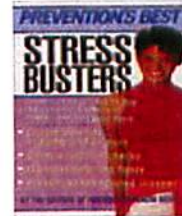
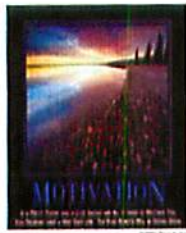


2008
Professional Development
Opening Session

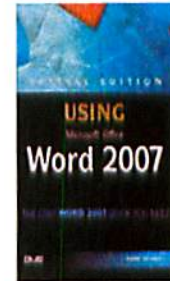


"One College, Two Campuses, One Team"



Lawson State
Community College

Thursday, August 14, 2008
8:00 a.m-4:00 p.m.



*Dr. Perry W. Ward Technology Building
(ACATT)*



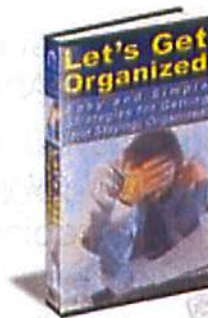
Dr. Perry W. Ward,
President



Dr. Bruce Crawford,
Vice President



Mrs. Sharon Sanders Crews,
Vice President





**2008 Fall Planning and Training Conference
Building (Birmingham Campus)
8:00 a.m. to 4:30 p.m.**

Today's Theme: "Equip, Engage, and Empower"

Thursday, August 14, 2008

Location: Alabama Center for Advanced Technology and Training (ACATT)

8:00-8:30 a.m. Registration and Refreshments

**8:30-10:00 a.m. Opening Session
Greetings**
*Dr. Ethel H. Hall, Vice President Emerita
Alabama State Board of Education, District IV*

State of the College
Dr. Perry W. Ward, President

Administrative and Student Services Divisional Updates
Mrs. Sharon Crews, Vice President

Instructional Services Divisional Updates
Dr. Bruce Crawford, Vice President
Highlight: The Correctional Education Program

10:00-10:10 a.m. BREAK

10:15-11:15 a.m. SACS Updates, Dr. Myrtes Green

Planning Hearings and Video Presentation, Dr. Charles Murray

The QEP, SPACE and CTEL, Dr. Sherri Davis and Dr. Cynthia Anthony

CCSSE: National Comparison Data Analysis – Student Engagement
Dr. Randy Glaze

11:15-12:30 p.m. Professional Development Training Session I (See Attached)

12:30-1:30 p.m. Lunch Break (On Your Own)

1:40- 2:45 p.m. Professional Development Training Session II (See Attached)


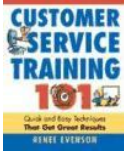
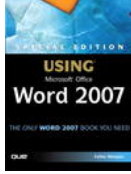






2:45-3:00 p.m. BREAK

3:00-4:15 p.m. Professional Development Training Session III (See Attached)

4:15 p.m. Ice Cream Social (ACATT-Lobby)
President's Cabinet Sponsoring and Hosting

Fall 2008 Professional Development Workshops

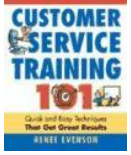
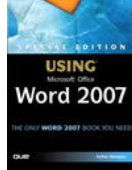



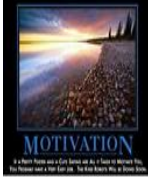
Session I: 11:15-12:30

<p>Session A:</p>  <p>Blackboard</p> <p>Blackboard Basics—What All Beginners Should Know</p> <p>Presenter: Dr. Margaret Robinson</p> <p>Location: ACATT, Lab 1</p>	<p>Session B:</p>  <p>Customer Service Training 101: Perfecting Your Customer Service Skills</p> <p>Presenter: Mark Whigham</p> <p>Location: ACATT, Lab 2</p>	<p>Session C:</p>  <p>Microsoft Word 2007 <i>(*Participants should be proficient in at least Microsoft 2003 software in order to attend).</i></p> <p>Presenter: Teheitha Taylor</p> <p>Location: ACATT, Lab 8</p>
<p>Session D:</p>  <p>Instructional Strategies that Work!</p> <p>Presenter: Keith Littleton</p> <p>Location: ACATT, Lab 3</p>	<p>Session E:</p>  <p>Perfecting Relationships with Students & Co-Workers</p> <p>Presenter: Renay Herndon</p> <p>Location: ACATT, Auditorium</p>	<p>Session F:</p>  <p>Criterion Online Writing (Evaluates Student Writing in Seconds)</p> <p>Presenter: Dr. Stephen Monti</p> <p>Location: ACATT, Lab 9</p>
<p>Session G:</p>  <p>Stress Busters: How to Relieve Stress on the Job and in Your Life</p> <p>Presenter: Cedric Burden</p> <p>Location: ACATT, Lab 4</p>	<p>Session H:</p>  <p>Power Point for Beginners—Everything You Need to Know and More</p> <p>Presenter: Calvin Briggs</p> <p>Location: Academic Building, STEP-up Lab, Room B118</p>	<p>Session I:</p>  <p>Motivation Techniques that Work Inside the Classroom</p> <p>Presenter: Shelly Millender III</p> <p>Location: ACATT, Lab 6</p>

Session II: 1:40-2:50 (please arrive on time)

<p>Session A:</p>  <p>Microsoft Word 2007 <i>Participants should be proficient in at least Microsoft 2003 software in order to attend.</i></p> <p>Presenter: Teheitha Taylor</p> <p>Location: ACATT, Lab 8</p>	<p>Session B:</p>  <p>Instructional Strategies that Work!</p> <p>Presenter: Keith Littleton</p> <p>Location: ACATT, Lab 3</p>	<p>Session C:</p>  <p>Stress Busters: How to Relieve Stress on the Job and in Your Life</p> <p>Presenter: Gina Mallisham</p> <p>Location: ACATT—eLibrary, 2nd floor</p>
<p>Session D:</p>  <p>Perfecting Relationships with Students, Co-workers & Administrators</p> <p>Presenter: Renay Herndon</p> <p>Location: ACATT, Auditorium</p>	<p>Session E:</p>  <p>Tegrity Basics—Everything You Need to Know to Get Started! <i>*Required attendance for math instructors. Open to all disciplines.</i></p> <p>Presenter: Dr. Charles Fowler</p> <p>Location: ACATT, Lab 11</p>	<p>Session F:</p>  <p>Perfecting Lawson's Internal Systems: AS400, L-Drive, STARS, Email & Global Suite Operations</p> <p>Presenter: Jamie Glass</p> <p>Location: ACATT, Lab 1</p>
<p>Session G:</p>  <p>Perfecting Your Organizational Skills to Increase Job Performance</p> <p>Presenter: Regina Doriety</p> <p>Location: ACATT, Lab 10</p>	<p>Session H:</p>  <p>Blackboard</p> <p>Blackboard Gradebook—What Everyone Needs to Know from A-Z</p> <p>Presenter: Dr. Tracey Wilson</p> <p>Location: Academic Building, STEP-UP Lab, B118</p>	<p>Session I:</p>  <p>Advanced Power Point—Take What You Know to a Higher Level (<i>*Session is not for beginning users.</i>)</p> <p>Presenter: Kesha James</p> <p>Location: ACATT, Lab 9</p>

Session III: 3:00-4:15 p.m. (please arrive on time)

<p>Session A:</p>  <p>Customer Service Training 101: Perfecting Your Customer Service Skills and Liking It</p> <p>Presenter: Mark Whigham</p> <p>Location: ACATT, Lab 2</p>	<p>Session B:</p>  <p>Microsoft Word 2007 <i>Participants should be proficient in at least Microsoft 2003 software in order to attend.</i></p> <p>Presenter: Kesha James</p> <p>Location: ACATT, Lab 9</p>	<p>Session C:</p>  <p>Power Point for Beginners-- Everything You Need to Know and More</p> <p>Presenter: Donnell Perry</p> <p>Location: ACATT, Lab 11</p>
<p>Session D:</p>  <p>Blackboard</p> <p>Blackboard Communications— How to Make It Work for You</p> <p>Presenter: Dr. Sherri Davis</p> <p>Location: ACATT, Lab 8</p>	<p>Session E:</p>  <p>Perfecting Lawson's Internal Systems: AS400, L-Drive, Email & Global Suite Operations</p> <p>Presenter: Jamie Glass</p> <p>Location: ACATT, Lab 1</p>	<p>Session F:</p>  <p>Motivation Techniques that Work in the Classroom and Beyond</p> <p>Presenter: Shelly Millender III</p> <p>Location: ACATT, Lab 6</p>



**2007 Fall Planning and Training Conference
Ethel Hall Building (Bessemer Campus)
8:00 a.m. to 4:00 p.m.**

Theme: “Getting on Board with Instructional Technology to Enhance and Improve Student Learning & Teaching”



DAY 1 Tuesday, August 14, 2007

8:00-8:30 a.m. Registration and Refreshments

8:30-9:10 a.m. Morning Session
Opening Remarks
QEP Survey
Training Conference Explained
Administrative & Student Services Update
Sharon Crews, Vice President




9:10-9:15 a.m. Travel Time to Training Rooms

9:15-10:30:a.m. Training Block I (9 Simultaneous Sessions)

<p>Session A:</p>  <p>Blackboard</p> <p>Blackboard Training for Beginners</p> <p>Presenter: Margaret Robinson</p> <p>Location: Building A (1st floor); Rm. 157; (Computer Lab)</p>	<p>Session B:</p>  <p>TEGRITY Tegrity Training / Demonstration</p> <p>Presenter: Tanya Rodgers (Tegrity Project Manager & Trainer)</p> <p>Location: Jess Lanier; Rm. 103</p>	<p>Session C:</p>  <p>Blackboard</p> <p>Blackboard Training for All Levels</p> <p>Presenter: Chante Calhoun</p> <p>Location: Building A (1st floor); Rm. 155; (Computer Lab)</p>
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<p>Session D:</p>  <p>Instructional Strategies that Work!</p> <p>Presenter: Shelly Millender III</p> <p>Location: Building A (1st floor); Rm. 151</p>	<p>Session E:</p>  <p>Perfecting Relationships with Students, Co-workers & Administrators</p> <p>Presenter: Dr. Marquita Davis</p> <p>Location: Jess Lanier, Rm. 101</p>	<p>Session F:</p>  <p>Criterion Online Writing (Evaluates Student Writing Regardless of Subject)</p> <p>Presenter: Dr. Stephen Monti</p> <p>Location: Building A; (3rd floor); Rm. 361</p>
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Training Block I (Listings Continued on Next Page)

<p>Session G:</p>  <p>Blackboard</p> <p>Blackboard Training for Beginners</p> <p>Presenter: Aisha Lewis</p> <p>Location: Building A (1st floor); Rm. 164; (Computer Lab)</p>	<p>Session H:</p>  <p>Blackboard</p> <p>Blackboard Training for Beginners</p> <p>Presenter: Teheitha Taylor</p> <p>Location: Building A (1st floor); Rm. 151; (Computer Lab)</p>	<p>Session I:</p>  <p>Blackboard</p> <p>Blackboard Training for All Levels</p> <p>Presenter: Alfreda King</p> <p>Location: Building “A” (2nd floor); Rm. 254 (Computer Lab)</p>
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10:30-10:45 p.m. Break




10:45-12:00 p.m. Training Block II (9 Simultaneous Sessions)

<p>Session D:</p>  <p>iPod, Podcasting & Other Technologies <i>*Seats may be limited</i></p> <p>Presenter: Mark Whigham</p> <p>Location: Building A (1st floor); Rm. 164; (Computer Lab)</p>	<p>Session E:</p>  <p>Instructional Strategies that Work!</p> <p>Presenter: Shelly Millender III</p> <p>Location: Building A (1st flr); Rm. 151</p>	<p>Session F:</p>  <p>Criterion Online Writing (Evaluations Student Writing Regardless of Subject)</p> <p>Presenter: Dr. Stephen Monti</p> <p>Location: Building A (3rd floor); Rm. 361; (Computer Lab)</p>
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<p>Session G:</p>  <p>Perfecting Power Point & Digital Camera Use</p> <p>Presenter: Kesha James</p> <p>Location: Building A (3rd flr.); Rm. 360; (Computer Lab)</p>	<p>Session H:</p>  <p>Tegrity Training / Demonstration</p> <p>Presenter: Tanya Rodgers (Tegrity Project Manager & Trainer)</p> <p>Location: Jess Lanier; Rm. 103</p>	<p>Session I:</p>  <p>Perfecting Lawson’s Internal Systems: AS400, L-Drive, STARS, Email & Global Suite Operations</p> <p>Presenter: Dr. Sherri Davis</p> <p>Location: Building A; Rm 254; (Computer Lab)</p>
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Training Block II (Listings Continued on Next Page)

10:45-12:00 p.m. Training Block II (Sessions Continued)

<p>Session A:</p>  <p>Blackboard</p> <p>Blackboard Training for Beginners</p> <p>Presenter: Margaret Robinson</p> <p>Location: Building A (1st floor); Rm. 157; (Computer Lab)</p>	<p>Session B:</p>  <p>Blackboard</p> <p>Blackboard Training for All Levels</p> <p>Presenter: Chante Calhoun</p> <p>Location: Building A (1st floor); Rm. 155; (Computer Lab)</p>	<p>Session C:</p>  <p>Perfecting Relationships with Students, Co-workers & Administrators</p> <p>Presenter: Dr. Marquita Davis</p> <p>Location: Jess Lanier, Rm. 101</p>
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10:45-12:00 p.m. Training Block II (Continued from Previous Page)

12:00-12:10 p.m. Travel time to Bessemer Civic Center (for Lunch)

12:15-1:30 p.m. Luncheon

Dr. Perry W. Ward, President

State of the College Address




Dr. Bruce Crawford, Vice President

Instructional Presentations & Recognitions

1:30- 1:40 p.m. Travel time back to Bessemer Campus for Training Session III

1:45-3:00 p.m. Training Session III (6 Simultaneous Sessions)

<p>Session A:</p>  <p>iPod, Podcasting & Other Technologies</p> <p>Presenter: Mark Whigham</p> <p>Location: Building A (1st floor); Rm. 164; (Computer Lab)</p>	<p>Session B:</p>  <p>Tegrity Training</p> <p>Presenter: Tanya Rodgers (Tegrity Project Manager & Trainer)</p> <p>Location: Jess Lanier; Rm. 103</p>	<p>Session C:</p>  <p>Perfecting Power Point</p> <p>Presenter: Alfreda King</p> <p>Location: Building A (3rd floor); Rm. 360; (Computer Lab)</p>
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<p>Session D:</p>  <p>Excel for Beginners (Q&A on <u>Word</u> will be included.)</p> <p>Presenter: Kesha James</p> <p>Location: Building A (1st flr.); Rm. 157; (Computer Lab)</p>	<p>Session E:</p>  <p>Perfecting Lawson's Internal Systems: AS400, L-Drive, Email & Global Suite Operations</p> <p>Presenter: Jamie Glass</p> <p>Location: Building A; (2nd flr.); Rm 254; (Computer Lab)</p>	<p>Session F:</p>  <p>Deans & Chairpersons' Meeting with Vice President</p> <p><i>All Instructional Deans, Associate Deans, Assistant Deans and Chairs should be in attendance.</i></p> <p>Presiding: Dr. Bruce Crawford Subject: Spring Schedule Location: Ethel Hall Conf. Rm.</p>
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3:00-4:00 p.m. *Core Competencies Alignment & Student Learning Outcomes Assessment (All Divisions)

Career Technical Division--(Ethel Hall Auditorium)

Lead by Dr. Charles Murray & Donald Sledge

Business Technologies Division—(Jess Lanier; Room 101)

Lead by Dr. Alice Milton & Teheitha Taylor

College Transfer Division--(Jess Lanier; Room. 103)

*Lead by Dr. Sherri Davis, Dr. Karl Pruitt,
Dr. Sheila Marable and Sandra Henderson*

***Attendance is required; all full-time faculty should be present at this meeting.**

4:00 p.m. Ice Cream Social (Ethel Hall Auditorium)
Sponsored by “I Can Learn” & “Criterion Online Writing”

DAY 2 Friday, August 17, 2007

9:00-11:00 a.m. Departmental Wide Meetings

See your Department Chair for specifics (campus, room, etc.).

Expected Outcomes from Meetings:

- Core Competencies Alignments (#1 Priority)
- Blackboard
- Review of Upcoming Syllabus Changes
- Unit Plan Review 2006-2007
- Data Review 2006-2007
- Unit Plan Creation 2007-2008
- Student Learning Outcomes Review 2006-2007
- Student Learning Outcomes 2008-2009
 - *Avoid focusing on Course Completion Rates*

9:00-11:00 a.m. Business Technologies Meeting
Location: ACATT, Business Technologies Conf. Rm.
(Birmingham Campus)

11:30-12:30 p.m. College Transfer: Department Chair’s Meeting
Location: Vice President’s Conference Room,
(Birmingham Campus)

11:30-12:30 p.m. Career Technical: Department Chair’s Meeting
Location: Ethel Hall Conference Room,
(Bessemer Campus)

11:00-4:00 p.m. Course Blackboard Set-up Time for Faculty
All Lawson State faculty members are expected to use Blackboard as a main support for course delivery.

The following items are expected to be delivered in each Lawson State course, regardless of subject.

- Grade book (should be updated weekly or bi-weekly)
- Attendance (should be updated weekly or bi-weekly)
- Syllabus (should be posted before the first day of class)
- Weekly Assignments
- Homework Notices & Announcements

DAY 2 Friday, August 17, 2007 (Continued)

1:00-2:00 p.m. New Employee Orientation (Faculty & Staff)

**All new faculty and staff members are required to attend this specialized training session.*

Location: ACATT Auditorium (Birmingham Campus)

Presenter: Vergie Spears, Director of Human Resources

2:00-2:15 Break

2:15-5:00 p.m. *New Faculty & Staff Training

**All new faculty and staff members are required to attend this specialized training session.*

**Training requires a wireless capable laptop.*

Location: ACATT/ Auditorium (Birmingham Campus)

Presenter: Dr. Sherri Davis, Academic Dean

NOTE: If you are required to attend this session, bring a wireless capable laptop with you. If you do not have a laptop, rent a laptop via Dr. Alice Milton's office (located on the first floor of the ACATT building). Be prepared to leave your ID when securing a laptop to borrow. All laptops must be returned to Dr. Milton's office directly following training.

**Lawson State Community College
2006 Fall Planning and Training Conference**

**Theme: “Recruit, Retain, and Instruct: An Integrated Learning Environment for
Excellence and Achievement.”**

DAY 1 Tuesday, August 15, 2006

8:00-8:30 a.m. Registration and Refreshments

8:30-12:00 p.m. Morning Session (Auditorium)
Opening Remarks
Inspirational Moment
Greetings: Dr. Ethel Hall, *Alabama State Board Member, District IV,*
Vice President Emeritus
President’s Address: Dr. Perry W. Ward

10:00-10:30:a.m. Break: *Sponsored by Thomson/Brooks/Cole Publishing Company*

10:30-11:15 a.m. Administrative and Student Services- Mrs. Sharon Crews
Highlights, Achievements and General Update
Workplace Harassment
Student Services
Student Life

11:15-12:00 a.m. Instructional Services – Dr. Bruce Crawford
Highlights, Achievements, and General Update
Faculty Development and Training
Public Relations
Special Presentation: MIS and Telecommunications

Directions for Afternoon Planning Sessions (Dr. Sherri Davis)

12:00-1:15 p.m. Lunch (box lunches and vendors’ exhibits)
Lunch sponsored by Tegrity and LSCC Dining Services
Tegrity Presentation & Demonstration (A Must See!)
“The Year in Review” (Captured in Pictures) Auditorium
Visitation with Vendors (Lobby Area)

1:30- 2:30 p.m. Divisional Planning Sessions:
Instructional Services (Location: Auditorium)
Academic Programs
Career Technical Programs
Educational Support Services

Administrative and Student Services (Location: Library 2nd Floor)
Administrative Services
Student Services
Student Life

2:30-3:45p.m. Unit Planning

Allied Health	Lab 3
Admissions & Records	Lab 1
Administrative Services	Lab 4
Business Technologies	Lab 2
Career Technical (2nd Floor Capstone Room)	Capstone Room
Developmental Education	Lab 5
Financial Aid	Lab 6
Educational Support Services	Lab 8
Health and Physical Education	Lab 9
Humanities	Lab 10
Natural Science & Mathematics	Lab 11
Social Sciences	Multimedia Room
Student Life	Library A—2 nd floor
Student Support Services	Library B—2 nd floor

3:45-4:30 p.m. Ice Cream Social (Location: Copy Center and Lobby Area)
Sponsored by BellSouth

DAY 2 Wednesday, August 16, 2006

8:30-9:15 a.m. Morning Session: All Personnel

Opening Presentation: Recruit! Retention! Instruct!
 Instructions on Workshops Presentations

9:15-9:30 a.m. Break: *Sponsored by Thomson/Brooks/Cole Publishing Company & Blackboard*

9:30-12:15 p.m. Morning Training Sessions
(Instructional Divisions and Administrative Assistants)

<p>Session A: Blackboard Training</p> <p>Presenter: Teheitha Taylor</p> <p>Departments: Natural Sciences & Math, Physical Education and Social Sciences</p> <p>Location: Lab 8</p>	<p>Session B: Blackboard Training</p> <p>Presenter: Chante Calhoun</p> <p>Departments: Developmental Education, Humanities and Administrative Assistants</p> <p>Location: Lab 11</p>	<p>Session C: Blackboard Training</p> <p>Presenter: Dr. Tracey Wilson</p> <p>Departments: Allied Health Professions & Library Services</p> <p>Location: Lab 10</p>
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Session D: Blackboard Training Presenter: Frances Stewart Departments: Business Location: Lab 2	Session E: Blackboard Training Presenter: Margaret Robinson Departments: Career Technical Programs (Last names beginning with A-L) Location: Lab 1	Session F: Blackboard Training Presenter: Departments: Career Technical Programs (Last names beginning with M-Z) Location: Lab 3
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Morning Training Sessions (For Staff)

9:30-10:30 a.m. Block 1 Sessions (for Staff)

Session: G Tegrity—Take Your Teaching to Another Level Presenter: Elizabeth Fisher Location: Library A	Session: H Safety in the Workplace—What all staff members should know Presenter: Nick Shields Location: Lab 5	Session: I AS400—Getting the Best Out of the System Presenter: Darren Allen Location: Lab 4	Session: J Microsoft Word—for Beginners Presenter: Kesha James Location: Lab 6	Session: K Improving Customer Service—What Everyone Can Do Presenters: Lori Chisem & Renay Herndon Location: Capstone –2 nd floor	Session: L Recruitment Strategies—What all employees need to know and do Presenters: Chris Franklin, Katrina Dudley and Joe Hollins Location: Multimedia—2 nd floor
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10:35a.m. – 10:55 a.m. Break: *Sponsored by Thomson/Brooks/Cole Publishing Company and Blackboard*

11:00a.m. –12:00 p.m. Block 2 Sessions (for Staff)

Session: M Email—The Ends and Outs & Online Services— (Maneuvering through our website) Presenter: Elizabeth Fisher Location: Library A	Session: N Health and Wellness—How to de-stress on the job and stay fit Presenter: James Gibbs Location: Library B	Session: O AS400—Getting the Best Out of the System Presenter: Darren Allen Location: Lab 4	Session: P PowerPoint for Beginners Presenter: Kesha James Location: Lab 6	Session: Q Improving Customer Service—What Everyone Can Do Presenters: Lori Chisem & Renay Herndon Location: Capstone	Session: R Recruitment Strategies—What all employees need to know and do Presenters: Chris Franklin, Katrina Dudley and Joe Hollins Location: Multimedia—2 nd floor
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12:15 p.m. – 1:15 p.m. LUNCH (On Your Own)

“The Year in Review” (Captured in Pictures)
Location: Auditorium

Afternoon Sessions for Total Personnel

1:30 p.m. –2:25 p.m. Sessions (Block 3)

<p>Session: S</p> <p>Email—The Ends and Outs & Online Services— (Maneuvering through our website)</p> <p>Presenter: Dr. Alice Milton</p> <p>Location: Library A</p>	<p>Session: T</p> <p>Blackboard Follow-up—Get Your Questions Answered Here</p> <p>Presenter: Audrey Smallwood</p> <p>Location: Lab 5</p>	<p>Session: U</p> <p>Criterion Online Writing—An Automatic System that Grades Student Writing in All Subjects</p> <p>Presenter: Dr. Stephen Monti</p> <p>Location: Lab 3</p>	<p>Session: V</p> <p>Infusing Technology in the Classroom and Other Creative Strategies</p> <p>Presenter: Dr. Sherri Davis & Dr. Karl Pruitt</p> <p>Location: Lab 4</p>	<p>Session: W</p> <p>Improving Customer Service—What Everyone Can Do</p> <p>Presenters: Lori Chisem & Renay Herndon</p> <p>Location: Capstone</p>	<p>Session: X</p> <p>New Employee Orientation</p> <p>Presenter: Ms. Vergie Spears & Dr. Karl Pruitt</p> <p>Location: Lab 2</p>
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2:25 p.m. – 2:35 p.m. Break: *Sponsored by Thomson/Brooks/Cole Publishing Company and Blackboard*

2:35 p.m. –3:30 p.m. Sessions (Block 4)

<p>Session: Y</p> <p>Web Design—Creating Your Departmental Website Yourself</p> <p>Presenter: Dr. Alice Milton</p> <p>Location: Lab 8</p>	<p>Session: Z</p> <p>Advising and Retention from A to Z</p> <p>Presenters: Dr. Cynthia Anthony & Dr. Karl Pruitt</p> <p>Location: Lab 5</p>	<p>Session: AA</p> <p>Criterion Online Writing—An Automatic System that Grades Student Writing in All Subjects</p> <p>Presenter: Dr. Stephen Monti</p> <p>Location: Lab 3</p>	<p>Session: BB</p> <p>Microsoft Word— for Beginners</p> <p>Presenter: Eula Todd</p> <p>Location: Lab 6</p>	<p>Session: CC</p> <p>Library 101— Perfecting Your Classroom through Library Services: A Teachers Treasure</p> <p>Presenter: Sandra Henderson</p> <p>Location: Library A</p>	<p>Session: DD</p> <p>Administrative Assistants—Perfecting Your Skills & Effectiveness</p> <p>Presenter: Regina Doriety</p> <p>Location: : Lab 4</p>
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3:30 p.m. – 4:30 p.m. Sessions (Block 5)

Session: EE	Session: FF	Session: GG	Session: HH	Session: II	Session: JJ
AS400 Made Easy for Faculty	Advising and Retention from A to Z	Health & Wellness—How to Handle Stress & Improve the Quality of Your Life	PowerPoint for Beginners	Library 101—Perfecting Your Classroom through Library Services: A Teachers Treasure	Recruitment Strategies—What all employees need to know and do
Presenter: Dr. Sherri Davis	Presenters: Dr. Cynthia Anthony & Dr. Karl Pruitt	Presenter: Dr. Sheila Marable	Presenter: Eula Todd	Presenter: Sandra Henderson	Presenters: Chris Franklin, Katrina Dudley and Joe Hollins
Location: Lab 4	Location: Lab 5	Location: Library B	Location: Lab 6	Location: Library A	Location: Lab 2

Special Sessions (Restricted) Wednesday, August 16, 2006

“I Can Learn” Specialized Training All Developmental Math Instructors must attend	Time: 1:30-4:30 p.m. Location: ICL Classrooms--Academic Bldg.
“My Reading Lab” —All reading instructors must attend “My Writing Lab” —All developmental English instructors must attend “My Comp Lab” —All English instructors must attend	Time: 1:30 – 2:30 p.m. Location: ACATT/ Room: Lab 11 Time: 2:30 – 3:30 p.m. Location: ACATT/ Room: Lab 11 Time: 3:30 – 4:30 p.m. Location: ACATT/ Room: Lab 11
Recruiting Strategies for Career Technical Programs Presenter: Keith Stein Customer Service for Career Technical Programs Presenter: Angela Watson	Time: 1:30 p.m. – 2:30 p.m. Location: Auditorium Time: 2:30 p.m.- 3:30 p.m. Location: Auditorium
PICTURES FOR THE WEB Tuesday, August 15th ONLY	Student Lounge – Second Floor

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