



Professional Development Day

Offered by the student affairs professional development committee - Cosponsored by staff council

Thursday, May 10, 2012

www.mtu.edu/profdevday

9:00 - 10:15 AM – Session Offerings

Creating an Ethical, Professional Profile on LinkedIn

Presenter: Christy Oslund, Coordinator Student Disability Services

LinkedIn is currently the largest professional social networking site on line. While many of us feel like we ought to be on LinkedIn, we aren't always certain how to create our profile, or what to do once we join. Join this discussion of what we can gain by joining LinkedIn, the best ways to 'look good' once a member, and how to successfully network so that the impression you create with other professionals, or potential clients, is a positive one.

Expect the Best, Prepare for the Worst 2.0

Presenter: Les Cook, Vice President for Student Affairs

Presenter: Daniel Bennett, Chief of Police

University campuses, once thought to be safe havens for growth and learning, have witnessed an unprecedented incidence of violence in the past year. The horrendous tragedy at Virginia Tech, shootings at Delaware State, Northern Illinois University, Alabama and others have changed how the college campus is perceived and have placed increased levels of scrutiny and expectations upon them. This session will explore Michigan Tech's initiatives and will provide an overview of our plan.

Healthy Living and its Benefits

Presenter: Stephanie Hamilton, Graduate SWEAT Coordinator

This session will discuss the components of physical fitness and how these affect your overall health. Topics covered will include guidelines for general health and fitness practices as well as some of the benefits received from participating in regular exercise. Suggestions for daily implementation will be given and opportunities on campus will be discussed.

IP Phones and You - What Functions are Available that May Make Your Life Easier?

Max Capacity: 16

Presenter: Margaret Landsparger, Senior Personal Computer Specialist

With IP phones on almost every desk on campus, Telcom would like to help you learn more about features available so you can get the most out of your phone. We will have a hands-on demonstration featuring conference calling, transferring calls, and programming extra buttons. Don't miss this opportunity to ask questions, play with buttons, and exercise your dialing finger.

PowerPoint Isn't the Only Game in Town

Presenter: Kyle Rubin, Associate Director

Presenter: Kelly Johnson, Financial Aid Advisor

Believe it or not, there is another player on the field of presentation aids! This session will specifically look at Prezi. Prezi's unique and fresh style can really keep an audience tuned in and interested. It's a fun alternative to the sometimes "buzz kill" feeling we all get from the ever feared "death by PowerPoint". But is it the right tool for you and your next big session? Stop on by to find out!

Sports 101

Presenter: Joe Haggemiller, Head Coach, Men's and Women's Cross Country/Nordic Skiing/Track and Field

Presenter: Michelle Jacob, Head Coach, Women's Soccer

Presenter: Kevin Kalinec, Head Coach, Men's and Women's Tennis

Presenter: Tom Kearly, Head Coach, Football

Joe will discuss the basics of the sport of cross country skiing, with an opportunity for questions and answers to follow. Novices to experts are welcome.

If it's round KICK IT! Michelle will tell you everything you may or may not want to know about the game of Soccer! In this session you will learn about positions, rules and some great laughable moments!

Kevin will discuss the basic rules of tennis, including the difference between singles and doubles as well as shedding light on why scoring is done in such a confusing manner. Historical tidbits will also be incorporated into the discussion.

Tom will explain basic rules, formations, scoring, and penalty flags in the game of football.

Those Pesky Laws and Regulations -- What You Need to Know

Presenter: Pat Gotschalk, Associate Dean of Students

Presenter: Jill Hodges, Director of Affirmative Programs

Presenter: Bill Roberts, Director of Financial Aid

Higher Education is subject to a wide range of laws and regulations involving financial aid, sex discrimination, crime reporting, the privacy of student information, emergency response, and the list goes on and on. We'll be discussing some of the main rules and regulations that you should know about.

Understanding Students with Asperger's Disorder

Presenter: Crystal McLeod, Clinical Psychologist

With childhood diagnoses of Asperger's Disorder increasing in recent years, the need for increased awareness and education on college campuses is beneficial in understanding and assisting this student population. Join this presentation/discussion on the prevalence, symptoms, and techniques for working with students with Asperger's.

10:30 - 11:45 AM - Session Offerings

Bridging the Gap: Reaching Out to International Students through Support Groups

Presenter: Selin Philip, Licensed Professional Counselor

Presenter: Tara Evans, Assistant Director of International Programs and Services

International students, irrespective of their cultural backgrounds, undergo a stressful period of adjustment in the United States. Michigan Tech University has an enrollment of nearly 900 international students from 60 countries. Thus, there is a great responsibility that lies on Michigan Tech to care for their needs to expand its institutional diversity. Research has proved that support groups provide international students with a significant medium for addressing adjustment-related concerns, decrease stress as well as the psychopathological symptoms. This presentation is intended to bring awareness to the faculty and staff at the university on the needs of international students on campus, and how can we reach out to them through support groups.

Creating Forms with Adobe Professional

Presenter: Joan Hoffman, Business Systems Analyst

Did you know that with Adobe Professional you can create your own games, such as Swat the Fly and Catch the Bouncing Ball? That will be a little more advanced than what will be covered, but it will demonstrate how to create your own basic fillable pdf forms using Adobe Acrobat Professional; including fillable text fields, radio buttons, web links, calculated and formatted fields, and other features available in Adobe Professional. Some sample scripting will also be shown; such as a field that automatically populates with the current date each time the pdf is opened.

Enhancing your Professional Development through Advising a Student Organization

Presenter: Joe Cooper, Director for Student Activities

Presenter: Beth Lunde, Assistant Vice President for Student Life

Presenter: Maryann Wilcox, Coordinator of Student Activities

Advising a student organization is a rewarding and sometimes challenging experience. Join us for this discussion-based session which will assist you in developing yourself as well as the students you advise. You will leave with information and resources to help you succeed, along with a few lessons learned by staff and current Advisors.

The Future of Facebook in Student Affairs

Presenter: Jeremiah Baumann, Coordinator of Marketing and Multimedia

Presenter: Bonnie B. Gorman, Dean of Students

Presenter: Joel Isaacson, Assoc. Athletic Director, Business and Compliance

Presenter: Travis Pierce, Director, Housing and Residential Life

The Technology Advance Committee from Student Affairs will present findings from a recent survey about personal and departmental uses of Facebook. Results will be discussed and we will be looking for input in order to establish guidelines for the future. In addition, we will share some recommendations for managing personal Facebook pages. Please join us.

Introduction to Conflict of Interest

Presenter: Paul Charlesworth, Conflict of Interest Coordinator

The purpose of this session is to provide you with a brief introduction to the types of situations that create conflicts of interest in the workplace. We will integrate iClicker responses and discussion to evaluate the situations and, if time permits, apply what we learn to a case study.

Leadership in Athletics

Presenter: Kim Cameron, Head Coach, Women's Basketball

Presenter: Matt Jennings, Head Coach, Volleyball

Presenter: Kevin Luke, Head Coach, Men's Basketball

Presenter: Mel Pearson, Head Coach, Hockey

The group of coaches will discuss how their four programs are led, what is important for the success of our programs, and the impact athletics has on the lives of our student athletes.

Summer Nights under Northern Lights

Presenter: Rachel Wussow, Associate Director of Student Activities

Presenter: Laura Williams, Residence Life Coordinator

Student Life will talk about the activities they have planned for the students who are spending their summer in Houghton.

Technology for a Paperless Office

Presenter: Debra Charlesworth, Assistant to the Dean

Are you drowning in paper? Do you have trouble remembering where something is filed? This seminar will introduce the Livescribe pen and iPad as a way to reduce the paper in your office and streamline your filing system. The Livescribe pen can record your handwriting and audio, while the iPad is one way to organize and access your materials.

Understanding Optimal Performance or "Flow"

Max Capacity:20

Presenter: Larry Wall, Counselor

Optimal Performance (OP) is a state of mind-body unification or "flow." Many top professionals "flow" on their jobs. The rest of us have never been taught flow as a state we can consciously access. OP will be introduced and exercises shown designed to help distinguish flow from the chronic state of stress most of us label as "normal". Finally, attendees will be invited to consider how to apply OP to their jobs .

Using Theory to Connect With Students

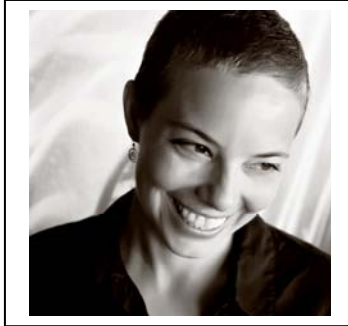
Presenter: Katy Bird, Residence Life Coordinator

Student Development Theory can be beneficial in not only connecting with students but also engaging them to seek out opportunities for growth. This session will enlist ways that professionals can utilize theory and put into practice in their work with students.

Keynote Luncheon
(\$5.00 per person payable in advance*)
Noon - 1:00 PM

Creativity, Collaboration, and a Lot of Confusion

Keynote Speaker: Amy Climer, Climer Consulting



Creativity is a hot topic these days and the word gets thrown around loosely. It seems every organization wants to be viewed as creative, yet not many know where to begin. A growing body of research shows that creativity is a teachable, learnable skill that can be successfully developed in both individuals and groups. In this fast-paced, interactive presentation, Amy will dispel myths about creativity, explain commonalities of highly creative people, and teach you how to help employees, colleagues, and yourself be more creative, collaborative and grow in the process.

Creative, open, and inspiring Amy Climer brings excitement and energy to every group she facilitates. Her passion for teaching is transparent as she engages groups with stories, ideas, and activities that lead to growth and change. With over 15 years of experience in leadership development, teambuilding, and creativity she has worked with hundreds of groups including artists, corporations, non-profits, and universities. She has a Master's degree in Outdoor Education and is currently working on a PhD in Leadership & Change. She owns Climer Consulting and you can learn more about her at climerconsulting.com.

*Luncheon tickets must be purchased in advance by contacting Elizabeth Pollins in the Student Affairs Office at epollins@mtu.edu or 487-2465. Submit your payment of \$5.00 either in person or via campus mail no later than May 4. Please make checks payable to "Michigan Tech". Luncheon tickets will be included in your conference material packet and are not available for purchase at the door.

1:15 - 2:30 PM - Session Offerings

Building and Maintaining a Strong Resume

Presenter: Julie Way, Assistant Director for Career Development Education

Learn how to showcase your strengths and experience on an inviting, readable, clear and concise personal marketing document - your resume.

Insiders Guide to College Admissions and Financial Aid

Presenter: Allison Carter, Director of Admissions

Presenter: Bill Roberts, Director of Financial Aid

Parents, it's never too early to start preparing for your child's college education. Whether your student is a senior in high school or still has a few years to go before the college search begins, get tips on how to navigate the college admission and financial aid processes. Topics will cover college preparation beginning with the high school freshman year, tips on financing a college education, and a review of the merits of transferring to a university versus enrolling as a full-time freshman. The information provided will not be specific to enrolling at Michigan Tech--however, we will share those details if needed.

Intercultural Communications

Presenter: Thy Yang, Director of International Programs

Having a common language doesn't always mean that you can understand one another. Learn how to connect with others with more ease by following simple practices utilized by intercultural communications specialists. Drawing on intercultural communications theory, the presenter will provide you with important tips and strategies on how you can improve the effectiveness of your communications with diverse populations.

Metrics, Metrics, Metrics!

Max Capacity:30

Presenter: Wendy Davis, Manager of Process Improvement

Presenter: Megan Ross, Business Systems Analyst

You might have heard this phrase before: "what gets measured gets done." This presentation will educate its audience on good metric selection and share best practices for visual metric displays. It will focus on metrics used at the unit level with examples shared from work groups right here at Michigan Tech. The presentation will also cover tips on incorporating the use of metrics into daily work and include basic concepts of Lean thinking that support good metric selection and usage.

The OAP: Your Gateway to the Outdoors

Presenter: Phillip Mercier, Trip Leader

Students will give a presentation on the opportunity for professional staff to participate in clinics, trips, rental gear, and team-building activities with the Outdoor Adventure Program. We would like to involve more professional staff to enhance the experience of the participants that partake in our programs. By presenting to the members of the community, we hope to increase the awareness of the dynamic opportunities that our program has to offer.

Pop Culture...Students of Today, Students of Tomorrow

Presenter: Bonnie B. Gorman, Dean of Students

Presenter: Beth Lunde, Assistant Vice President for Student Life

Presenter: Travis Pierce, Director of Housing and Residential Life

Are you curious about what our students are reading, what music they are listening to, or what they are using for technology? Join this session and catch up on the students of today and those of the future. This session is complete with sound clips, images, and impressions of students, artists, social media, movies, television shows, and popular American icons.

SharePoint: Not Your Grandmother's File Share

Presenter: Carole Noonan, Process Improvement Coordinator

Sure, there are lots of ways to share files, but let's kick it up a notch. If collaboration is important to your processes (administrative, student groups, interdisciplinary research, and more) and you are tired of digging through email attachments and shared drives to find the documents you need, then this session is for you! Attendees will walk away with an understanding of what SharePoint is, ideas for how it could be utilized in their areas, and see some live examples of how it is currently being used on campus.

2:45 - 4:00 PM – Session Offerings

Bridging the Gap: Social Media's Importance in Higher Education

Presenter: Jeremiah Baumann, Coordinator of Marketing and Multimedia

Learn about the importance of social media in higher education and why we can't ignore its influence with today's students.

FERPA - What YOU Need to Know

Presenter: Theresa Jacques, Registrar

Presenter: Mike Johnson, Associate Registrar

This session will provide an overview of the Family Educational Rights and Privacy Act (FERPA). Explanations of what FERPA is, why it's important, and how it applies to each of us will be covered.

General Education Changes

Presenter: Brad Baltensperger, Director of General Education

The University Senate has approved changes to Michigan Tech's General Education program, effective for students entering the university in fall, 2013. This session will review the reasons for the revisions and how this will be implemented. There will be an opportunity to ask questions about the changes and discussion about modifications that may be considered in the future.

Gone Google

Presenter: Matt Buss, Director of IT Services

Presenter: Colin Neese, Senior Help Desk Consultant

Now that the university has been using Google for a short time, now is the time to learn about some tools available in the new Google Apps for Education Suite.

How to Use Prezi to Make Powerful Presentations

Presenter: Katie Cooper, Coordinator of Orientation

Presenter: Katy Bird, Residence Life Coordinator

Prezi is a great presentation tool to use in the classroom, with your staff or to showcase your department! However, there are lots of tools and tricks to learn so let us help get you started with the basics so you can break away from PowerPoint and start using Prezi! This will be a hands-on interactive session conducted in a computer lab.

Rubber Chickens, Hula Hoops, and Mouse Traps – Teambuilding with Success

Presenter: Amy Climer, Climer Consulting

A strong, cohesive team is an integral part to the success of any organization. When used appropriately teambuilding activities can bring teams closer together and help them look at real problems in a unique way. The activities can be particularly valuable in bringing together a new team. In the fast paced, interactive workshop learn how to effectively facilitate activities, decide which activities to use when, and gain a greater understanding of group dynamics.

Learning outcomes:

Learn facilitation techniques to make your teambuilding delivery stronger

Understand how to sequence and select which activity to use when

Examine a group dynamics model and know how the stage of your group impacts which activity as well as how you'll facilitate it.