

SPRING 2018 COMMUNITY DEVELOPMENT WEEK SCHEDULE

May 14-18, 2018

Most recent update posted Monday, May 14, 2018 at 10:00 AM (Room assignments are finalized.)

SCHEDULE AT A GLANCE

Note: Session titles are abbreviated to consolidate space. Please refer to the full schedule for details.

Time	Monday MAY 14	Tuesday MAY 15	Wednesday MAY 16	Thursday MAY 17	Friday MAY 18
9:00	9:00-??? Faculty Senate Year-End Meeting (<i>Raymond Conf</i>)	Community Gathering (JFK Lounge) Prayer Service Welcome and Remarks	IDEA SRI for Administrators (<i>CETL</i>) Community Engagement (CE) in Higher Education (<i>Schwab 106</i>)	9:00-4:00 School & Department Meeting Canvas: Concluding classes and preparing for new (<i>CETL</i>)	8:30-10 Academic Advising/SOAR Information Meeting (<i>JFK Lounge</i>)
10:00	Understanding Copyright (<i>Scotus 206</i>) TracDat Assessment (<i>CETL</i>)	Keynote: Generation X/Z: Theory to Action Follow-Up Discussions with Jeff (<i>LFK Lounge</i>)	IDEA SRI for Faculty (<i>CETL</i>) 10:00-11:30 Developing a Community Engaged Course (<i>Schwab 106</i>)	A Dozen Canvas Time-Savers (<i>CETL</i>)	Post-It Possibilities (<i>CETL</i>)
11:00	Source Integration and Documentation (<i>Scotus 206</i>) Tuition Remission and Exchange Programs (<i>Scotus 208</i>)	11:00-1:00 Trivia Challenge and Musical Entertainment (<i>Torvian Dining Hall</i>) <i>Torvian Special \$5.00 for lunch</i>	Let's Talk about Online Teaching! Tales from the Virtual Classroom Crypt (<i>CETL</i>)	Advanced Canvas Topics: Managing Quizzes and Question Banks (<i>CETL</i>)	11:00-11:30 Gmail Update (<i>CETL</i>)
12:00	Lunch Break		Faculty Athletic Mentors & Team Chaplains Luncheon Meeting	Lunch Break	Lunch Break
1:00	Canvas: Concluding classes and preparing for new (<i>CETL</i>) 1:00-3:00: Protecting your classroom; Addressing disruptive students; Title IX Review (<i>Scotus 210</i>)	1:10 Engaging Alumni for Student Opportunities Panel Session (<i>Schwab 106</i>) 1:10 Inclusivity in the Classroom (<i>Schwab 102</i>)	Supporting Internat'l Students Roundtable (<i>Schwab 106</i>) Design Tools for Non-Designers: How to Create Program Materials (<i>CETL</i>)	Become the Master of Your Canvas Gradebook (<i>CETL</i>)	Open Lab in the CETL
2:00	Developing Dynamic Canvas Content Pages (<i>CETL</i>) New Gen Ed Rubrics (<i>Scotus 208</i>)	2:10 Let's Talk about Teaching! Tales from the Classroom Crypt (<i>Schwab 106</i>)	The "Whys" and "Wherefores" of Gen Ed (<i>Scotus 206</i>) 2:00-3:30: Implementing Mindfulness in Daily Life (<i>Schwab 102</i>)	Big Blue Button Video Conferencing Tool (<i>CETL</i>)	2:00-??? Annual Spring CDW Golf Outing (<i>Immergrun Golf Course</i>)
3:00	A Dozen Canvas Time-Savers (<i>CETL</i>)	3:10 Self-Designed Major Committee (<i>Scotus 206</i>) 3:10 Neuroscience Coordinators (<i>Sci Cntr 131</i>)	Multicultural Week Planning Meeting (<i>Scotus 206</i>) Program Review Committee Meeting (<i>Schwab 214</i>)	Developing Dynamic Canvas Content Pages (<i>CETL</i>)	

Pre-CDW Workshops for Faculty and Staff

Thursday, May 10, 2018 9:00 AM – Noon - - - - Options for Simple Video Production and Editing (CETL, Library 111)
presented by CETL Staff

In recent years, the cost and complexity of video production/editing tools has decreased greatly. Faculty who want to self-produce course materials, or who want students to do so, can now choose from a variety of affordable and simple-to-use solutions that can meet a variety of needs. This half-day workshop will introduce tools and project ideas through overviews and discussion, then will follow with hands-on experience in featured applications. [RSVP Requested](#)



9:00-9:50 Using Self-Produced Video to Support Teaching and Learning – a Project Overview This first segment will present an overview of four different video-based projects, each having a unique purpose, each using a different product video solution.

- Bringing the Real-World into the Classroom – Simple Recorder and YouTube
- Self-Modeling, Echo Reading, and Performance-Based Assessment - Filmora
- Interactive Syllabus – Screencast-o-matic and EdPuzzle
- Using Animations to Increase Engagement – GoAnimate!



10:00-Noon Hands-on Workshop – Video Production and Editing

In this hands-on portion of the workshop, attendees will create basic projects using each of the tools introduced in the project overviews.

Friday, May 11, 2018 9:00 AM - 11:00 AM - - - - All about Google Forms (CETL, Library 111)
presented by CETL Staff

Google Forms are powerful data collection tools that you can use to help plan an event, create a survey, and collect and present data in a quick and streamlined manner. This two-part workshop will begin with the Google Form basics from 9:00 to 9:50, then follow with a second workshop on advanced topics at 10:00. Come for one or both! [RSVP Requested](#)



9:00-9:50 Google Forms Basics

Topics covered:

- Creating a new Google form
- Controlling color and theme
- Adding basic question types
- Selecting form settings
- Sending and sharing your form
- Viewing and downloading responses

10:00-10:50 Advanced Google Forms

Topics covered:

- Using advanced question types
- Adding sections and skip logic
- Requiring data validation
- Exploring Add-ons (Choice Eliminator, Form Notifications, Form Publisher, QR Code Maker, Confirmation and Thank You Mailer, and more!)



SP2018 COMMUNITY DEVELOPMENT WEEK - - - May 14-18, 2018

Monday, May 14, 2018

Faculty Senate End-of-Year Meeting

Dr. Stephen Baker, Faculty Senate President, presiding

9:00am - ??? with lunch break at noon (*Raymond Hall Conference Room 123*)

All members of the faculty are invited to attend this meeting which begins at 9:00 am and continues until business is finished for the year. Chairpersons of the committees of the Senate will present their yearly activity reports beginning at 9:00 am. Faculty members desiring to hear a summary of actions of the Senate should attend during this time.

All are welcome to attend the entire meeting or any part of it.

10:00	<p>A Case Study Approach to Understanding Copyright and Fair Use Guidelines presented by Ms. Briana Keith (<i>Scotus 206</i>)</p> <p>Learn how to avoid copyright infringement and safely provide materials for your students. Whether you're developing a new online class or want to print materials for a face-to-face class, knowing copyright and fair use guidelines is a necessity. In this workshop, you will read different scenarios and discuss answers to questions about copyright issues in the digital age, how to apply the fair use checklist, and how to make good decisions when digitizing copyrighted materials.</p>	<p>TracDat Review / Help with Assessment presented by Kate Deater, Director of Institutional Research and Effectiveness (<i>CETL, Library 111</i>)</p> <p>This session will include be a quick review of the basic parts of TracDat for Directors and Department Chairs. We'll go over logging-in, getting to the important sections of your Assessment Plan, adding/revising objectives, and adding assessment findings. Kate will take questions from the group and will be available for one-on-one guidance after the session. If you cannot attend this session and desire assistance, contact Kate at extension 3331 or at kdeater@francis.edu.</p>
11:00	<p>Source Integration and Documentation Techniques for Undergraduate and Graduate Students presented by Dr. Brennan Thomas (<i>Scotus 206</i>)</p> <p>Do some of your students still struggle to effectively paraphrase and incorporate quotations in their writing? This session outlines various pedagogical strategies for imparting source integration skills while helping students to recognize and avoid accidental plagiarism in their work.</p>	<p>Tuition Remission and Exchange Programs presented by Marian Bender, Human Resources, and Darlene Prosser, Student Development (<i>Scotus 208</i>)</p> <p>What options are available to SFU Employees regarding tuition remission and tuition exchange programs? What is the process of applying for these programs? How early must application be made? Who can assist with the process? These question and more will be answered in this session.</p>

Noon	Lunch on your own	
1:00	<p>Canvas: Concluding SP2018 courses, preparing for SU2018 and FA2018 presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>This session will walk attendees through our End-of-Semester and Beginning-of-Semester Checklists, highlighting the important things to do when closing and opening semesters on Canvas. Topics include:</p> <ul style="list-style-type: none"> • exporting your end-of-semester gradebook, • closing the course, • copying your old course into a new course shell, • adjusting due dates and announcements, • checking for broken links, and • best practice for updating files. 	<p>Three brief sessions from Student Life and Student Development (<i>Scotus 210</i>)</p> <p>1:00-1:30 Protecting your classroom during an emergency presented by Don Miles</p> <p>1:40-2:10 Addressing the disruptive student presented by Don Miles</p> <p>2:20-2:50 Title IX - A Year in Review presented by Lynne Banks</p>
2:00	<p>Developing Dynamic Canvas Pages for Content Presentation presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>Canvas Pages are HTML-powered web pages that can be used to display text, hyperlinks, documents, images, video, and links to 3rd-party resources. They're an excellent way to create informative sites where students can consume content. These pages can be solely designed by the instructor, or they can be made editable by students for collaborative "wiki" activities. This hands-on workshop will introduce participants to the process of creating pages and adding a variety of content.</p>	<p>New General Education Rubrics facilitated by Ms. Martha O'Brien (<i>Scotus 208</i>)</p> <p>Please join the General Education Assessment Sub-Committee to share your comments on the drafts of rubrics for each of the General Education Goals. These rubrics are intended to facilitate the sharing of assessment data between the disciplines and general education, as recommended by Middle States and will be ready to roll out during the 2018-19 academic year.</p>
3:00	<p>A Dozen Canvas Time-Savers presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>Canvas is always making small changes and adding new features that streamline course construction and common teaching tasks like grading, taking attendance, and more! This fast-paced session will cover a dozen of our favorite time-saving features.</p>	

Tuesday, May 15, 2018

Jeff Kallay always asks the big questions and will challenge clients with, “Why...?” Born in Pittsburgh, raised in Florida, Jeff’s innovative campus visit work has been featured on the cover of the Chronicle of Higher Education, in the national section of the New York Times, in University Business Magazine, Inside Higher Ed, and several other leading industry publications. He is an extremely popular speaker at conferences and workshops around the country, and has become the nationally respected authority on the emerging “experience economy” and the all-important campus visit experience. He’s known for his booming voice and boisterous attitude.


Prior to cofounding Render Experiences (formerly TargetX Campus Visit Consulting), he spent six years at TargetX launching and expanding the consulting division to more than hundreds of campus visit clients. On average, he hits six campuses a month, thrives on helping colleges and universities find their DNA, and creates campus visit experiences that connect to hearts, minds, and spirits. Additionally, Jeff studies and presents about American generations with particular expertise on the current youth generation, the Homeland/GenZ and their GenX parents. He helps colleges and organizations understand generational differences and how to best connect with each unique peer group. Influenced by James Gilmore and Joseph Pine, authors of the groundbreaking book, *The Experience Economy — Work is Theatre and Every Business a Stage*, published by Harvard Business School Press, Jeff researches, writes and lectures on the topic. He’s a proud recipient of Pine & Gilmore’s Experience Management Achievement award for his innovative campus visit consulting work.



He’s a graduate of Lee University (College) in Cleveland, TN. He started his admission career as their first non-singing recruiter at Lee. Jeff is an avid reader, loves Sci-fi and Zombie genres and is a passionate college and Steelers football fan. According to Strengths Finder 2.0 his strengths are: Activator, Achiever, Input, Maximizer and Learner

9:00	University Community Gathering - JFK Lounge The University community is invited to gather and celebrate the completion of AY1718. Morning refreshments will be provided.
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9:30-11:00	Prayer Service led by Campus Ministry – JFK Auditorium Welcome and Remarks - Provost Dr. Wayne Powel and President Fr. Malachi Van Tassell, TOR Keynote: Generation X/Z: Theory to Action - presented by Mr. Jeff Kallay, Principal of Render Experiences Mr. Kallay will be available for follow-up discussion in the JFK Lounge following the main session, until noon.
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<p>11:00-1:00</p>	<p style="text-align: center;">Lunchtime Trivia and Musical Entertainment 11:00 AM to 1:00 PM ~ ~ ~ Torvian Dining Hall ~ ~ ~ Hosted by the Social Committee</p> <p style="text-align: center;">Torvian Special – just \$5.00 for lunch! Join in the Trivia Challenge or just come and enjoy some music and merriment while you eat.</p> <p style="text-align: center;">Session I: 11:00 AM to 11:50 Musical Entertainment by Olivia Pethtel Session II: Noon – 12:50 PM Musical Entertainment by Tom Yanitelli</p> <p style="text-align: center;">To register a Trivia Challenge Team (4-5 members), e-mail Melita O'Donnell with team member names and choice of session</p> 	
<p>1:10</p>	<p>Engaging Alumni for Student Opportunities Panel Session - panelists Denise Drummond and Heather Gides (SOHS), Mark Lynch (A&L), John Miko (SSOB), Ed Zovinka (SOS) (<i>Schwab 106</i>)</p> <p>One of Saint Francis University's greatest resources is its alumni who have had successful and fruitful careers and recognize the role that SFU played in their personal and professional development. Faculty from each academic school will participate in this panel session about various initiatives that they have implemented to engage alumni in an effort to provide opportunities for current students and academic programs.</p>	<p>Supporting Inclusivity in the Classroom facilitated by Dr. Smanatha Radford (<i>Schwab 102</i>)</p> <p>Believe it or not, many of our teaching habits can unfortunately reinforce inequalities students experience based on socioeconomic status, race, or even just personality. As an article in The Chronicle of Higher Education puts it, will we chalk these gaps up to existing and seemingly inevitable inequities, or will we approach them as our own problem to solve? Come discuss with the Guided Inquiry Community of Practice subtle changes that we can make in our teaching that allow us to level the playing field for all our students.</p>
<p>2:10</p>	<p>Let's Talk about Teaching! Tales from the Classroom Crypt facilitated by Dr. Thomas Woods (<i>Schwab 106</i>)</p> <p>All teachers have tales from the classroom, both big and small things we've tried, some of which have been successful and others which have gone awry. But, we can always learn from both. Bring your stories to this roundtable discussion to commiserate with, and learn from, your colleagues. Potential topics might include flipped classroom, formative assessment, group work, instructional technology, guided inquiry learning, engaged learning, supporting writing and research, use of rubrics. What do you think the college classroom will look like in 10 or 15 years?</p>	
<p>3:10</p>	<p>Self-Designed Major Committee Meeting (<i>Scotus 206</i>)</p>	<p>Neuroscience Coordinator's Meeting (<i>Science Center 131</i>)</p>

Wednesday, May 16, 2018

<p>9:00</p>	<p>IDEA Student Ratings of Instruction (SRI) Training Session for Administrators facilitated by Ms. Theresa Wilson (<i>CETL, Library 111</i>)</p> <p>This training session will provide a broad overview of the IDEA Unit Summary Reports. We will cover the following topics: how data is organized within the system (this controls who can see which course and summary reports), options for pre-filling learning objectives and adding unit-level question sets, how to access reports, how to use reports to inform unit-level decision-making, where to find support resources.</p>	<p>Community Engagement (CE) in Higher Education What is it? What is it not? presented by Fr. Joe Lehman, TOR, Vice President, Mission Integration; and Lisa Georgiana, Director, Center for Service & Learning (<i>Schwab 106</i>)</p> <p>Hear about latest national CE trends and related initiatives at Saint Francis University, including the CE course designation benchmarks and process (approved by Faculty Senate, Dec. 2017). Learn about the 2020 Carnegie Classification for Community Engagement, an elective designation that the University will apply for and use as a self-study tool for our institutional-wide community engagement activities.</p>
<p>10:00</p>	<p>IDEA Student Ratings of Instruction (SRI) Report Interpretation Training Session for Faculty facilitated by Ms. Theresa Wilson (<i>CETL, Library 111</i>)</p> <p>This training session will focus on the overall importance of the student ratings process, how to find necessary information contained within faculty reports, and how to use that information to improve teaching (a number of support resources that can be used to support these efforts will be shared). Faculty who are interested in using their IDEA SRI reports as a source of information for their reflective practice are encouraged to attend.</p>	<p>10-11:30 Developing a Community-Engaged (CE) Course: A Workshop (<i>Schwab 106</i>)</p> <p>Learn about the CE course designation for Schedule of Classes (approved by Faculty Senate, Dec. 2017); Hear from a panel of current faculty who have received CE course designation for fall 2018; Learn how to develop a new CE course or tweak an existing course; spend time with colleagues sharing ideas on potential community partners, approaches and how-to's. Bring a copy of a current course syllabus that you would like to tweak and/or an idea for a new CE course. RSVP to Lisa Georgiana at mailto:lgeorgiana@francis.edu by Friday, May 11.</p>
<p>11:00</p>	<p>Let's Talk about <u>Online Teaching!</u> Tales from the <u>Virtual Classroom Crypt</u> facilitated by Theresa Wilson and Briana Keith (<i>CETL, Library 111</i>)</p> <p>All faculty who teach online (and those who are interested in doing so) are invited to this roundtable discussion on online teaching. Share your successes and continuing challenges, learn from others, and hear about new tools and resources to support your efforts.</p>	

	Those who cannot attend in person are invited to participate virtually. Email the CETL for arrangements.	
Noon	Lunch on your own	Faculty Athletic Mentors and Team Chaplains Luncheon Meeting facilitated by Fr. Joe Lehman and Jaime Lipski (<i>Location</i>)
1:00	<p>Supporting International Students - A Roundtable Discussion facilitated by Ryan Geiger, Assistant Director of International Student Programs (<i>Schwab 106</i>)</p> <p>International students at Saint Francis University are matriculating from the Intensive English Program (IEP) to full academic programs. Adding these non-native English speakers to the class presents some perceived challenges and opportunities to enhance the learning experience for everyone. Please join representatives from IEP, The Center for Academic Success (CAS), and faculty who have taught nonnative English speakers in a roundtable discussion. We will review the current IEP curriculum and CAS will highlight academic support resources available. Lastly, faculty will lead a discussion on various modifications/programs they have done to enhance the teaching and learning process.</p>	<p>Design Tools for Non-Designers: How to Create Program Materials presented by Jen Merry, Assistant Director of Marketing and Kara Illig, Communications Specialist (<i>CETL, Library 111</i>)</p> <p>This session is for any faculty or staff who may need to create flyers, posters, web banners, social media posts and more with little-to-no design experience. The Marketing team will walk you through how to access the SFU branding tools on our microsite, navigate the easy-to-use and free tool, Canva, and share some tips and tricks on how to make your materials look professionally designed.</p>
2:00	<p>The “Whys” and “Wherefores” (and some “Hows”) of Our General Education Program facilitated by Ms. Martha O’Brien (<i>Scotus 206</i>)</p> <p>MAYBE you have questions about the GETMs and general education advising.</p> <p>MAYBE you’re (relatively) new to the institution and are interested in how we arrived at our current program.</p> <p>MAYBE you would like to know more about the parts of our program that have been identified as “high-impact practices.”</p> <p>MAYBE you would like to reflect on the relationship between our program and the Goals of Franciscan Education. Or the Mission of the University. Or the Strategic Goals.</p>	<p>2:00-3:30: Implementing Mindfulness in Daily Life presented by Heather Kindel (<i>Schwab 102</i>)</p> <p>We live in a busy world. You listen to audiobooks and pod-casts while driving to and from work. You answer e-mail while carrying on a phone conversation and adding appointments to your calendar. But in the rush to accomplish necessary tasks, you may find yourself losing your connection with the moment—not being consciously aware of what you’re doing and how you’re feeling.</p> <p>Mindfulness is the practice of purposely focusing your attention on the present moment—and accepting it without judgment. Mindfulness is now being examined scientifically and has been</p>

	<p>MAYBE you have suggestions for how our program might be improved.</p> <p>Please join current and past General Education Program staff and General Education Committee members for an open-ended discussion of whatever general education topics you might wish to explore with this group.</p>	<p>found to be a key element in stress reduction and overall happiness.</p> <p>Would you like to more deeply experience the fullness of your life? Want to de-stress a bit? This workshop is for you! You will learn the basic principles of mindfulness and how to incorporate them into your daily activities. All faculty and staff are welcome.</p>
3:00	<p>Multicultural Week Planning Meeting (<i>Scotus 206</i>)</p> <p>Want to be involved with Multicultural Week 2018 but don't have much free time? In this meeting, Multicultural Week Committee members will share a few easy ways to participate. Learn about the specific events, ideas for incorporating them into your syllabus for credit, or ways to invite your advisees or clubs to participate.</p>	<p>Program Review Committee Meeting (<i>Schwab 214</i>)</p>

[RSVP Requested](#)



Thursday, May 17, 2018

9:00	<p>Canvas: Concluding SP2018 courses, preparing for SU2018 and FA2018 presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>This session will walk attendees through our End-of-Semester and Beginning-of-Semester Checklists, highlighting the important things to do when closing and opening semesters on Canvas. Topics include:</p>	<p>School and Department Meetings 9:00 AM – 4:00 PM</p> <p>9:00-10:30 School of Sciences Breakfast Meeting (<i>Science Center Atrium</i>)</p> <p>9:00-4:00 Nursing Department Meetings (<i>Sullivan 204</i>)</p>
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	<ul style="list-style-type: none"> • exporting your end-of-semester gradebook, • closing the course, • copying your old course into a new course shell, • adjusting due dates and announcements, • checking for broken links, and • best practice for updating files. 	<ul style="list-style-type: none"> - 9:00 MSN Curriculum Meeting - 10:30 MSN Graduate Meeting - 12:00 Nursing Faculty Curriculum Meeting - 2:00 Nursing Program Evaluation Meeting
10:00	<p>A Dozen Canvas Time-Savers presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>Canvas is always making small changes and adding new features that streamline course construction and common teaching tasks like grading. This fast-paced session will cover a dozen of our favorite time-saving features.</p>	<p>10:00-11:30 Shields School of Business Annual Academic Year Wrap-Up Meeting (<i>Schwab 214</i>)</p> <p>11:00-1:00 Communication Department Meeting (<i>Scotus 107</i>)</p> <p>12:00-3:00 Biology Department Meeting (<i>Science Center 131</i>)</p> <p>1:00-4:00 Psychology Department Meeting (<i>Scotus 211</i>)</p>
11:00	<p>Advanced Canvas Topics: Managing Quizzes and Question Banks presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>This hands-on workshop will review advanced features of the quiz tool. Participants will:</p> <ul style="list-style-type: none"> • Create new quizzes with individual questions and question groups • Set up Question Banks • Import/Copy Quizzes • Customize Quiz Settings to control delivery • Add exceptions • Explore features of Quiz Moderation and Analytics 	
Noon	Lunch on your own	
1:00	<p>Become the Master of Your Canvas Gradebook presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>In Canvas, columns can only be added to the Gradebook through the process of creating Assignments and Assignment Groups in a course. This unique feature can make it challenging for faculty to</p>	

	<p>get the gradebook to behave as desired. Attend this workshop to learn how to create and control columns, manage grading, and access special features.</p>	
2:00	<p>Big Blue Button Video Conferencing Tool conducted by CETL Staff (<i>CETL, Library 111</i>)</p> <p>BigBlueButton (BBB) is a web-conferencing tool which can be used to conduct synchronous online meetings, online class sessions, virtual office hours, or to pre-record sessions for asynchronous viewing. BBB supports multiple audio and video sharing, public and private chat, desktop sharing, polling, break-out rooms, and a multi-user whiteboard for displaying files (pdf, PowerPoint, Excel, Word, graphics, etc.), drawing, or conducting classroom activities. It may be used as a stand-alone tool or integrated within the Canvas LMS. This hands-on session will cover scheduling a BBB session, using BBB tools, and tips for conducting an online session.</p>	
3:00	<p>Developing Dynamic Canvas Pages to Present Content presented by CETL Staff (<i>CETL, Library 111</i>)</p> <p>Canvas Pages are HTML-powered web pages that can be used to display text, hyperlinks, documents, images, video, and links to 3rd-party resources. They're an excellent way to create informative sites where students can consume content. These pages can be solely designed by the instructor, or they can be made editable by students for collaborative "wiki" activities. This hands-on workshop will introduce participants to the process of creating pages and adding a variety of content.</p>	

Friday, May 18, 2018

8:30	Academic Advising/SOAR Information Meeting
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facilitated by Ms. Renee Bernard
8:30 AM – 10:00 AM (JFK Lounge)

For any academic advisor; first-year advisors are required to attend. We will review updated curriculum information, general education requirements, and SOAR information.

10:00 **Post-It Possibilities** presented by Briana Keith and Theresa Wilson (CETL, Library 111)

You already use them to jot down to-dos, take messages, and remember your keys on the way out the door, but that's not all these handy notes can do! We've been gathering up ideas and have found some pretty clever possibilities - some for the classroom, some for the office, even some for home! We'll share them in this workshop. Bring *your* favorite ideas to share! [RSVP Requested](#)



11:00 **Gmail Update** presented by Briana Keith (CETL, Library 111)

Google just announced exciting improvements to Gmail! The new look lets you hover over messages to quickly archive, delete, or snooze. You will be able to access Calendar, Keep, and Tasks from your Inbox. Smart Reply is also now available for Gmail on the web. Come learn more and see a live demo in the CETL on Friday, May 18 from 11-11:30am.

Annual Saint Francis Spring Community Development Week Golf Outing

2:00 PM - ??? Immergrun Golf Course

Open to all Saint Francis University faculty, staff, and administration.

Golfers of all skill level, including no skill at all, are welcome to play. Join in the camaraderie of colleagues enjoying some time on our beautiful campus together at the end of a very busy year!

(Please coordinate with your supervisor before registering.)



Format

- Four person scramble event
- Nine holes of play
- Each player's drive must be used at least once
- Shotgun Start
- Awards immediately following

Cost

Cost is \$15 which includes green fees, prizes, and a meal at the club house following golf. The cost does not include carts, which can be purchased separately at the Pro Shop.

If you'd like to golf with a particular person, please let John Miko at jmiko@francis.edu know this as soon as possible. In an effort to encourage interaction outside traditional networks, we would prefer to limit sign-ups to individuals or couples/twosomes and allow the committee to form the teams. But, we would also like to engage as many participants as possible, so if you would be more comfortable signing up as a foursome, you may do so.

Register Online here: <https://www.eventbrite.com/e/the-saint-francis-university-spring-2018-cdw-golf-tournament-tickets-44283563330>

Pay at the Pro Shop upon your arrival at the course.

Special thanks to the Provost's Office for subsidizing this event and to the golf course staff for hosting us at *Immergrun* again this year.

We hope you can join us for this fun event!