582 - MAKING EFFECTIVE REFERRALS TO COLLEGE RESOURCES**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training is designed to provide advisors with an understanding of the many resources available at the College to assist students. Participants will learn strategies they can employ to make the referral process more effective, while gaining the necessary theoretical basis that will help to improve practice.

Instructor: Martina Perry

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</table>
**SOCIAL JUSTICE AND INCLUSION**

**AFPD 4044 - CULTURAL SENSITIVITIES**
This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

Managing employees in a multicultural workforce is not merely being aware that there are multiple cultures in your department, but it is also the demonstration of behaviors, attitudes, and values related to cultural differences. In addition, it is upholding policies related to diversity and managing employees in a way that allows all to work cross-culturally. This course examines the competencies needed to manage with cultural sensitivity. The course will draw upon the College’s Values, focusing on respect for diversity.

Class Num. Location Dates
5574 ALL ACTIVITIES ONLINE 9/4/2017-10/20/2017
Instructor: Lena Gilbert

**AFPD 4053 - PREVENTING WORKPLACE BULLYING**
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

How do you recognize and react to bullies at work? This workshop describes various forms of workplace bullying and how to effectively respond, whether you are the target or a bystander. Practical examples and interactive scenarios will help you maintain a safe and productive work environment.

Class Num. Location Dates
5575 ALL ACTIVITIES ONLINE 9/11/2017-12/8/2017
Instructor: Lena Gilbert

**AFPD 7408 - UNDERSTANDING ADA AND DISABILITY SUPPORT SERVICES**
This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This course will provide a basic understanding of the Americans with Disabilities Act in a postsecondary educational environment and how students can access Disability Support Services. This training will review the eligibility process, documentation requirements and services that are available to students and how they may impact you in the classroom, the grievance process and OSSD contacts by campus. This course also highlights student support services that are available for the general student population.

Class Num. Location Room Times Day Date
5430 ADMIN. OFFICES A-204 11 a.m.-noon Fri. 10/27/2017
Instructor: Barbara Moyer

**TECHNOLOGY**

**AFPD 0181 - IMAGING FOR VIEWERS**
This course counts for .5 non-credit hours of professional development toward the One Percent Salary Incentive.

This class will provide the basic understanding of OnBase Imaging software for everyday viewers. Participants will learn to search, view and print documents in imaging.

Class Num. Location Dates
5447 ALL ACTIVITIES ONLINE 8/28/2017-12/8/2017
Instructor: Martina Perry

**AFPD 1022 - EXCEL**
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Topics covered will include creating an electronic spreadsheet by entering data, formulas and functions, formatting the data, printing, freezing titles and headings, sorting, protecting cells, using the AutoFormat, and creating all types of charts. Creating a grade book by copying and pasting from ARTEMIS class rolls will be demonstrated.

Class Num. Location Room Times Day Date
5422 ADMIN. OFFICES A-204 10 a.m.-noon Tues. 10/10/2017
Instructor: Barbara Moyer

**AFPD 1023 - ADVANCED EXCEL**
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Topics covered will include using multiple worksheets and workbooks, and working with more advanced formatting options including styles, themes, backgrounds and watermarks. Learn how to create subtotals, create and apply cell names, and work with lists and tables.

Class Num. Location Room Times Day Date
5427 ADMIN. OFFICES A-204 10 a.m.-noon Tues. 10/24/2017
Instructor: Barbara Moyer

**AFPD 1066 - SHAREPOINT**
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Find out how to establish a SharePoint site for your department. Share announcements, documents, files and much more! Check out this “cloud based” tool and see how you can communicate and share resources with your colleagues.

Class Num. Location Room Times Day Date
5366 ADMIN. OFFICES A-204 10 a.m.-noon Wed. 11/08/2017
Instructor: Barbara Moyer

Learn more, visit [training.fscj.edu](http://training.fscj.edu)
**AFPD 1067 - ADVANCED SHAREPOINT**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. This workshop will focus on some advanced features of SharePoint. Learn how to navigate SharePoint as a user and an owner. Find out how to share and upload files, work with security settings and personalize your site. Check out this “cloud-based” tool and see how you can communicate and share resources with your colleagues. Prior SharePoint training is recommended, but not required.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5379 | ADMIN. OFFICES | A-204 | 2-4 p.m. | Wed. | 9/20/2017
Instructor: Barbara Moyer

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5395 | ADMIN. OFFICES | A-204 | 10 a.m.-noon | Thurs. | 11/16/2017
Instructor: Barbara Moyer

**AFPD 1081 - ONENOTE**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. Attendees will learn how to use OneNote to create, gather and store all kinds of information – text, images, audio, video recordings, handwritten notes, web content and more – all in one place.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5361 | ADMIN. OFFICES | A-204 | 10 a.m.-noon | Wed. | 9/13/2017
Instructor: Barbara Moyer

**AFPD 1117 - OFFICE 365**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. If you are curious about Microsoft Office 365 and want to learn how to use it, then this is the workshop for you. You will learn how to create documents, presentations and how to collaborate with others online.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5428 | ADMIN. OFFICES | A-204 | 1-3 p.m. | Wed. | 10/25/2017
Instructor: Barbara Moyer

**AFPD 1156 - SWAY**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. SWAY on over to learning a new way to create presentations. SWAY is a new option that can be used instead of PowerPoint. It allows one to create interesting and more professional looking presentations. Find out how you can incorporate this new option into your work life and create eye catching presentations.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5412 | ADMIN. OFFICES | A-204 | 10 a.m.-noon | Wed. | 9/27/2017
Instructor: Barbara Moyer

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5424 | ADMIN. OFFICES | A-204 | 10 a.m.-noon | Wed. | 10/18/2017
Instructor: Barbara Moyer

**AFPD 1170 - USING SURVEY MONKEY TO COLLECT SUBSTANTIVE FEEDBACK**

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive. This workshop describes how to create and use an online survey to gather feedback to assist with performance improvement. We will discuss the uses and benefits of online surveys. In addition, this workshop includes an overview of the steps to create a survey that will provide valuable and specific feedback, addressing pre-survey planning to analysis of responses. You will leave with the knowledge and tools needed to plan a comprehensive survey.

Class Num. | Location | Dates
---|---|---
5576 | ALL ACTIVITIES ONLINE | 8/28/2017-12/09/2017
Instructor: Lena Gilbert

**AFPD 1172 - EXCEL CHARTS AND PIVOT TABLES**

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive. It can be hard to see the big picture when you have a lot of complex worksheet data that includes text and numbers with column headings. A Pivot Chart can help you make sense of this data. Learn how to use interactive filtering controls to quickly analyze a subset of data. Create charts that provide a picture of what the data represents.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5425 | ADMIN. OFFICES | A-204 | 1-2:30 p.m. | Thurs. | 10/19/2017
Instructor: Barbara Moyer

**AFPD 1181 - DIGITAL INCLUSION**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. This workshop is aimed at improving digital inclusion. The workshop will introduce resources, tools, and pedagogy that participants can take back to their classrooms and communities. Specifically, this workshop will address personal knowledge management (PKM) skills; which range from creating, organizing, and sharing content to the more complex accomplishments of networking, critical thinking, and creativity.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5658 | ADMIN. OFFICES | A-204 | 2-4 p.m. | Fri. | 9/22/2017
Instructor: John Vail

**AFPD 1263 - BLACKBOARD TESTS, SURVEYS & POOLS**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. This module provides instructions for using assignment tools to help create tests and surveys. Participants will also learn how to create, manage and pool test questions that can be used again. Grading processes will also be highlighted.

Class Num. | Location | Room | Times | Day | Date
---|---|---|---|---|---
5433 | ADMIN. OFFICES | A-204 | 10 a.m.-noon | Fri. | 11/3/2017
Instructor: Barbara Moyer
AFPD 1264 - BLACKBOARD GRADEBOOK
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.
Participants will be able to identify gradebook components, create and manage assignments, review grade assignment submissions, recognize grade options (i.e. "needs grading", "clear grade", "ignore grade", etc.) and analyze reports.
Class Num. Location Room Times Day Date
5362 ADMIN. OFFICES A-204 10 a.m.-noon Fri. 9/15/2017
Instructor: Barbara Moyer

AFPD 1267 - BLACKBOARD COLLABORATE
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.
Participants will discover this virtual tool in Blackboard to connect with students online. Learn how to use the whiteboard, share your screen, and much more!
Class Num. Location Room Times Day Date
5423 ADMIN. OFFICES A-204 11 a.m.-noon Fri. 10/13/2017
Instructor: Barbara Moyer

AFPD 1117 - OFFICE 365
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.
Discover how to use create, save, submit and share documents in the "cloud." You can use this resource to share departmental documents or information with a selected group or committee you may be a part. Access your own file in the cloud from anywhere at any time!
Class Num. Location Room Times Day Date
5359 ATC T-0241 10 a.m.-noon Thurs. 9/7/2017
Instructor: Barbara Moyer

Class Num. Location Room Times Day Date
5360 ADMIN. OFFICES A-204 1-3 p.m. Wed. 10/25/2017
Instructor: Barbara Moyer

AFPD 3801 - TOOLS TO FACILITATE COLLABORATION
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.
Synchronous and asynchronous tools to promote student collaboration for face-to-face, hybrid, or online courses. Project management tools, such as Trello, can assist students in managing all aspects of collaborating on large group projects asynchronously. Peer review or peer assessment can take place asynchronously through Voice Thread, software that allows participants to engage in personalized discussions. Also, students can initiate synchronous meetings from remote locations with Appear.in, a video chat tool that allows anyone to share his/her screen and requires no account.
Class Num. Location Room Times Day Date
5608 ADMIN. OFFICES A-204 10 a.m.-noon Thurs. 10/20/2017
Instructor: Audrey Antee

AFPD 7074 - CAMPUS SOLUTIONS: OPEN LAB FOR FACULTY
This course does not count toward the One Percent Salary Incentive.
Class Num. Location Room Times Day Date
5436 SOUTH BLDG. G G-0201 1-3 p.m. Wed. 9/6/2017
Instructor: Phillip Delacruz

Class Num. Location Room Times Day Date
5437 KENT BLDG. C C-0122 9-11 a.m. Fri. 9/15/2017
Instructor: Paul Hoffman

Class Num. Location Room Times Day Date
5438 NORTH BLDG. D D-0300D 2-4 p.m. Thurs. 9/28/2017
Instructor: Steven Gunter

AFPD 7077 - ADMISSIONS IN CAMPUS SOLUTIONS
Class Num. Location Dates
5778 ALL ACTIVITIES ONLINE 8/21/2017-12/15/2017
Instructor: Martina Perry and Paul Hoffman

AFPD 7078 - STUDENT RECORDS IN CAMPUS SOLUTIONS
Class Num. Location Dates
5779 ALL ACTIVITIES ONLINE 8/21/2017-12/15/2017
Instructor: Martina Perry and Paul Hoffman

AFPD 7079 - ADVISOR CENTER IN CAMPUS SOLUTIONS
Class Num. Location Dates
5780 ALL ACTIVITIES ONLINE 8/21/2017-12/15/2017
Instructor: Martina Perry and Paul Hoffman

AFPD 7080 - INTRODUCTION TO CAMPUS SOLUTIONS
Class Num. Location Dates
5441 ALL ACTIVITIES ONLINE 8/21/2017-12/8/2017
Instructor: Martina Perry and Paul Hoffman

AFPD 5122 - MILITARY AND VETERANS SERVICE CENTER INFORMATION SESSION
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.
Find out the valuable services our Military and Veterans Service Center offers our students. The information will help you answer student inquiries regarding such services.
Class Num. Location Room Times Day Date
5413 ADMIN. OFFICES A-204 1-2 p.m. Tues. 10/3/2017
Instructor: Barbara Moyer

ORGANIZATIONAL STRATEGY
### Professional Development Training

**AFPD 5219 - FOUNDATIONS OF MANAGEMENT**

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<td>A-204</td>
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<td>Thurs.</td>
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Instructor: Stephen Beard

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<td>ADMIN. OFFICES</td>
<td>A-204</td>
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Instructor: Stephen Beard

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Instructor: Stephen Beard

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Instructor: Stephen Beard

### AFD 7515 - ADMISSIONS/RESIDENCY AND INTERNATIONAL STUDENTS

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This course is designed for employees seeking to input admissions applications, interpret basis of admission (BOA), post transcripts, use ORION to complete and process the different programs of study applications and perform functions related to the application process.

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Instructor: Martina Perry

### AFD 7533 - ACCELERATED AND CREDIT FOR PRIOR LEARNING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Designed for advisors and anyone assisting students with educational planning, participants will learn the three primary means of acceleration at FSCJ and how students may access them for optimal efficiency. Subjects include accelerated curriculums and Credit for Prior Learning options such as; Portfolio Development, ACE recommendations, and credit by exam. Participants will practice how to respond to typical questions and receive practical guides and mnemonic aids to use when advising students.

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<tr>
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<td>5446</td>
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<td>8/28/2017-12/8/2017</td>
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</table>

Instructor: Martina Perry

### PROFESSIONALISM

**AFPD 4040 - MEETING AND EXCEEDING DEPARTMENTAL EXPECTATIONS**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants in this workshop will learn how to meet and exceed the daily demands that are place on you. Special emphasis will be on prioritizing your work load and tips on how to overachieve without burning out.

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<th>Class Num.</th>
<th>Location</th>
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<tr>
<td>5583</td>
<td>ATC</td>
<td>T-0140</td>
<td>10 a.m.-noon</td>
<td>Fri.</td>
<td>10/24/2017</td>
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</tbody>
</table>

Instructor: Lena Gilbert

### AFD 4045 - SOUL COLLAGE AND VISUALIZATION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The goal of this workshop is to provide participants with a tool for stress management through guided imagery and visualization and the opportunity to create a finished visual piece that is valuable in self-discovery as it pertains to wellness and imagination.

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<tr>
<th>Class Num.</th>
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<td>A-204</td>
<td>2-4 p.m.</td>
<td>Thurs.</td>
<td>11/9/2017</td>
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</tbody>
</table>

Instructor: Dana Kuehn

### AFD 5057 - FERPA BASICS

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course is a required introduction to FERPA (Family Education Rights and Privacy Act) for all college employees. Prior to gaining and maintaining ORION and MyAdvisor security, all employees must complete this course.

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<tr>
<th>Class Num.</th>
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<tr>
<td>5442</td>
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<td>8/28/2017-12/9/2017</td>
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</tbody>
</table>

Instructor: Martina Perry

### AFD 5062 - STRESS MANAGEMENT

This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

It is natural to become stressed when one believes that demands on time and energy have become too great. This can happen both at home and at work, and can severely limit productivity and effectiveness. This workshop shows the physiological stages of stress development and its harmful effects on the body. It also shows the defining symptoms and the different sources of stress. This useful information is incorporated with helpful stress relievers and imagery techniques.

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<tr>
<th>Class Num.</th>
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<td>11 a.m.-noon</td>
<td>Wed.</td>
<td>11/15/2017</td>
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Instructor: Barbara Moyer

### AFD 5145 - GROW WHERE YOU ARE

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

There may be times when we wish things were different at work. Sometimes it’s time for a change and other times it isn’t. How do we know when to accept things as they are, or when a change in perspective is needed? Learn about strategies to help gain perspective, re-frame and gain clarity through these situations.

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<td>A-204</td>
<td>11 a.m.-noon</td>
<td>Thurs.</td>
<td>10/26/2017</td>
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Instructor: Barbara Moyer
## Professional Development Training

### AFPD 5157 - SELF-CARE – ART WORKS! PART 1
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop is an introduction to arts in sound and visual arts for self-care.

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<tr>
<th>Class Num.</th>
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Instructor: Lena Gilbert

### AFPD 5158 - SELF-CARE – ART WORKS! PART 2
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The goal of this workshop is to provide participants with an understanding of the value of self-care as it applies to quality of life both professionally and personally. Participants will engage in an expansive array of activities prompting the creation of a personal practice for self-care.

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<td>10/12/2017</td>
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Instructor: Dana Kuehn

### AFPD 5165 - CIVILITY: PROFESSIONALISM IN THE WORKPLACE
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop defines what civil behavior is and is not, and clarifies why it is important in the workplace. Participants test themselves to determine if they contribute to a disrespectful culture, understand how to identify what makes a behavior perceived as civil or uncivil, and learn practical ways to create an environment of mutual respect in the workplace.

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<td>9-10:30 a.m.</td>
<td>Thurs.</td>
<td>10/5/2017</td>
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Instructor: Lena Gilbert

### AFPD 5167 - MANAGING A MULTI-GENERATIONAL WORKFORCE
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Supervisors and managers are managing a more diverse generational workforce than ever before. Workers are living longer and are healthier, and some have financial considerations that are keeping them in the workforce longer. On the other end of the spectrum, millennials are also entering the workforce. This workshop reviews the values and work related preferences of different generations, and identifies similar values and generational differences that can cause conflict in the workplace.

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Instructor: Lena Gilbert

### AFPD 6403 - COPING WITH CHANGE
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This presentation is designed to inform employees of the physiological and emotional dangers of stress and burnout, as well as assist employees in developing effective coping techniques. Being able to successfully manage can lead to greater effectiveness.

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Instructor: Barbara Moyer

### AFPD 6404 - AVOIDING BURNOUT
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

The irony with burnout is that it happens when an individual tries to work too hard or do too much. It can lead to cognitive distortion of the importance of an issue or worry. The final stage of the stress response is burnout, which is a concern for employers who desire to maintain their employees' productivity at work. This presentation is designed to inform employees of the physiological and emotional dangers of stress and burnout, as well as assist employees in developing effective coping techniques. Being able to successfully manage can lead to greater effectiveness.

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Instructor: Dana Kuehn

### AFPD 7534 - RED FLAGS RULE
This course does not count toward the One Percent Salary Incentive.

FSCJ was required to implement Red Flags Legislation by December 2010. In addition to written policies and procedures, employees must be trained to spot potential cases of identity theft and understand the College's policy of what to do when identity theft is suspected.

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Instructor: Tia Smith

### AFPD 7540 - PROGRAM INTEGRITY MISREPRESENTATION
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training will cover the important new updates to the Department of Education’s Program Integrity Guidelines regarding misrepresentation. In this training, you will first watch a video consisting of expert testimony, undercover videos gathered by the U.S. Government Accountability Office, and be presented with facts that will be assessed in a brief test at the conclusion of the training. This training is mandatory for all Student Success Staff to complete successfully.

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Instructor: Martina Perry

### RESOURCE MANAGEMENT

### AFPD 5077 - CROWD MANAGER TRAINING
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course is for any FSCJ staff member who may be assigned as a Crowd Manager, as part of an assembly/gathering of 50 or more people.

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<td>2-4 p.m.</td>
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Instructor: Dana Kuehn
Professional Development Training

The training provides the user with a historical background of the Crowd Manager's code requirements. It also outlines the basic requirements of the fire code and the duties of the crowd manager. At the conclusion of the program, there is a short assessment to test the newly trained crowd manager's knowledge of their responsibilities.

Class Num. Location Dates
5741 ALL ACTIVITIES ONLINE 8/28/2017-12/15/2017
Instructor: Michael Pindell

AFPD 5162 - CREATING AND USING PROJECT PLANS FOR BEGINNERS
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.
As many work assignments actually involve projects, this class will cover the basic project management steps and review some of the project management technology available. Emphasis will be on developing the project charter, project plan, scope document and understanding the time and resources required.

Class Num. Location Room Times Day Date
5328 ADMIN. OFFICES A-204 1-3 p.m. Mon. 9/11/2017
Instructor: Stephen Beard
Class Num. Location Room Times Day Date
5346 ADMIN. OFFICES A-204 1-3 p.m. Wed. 10/18/2017
Instructor: Stephen Beard
Class Num. Location Room Times Day Date
5347 ADMIN. OFFICES A-204 9-11 a.m. Tues. 11/7/2017
Instructor: Stephen Beard
Class Num. Location Room Times Day Date
5348 ADMIN. OFFICES A-204 1-3 p.m. Thurs. 12/14/2017
Instructor: Stephen Beard

AFPD 5166 - TIME MANAGEMENT AND PRIORITIZATION: HOW TO ACCOMPLISH
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.
Have you ever wondered, How am I going to finish all of these tasks and responsibilities? This course will discuss time management as the ability to effectively plan and control one's time to achieve goals. In addition, participants will learn about prioritization tools that can help facilitate and support effective time management.

Class Num. Location Room Times Day Date
5587 ATC T-0241 10-11:30 a.m. Fri. 10/13/2017
Instructor: Lena Gilbert
Class Num. Location Room Times Day Date
5588 ATC T-0241 1-2:30 p.m. Thurs. 11/2/2017
Instructor: Lena Gilbert

ASSESSMENT AND EVALUATION

AFPD 6010 - UNDERSTANDING PROGRAM LEARNING OUTCOMES AND ASSESSMENT
This course is not part of One Percent Salary Incentive. This workshop will provide faculty with tools for developing their Learning Outcomes and Enhancement Plan (LOEP) including information on student learning outcomes and classroom assessment strategies. Activities and discussion will focus on how to gather, organize and make sense of assessment data and use results to make decisions about day-to-day teaching practice.

Class Num. Location Room Times Day Date
5609 ADMIN. OFFICES A-204 10-11 a.m. Fri. 10/13/2017
Instructor: Angela Browning
Class Num. Location Room Times Day Date
5610 ADMIN. OFFICES A-204 2:30-3:30 p.m. Thurs. 11/16/2017
Instructor: Angela Browning

LEARNER-CENTERED TEACHING STRATEGY

AFPD 3046 - IDEAS TO SUPPORT STRUGGLING READERS
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.
With fewer and fewer requirements for placement test or options for development courses, professors are faced with meeting the needs of struggling adult readers in all courses. Some of these reluctant or struggling readers need small modification to build confidence and skills while others need more structured help. This interactive workshop offers professors an opportunity to 'be' a struggling or reluctant reader and provides 10 ideas to create a rigorous, but reading-friendly academic environment in any course.

Class Num. Location Room Times Day Date
5647 SOUTH BLDG G G-0201 1-2:30 p.m. Thurs. 10/5/2017
Instructor: Betsy Stoutmorril

AFPD 3301 - HYBRID TEACHING
This course counts for 8 non-credit hours of professional development toward the One Percent Salary Incentive.
This course focuses on the key characteristics of a hybrid/blended course. Participants will learn how to balance the online and face-to-face components in this workshop. Emphasis will be placed on effective planning and technology implementation.

Class Num. Location Dates
5739 ALL ACTIVITIES ONLINE 8/28/2017-12/15/2017
Instructor: Barbara Moyer

AFPD 3302 - HYBRID TRAINING CHALLENGE OUT
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. This is a challenge-out option for Hybrid Teaching and Learning, AFPD3301. Faculty with hybrid teaching experience and a good understanding of hybrid learning may be able to use the challenge out process to exempt themselves from taking the full class.

Class Num. Location Dates
5738 ALL ACTIVITIES ONLINE 8/28/2017-12/15/2017
Instructor: Barbara Moyer
Professional Development Training

AFPD 3303 - ONLINE AND HYBRID HELP SESSIONS
This course does not count toward the One Percent Salary Incentive. This help session will assist participants with completing course requirements for the Getting Started in eLearning (AFPD3420) and Hybrid Teaching and Learning (AFPD3301) courses. We will review required documents/assignments for completion of these courses. An open lab time will follow with assistance from the facilitator to complete most or all of the assignments for these courses.

Class Num. Location Room Times Day Date
5406 NORTH BLDG A A-014A 9 a.m.-noon Mon. 9/25/2017
Instructor: Barbara Moyer

AFPD 3420 - GETTING STARTED: ELEARNING
This course counts for 8 non-credit hours of professional development toward the One Percent Salary Incentive. This course will cover basic issues of online learning such as pedagogy, compliance and Blackboard. This course is designed for those who have never developed nor taught an online class at FSCJ. All participants are welcome to take this course. This course is required before being approved to teach online for the College. This course is offered online.

Class Num. Location Room Times Day Date
5408 KENT BLDG C C-0208 9 a.m.-noon Thurs. 10/12/2017
Instructor: Barbara Moyer

AFPD 3430 - GETTING STARTED: ELEARNING EXEMPTION
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. This course is designed for those who have previously taught online before. Faculty will be required to complete a mastery quiz and submit a checklist for an online course demonstrating mastery of common Blackboard functions. This course is online with open enrollment all semester.

Class Num. Location Room Times Day Date
5410 ADMIN. OFFICES A-204 9 a.m.-noon Tues. 11/14/2017
Instructor: Barbara Moyer

AFPD 3800 - SOCIAL-EMOTIONAL LEARNING
This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive. An introduction to the research supporting the benefits of Social-Emotional Learning in Higher Education. Strategies to promote positive Social-Emotional experiences in face-to-face, hybrid and online modalities.

Class Num. Location Room Times Day Date
5607 DEERWOOD G-1708 1:30-2:30 p.m. Thurs. 9/7/2017
Instructor: Amy Baskin

AFPD 4046 - INTRODUCING HUMAN AGENCY THEORY TO STRUGGLING STUDENTS
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. Many students struggle to find academic and social success, because they depend more on luck than personal action or responsibility. Alfred Bandura’s Theories on Human Agency and Social Cognitive Learning could infuse any learning environment with tools that encourage students to take control of their own learning outcomes and alter their own paths toward graduation. Success is more about understanding how to make things happen, than serendipity or academic prowess. This interactive workshop prepares professors to introduce the Theory of Human Agency and weave it into the fabric of any course.

Class Num. Location Room Times Day Date
5665 ADMIN. OFFICES A-204 11 a.m.-1 p.m. Fri. 12/1/2017
Instructor: Betsy Stoutmorrill

AFPD 5216 - IMPROVING STUDENT RESEARCH HABITS
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive. In this workshop, we will explore the literature around students’ research habits. Participants will be introduced to how strategies can be used in the classroom to improve students’ research abilities. You will also experience planning a lesson to improve research practices in their discipline.

Class Num. Location Room Times Day Date
5660 ADMIN. OFFICES A-204 10 a.m.-noon Wed. 10/13/2017
Instructor: Susan Slavicz

AFPD 6107 - SLS STRATEGIES
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive. With the reduced SLS requirement, non-SLS faculty have the opportunity to embed SLS strategies in their courses. Prioritizing, motivation, career planning, assertiveness, professionalism, resourcefulness and emotional intelligence are just some of the skills that can be implemented in non-SLS courses.

Class Num. Location Room Times Day Date
5676 DEERWOOD A-2105 1:30-2:30 p.m. Fri. 9/8/2017
Instructor: Amy Baskin
AFPD 6232 - COOPERATIVE LEARNING
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Know your subject, but having trouble making your presentations interesting and rich? Learn how to increase the subject-matter retention and confidence of your students with this simple, interactive teaching technique. The class is taught using the same techniques you will want to develop. You will learn to energize and enthuse your students without having to rewrite your lesson plans.

Class Num. Location Room Times Day Date
5648 SOUTH BLDG G G-0201 10 a.m.-noon Fri. 9/29/2017
Instructor: Marilyn Metzcher-Smith

AFPD 6788 - LEARNING CIRCLES
This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

Learning Circles are comprised of groups of employees who meet periodically to discuss areas of interest. The circle decides how often to meet and the emphasis for the discussions. This session will serve as an introduction to the concept and also allow participants to make decisions about the structure of their specific learning circles. This semester the following learning circles have been suggested: Completing the dissertation, Bridging writing from our composition course to other General Education Courses, Student engagement past the classroom, and Leadership.

Class Num. Location Room Times Day Date
5659 ADMIN. OFFICES A-204 3-4 p.m. Thurs. 9/28/2017
Instructor: Susan Slavicz

AFPD 6795 - USING TECHNOLOGY TO CREATE, CUSTOMIZE AND AUTO
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

High-quality, individualized feedback is essential for effective online teaching. Learn how to use feedback banks, feedback technology, and automated feedback to improve your online comments to students. In the process, you’ll also improve your students’ experience with online teaching, increasing their learning, motivation, and satisfaction.

Class Num. Location Room Times Day Date
5661 DEERWOOD A-2105 2:30-4 p.m. Thurs. 10/19/2017
Instructor: Susan Slavicz

AFPD 6797 - CONSTRUCTIVIST LEARNING: ENCOURAGING STUDENTS
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The basic philosophy of Constructivist Learning- to encourage students to actively participate in their own learning-will be introduced. Participants will study examples from different disciplines that encourage active participation by students.

Class Num. Location Dates
5674 ALL ACTIVITIES ONLINE 9/5/2017-9/18/2017
Instructor: Susan Slavicz

AFPD 6799 - ENGAGING STUDENT THROUGH MASTERY LEARNING
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.