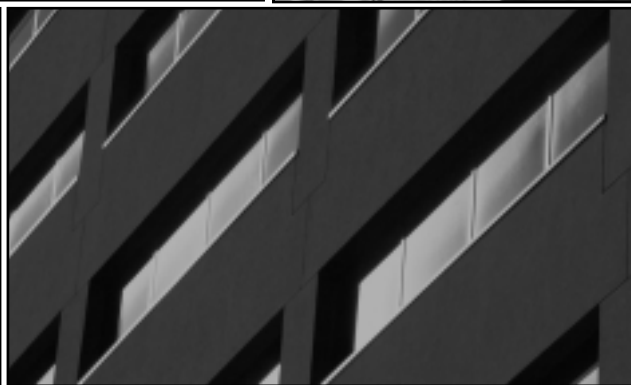


Programs
for
Professional
Excellence
2000





Dear Colleagues:

The Office of Quality and Planning was established, in part, to recognize and support the key contributions of highly skilled faculty, staff, and administrators who have the crucial responsibility of ensuring an atmosphere of excellence for the students who attend Southwest Texas State University. Part of that support resides in providing opportunities for professional development.

I invite you to take a look at the purpose, services, and course offerings listed as part of the Programs for Professional Excellence. It is our hope that, through your continued feedback and participation, we can provide faculty, staff, and administration with workshops, speakers, and other development opportunities that will enhance our current excellence in teaching, learning, and service.

Sincerely,

Cathy A Fleuriot
Associate Vice President for
Quality & Planning

Purpose of Programs

The Programs for Professional Excellence are designed to meet the professional development needs of faculty, staff, and administration as they pursue our university goals and core processes. Organizationally located within the Office of Quality and Planning, the Faculty Advancement Center, the Quality Center and Staff Development are coordinating efforts to provide educational opportunities through these programs. Specifically, we seek to

- offer opportunities for professional and personal development through workshops and lectures led by nationally known educators as well as regional and on campus experts;
- provide research-based development programs and services to support the University's core processes of teaching and learning, research, and service; and
- develop and administer a range of grants and awards to recognize and support innovative and quality practice in the University.

Development opportunities are provided in an integrated manner where academic faculty and general staff have common needs, and in more specialized forms for the specific needs of staff. They are designed to meet both immediate and longer term professional development priorities within the University.

Program Design

We believe that your input should always drive the design of a professional development program created especially for you. In order to determine what professional development tools you, as teachers, staff, and administrators want and need, we will be conducting a needs assessment survey. Solicited input from a representative group of members, such as: "What type of professional development do you want? In what format would you like it delivered? What time of year is it most convenient for you to attend professional development events?" will form the basis of a professional development program to fit your needs.

The programs presented in this spring preview are divided into the following categories:

- organizational excellence;
- personal effectiveness;
- improving use of technology;
- teaching and learning;
- planning and assessment; and
- employee information & legal issues.

New Fall 2000 Programs

In Fall 2000, we will offer two new programs for faculty that are designed to enhance leadership and teaching excellence. The SWT Leadership Program and the Program for Excellence in Teaching will be made up of selected faculty members and continue for two semesters. More information about these programs will be distributed to the university community later this spring.



Faculty Advancement Center

The mission of the Faculty Advancement Center is to support faculty members in their continued professional development and to support improvements in the teaching and learning environment. To actualize this mission the Faculty Advancement Center performs the following functions for the University:

FAC

- offers short courses;
- sponsors workshops and seminars;
- supports research and development teams;
- provides equipment and individual training related to instructional technologies;
- consults with faculty on formative evaluations;
- administers instructional-enhancement grants;
- coordinates Fulbright activities of the faculty;
- sponsors the Presidential Seminars;
- provides referral services to faculty seeking advancement resources;
- joins with Media Services to establish the Alkek Technology Institute;
- maintains an environment that promotes the exchange of ideas and expertise among faculty of various disciplines; and
- maintains a visionary role in research and development for faculty advancement.

Quality Center

The mission of the Quality Center is to lend support to the Office of Quality and Planning and the University Quality Team in their efforts to advocate, plan, facilitate and celebrate SWT's continuous transformation to excellence by using quality principles. We are committed to integrity, learning, equity, creativity, accountability, and quality service guided by the quality principles of customer satisfaction, continuous improvement, employee empowerment, dynamic teamwork, visionary leadership, and decisions based on data. The Quality Center performs the following functions:

- provides training in quality principles—team training, facilitator training, customer service;
- supports quality processes through scheduling facilitators both to quality teams and to special request teams/committees;
- advocates quality on campus by sponsoring informative workshops, financially supporting attendance and presentations at off-campus conferences, and encouraging cross-division discussions leading to university-wide solutions;
- coordinates workshops and meeting space with support equipment in JC Kellam for SWT employees; and
- celebrates quality across campus by increasing awareness of successes achieved through use of quality principles.

QC

Staff Development Office

The mission of the Staff Development Office is to provide quality opportunities to SWT faculty and staff which will assist in their personal and professional development as a fulfillment of SWT's belief in supporting life-long learning for all employees. The Staff Development Office performs the following functions:

- establishes programming for fall and spring semesters which includes workshops on topics including legal issues, operational instruction, personal development, professional development;
- maintains a library for employee use with a variety of media options (cassette tapes, videos, books, pamphlets, CDs) for personal and professional development; and
- coordinates the New Employee Orientation program for all new employees which includes information and presentations from a variety of offices from across campus in order to make employees feel welcome and have a basic understanding of the university and its benefits and opportunities associated with employment at SWT.

SD



Schedule of Spring Events 2000

Organizational Excellence

Quality Team Training

Ms. Meg Grant and Ms. Marsha Moore, SWT Quality Center. Flyers will not be mailed; for more information or to register, call 245-7899. A second series will be held in late spring, dates to be announced. (QC)

Fri., 1/7	8 AM – 5 PM	JCK 460
Thurs., 1/13	8 AM – 5 PM	
Thurs., 1/20	8 AM – 12 NOON	

Quality Facilitator Training/Refresher

Ms. Meg Grant and Ms. Marsha Moore, SWT Quality Center. Flyers will not be mailed; for more information or to register, call 245-7899. (QC)

Fri., 2/18	8 AM – 5 PM	JCK 460
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Exceeding Customer Service Expectations:

An SWT Tradition

Dr. Richard Cheatham, Dean, SWT College of Fine Arts and Communication. (QC)

Fri., 3/3	8 – 12 NOON	JCK 1100
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SWT Staff Performance Appraisal Training: Supervisors

SWT Personnel Office, Mr. Don Fehlis, Assistant Director and Mr. Jeff Lund, Personnel Rep. II. (SD)

Wed., 4/26	2 – 5 PM	JCK 460
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SWT Staff Performance Appraisal Training

SWT Personnel Office, Mr. Don Fehlis, Assistant Director and Mr. Jeff Lund, Personnel Rep. II. (SD)

Thurs., 4/27	8:30 – 11 AM	JCK 460
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The 4 Roles of Leadership®

Mr. Steve Kukic, Facilitator, Franklin Covey Co. (QC)

Mon., 3/27	9 – 4 PM	JCK 1100
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Mediation Council

Ms. Sundra Spears, Director, SWT Human Resources and Dr. Walter Wright, Asst. Professor, Legal Studies Program, SWT Dept. of Political Science. (SD)

Mon., 4/17 or	2 – 5 PM	JCK 460
Tues., 4/18	9 – 12 NOON	

Personal Effectiveness

7 Habits of Highly Effective People®

Dr. Janet Bezner, Assistant Professor, SWT Department of Physical Therapy. (QC)

Fri., 1/21, 1/28 &	8 AM – 4:30 PM	JCK 460
2/11		JCK 1100

SWT Health Fair

Co-sponsored by Student Affairs Healthy Lifestyles Team and SWT Staff Development offering special wellness classes for faculty and staff. (SD)

Wed., 3/1	12 NOON – 3 PM	LBJSC
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7 Habits® Advanced Applications

Dr. Oren Renick, Associate Professor. SWT Dept. of Health Administration. (QC)

Fri., 4/7	8:30 AM - 5 PM	JCK 460
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Communicating & Relating Using Your TRUE COLORSTM™
Co-sponsored by Student Affairs Educational Staff Development Team and SWT Staff Development. Mr. Kyle R. Estes, Level II Certified Trainer, RAI Communications, Inc. and Area Coordinator, SWT Residence Life. (SD)

Thurs., 4/13 or	3 - 5 PM	Alkek 105-106
Fri., 4/14	9 - 11 am	LBJSC Ballroom

7 Habits of Highly Effective People®

Dr. John Beck, Dean, SWT College of Education. (QC)

Tue.-Thurs.	8 AM – 4:30 PM	JCK 460
5/9 – 5/11		

Improving Use of Technology

Central Order On-Line System Training (COOL)

Mr. Rob Moerke, Director, Procurment Services, SWT Purchasing and Mr. Clint Foster, Regional E-Commerce Manager, Staples. (SD)

Wed., 1/26	8:15 – 9:45 AM or 10 – 11:30 AM	JCK 623
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Thurs., 1/27	8:15 – 9:45 AM or 10 – 11:30 AM	
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Fri., 1/28	8:15 – 9:45 AM or 10 – 11:30 AM	
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	1:15 – 2:45 PM or 3 – 4:30 PM	
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Mon., 1/31	8:15 – 9:45 AM or 10 – 11:30 AM	
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Digital Chalkboard...PowerPoint 2000

Mr. Jerry Farr, Director, SWT Faculty Advancement. (FAC)

Wed., 2/8 or	2 – 5 PM	Alkek 110
Thur., 2/9		

Scanning and Preparing Images

Dr. David Huffman, Professor, SWT Biology Dept. (FAC)

Thur. 2/17 or	2 – 4 PM	Alkek 110
Fri. 2/18		

PageMaker

Ms. Cathy Supple. (FAC)

Tues., 2/22 or	2 – 4 PM	Alkek 110
Wed., 2/23		

Web Publishing for Staff

Ms. Fazia Rizvi, University Web Master, SWT University Library. (Web I – hands on training, prerequisite for Web II. Web III – open lecture). (SD)

I – Tue., 2/29	2 – 5 PM	Alkek 101
II – Wed., 3/8	2 – 5 PM	Alkek 101
III – Thu., 3/23	2 – 5 PM	Alkek 148

Web Publishing for Faculty

Ms. Fazia Rizvi, University Web Master, SWT University Library. (Web I—hands on training, prerequisite for Web II. Web III—open lecture). (FAC)

I – Wed., 4/5	2 – 5 PM	Alkek 110
II – Wed., 4/12	2 – 5 PM	Alkek 110
III – Wed., 4/19	2 – 5 PM	Alkek 148

FileMaker Pro

Mr. Thomas Brennan. (FAC)

TBA Alkek 110

Troubleshooting Your Computer

Jane G. Hughson, User Services Consultant, SWT Computer Resource & Training Center. (SD)

Wed., 3/29 or 2- 5 PM JCK 460

Thurs., 3/30 or 9 - 12 NOON

Tues., 4/11 2- 5 PM

New Mac OS 9

Mr. Bill Bryson, User Services Consultant, SWT Academic Computer Lab. (FAC)

Tues., 2/1 or 2 - 4 PM Alkek 110

Wed., 2/2 2 - 4 PM Alkek 110

Teaching & Learning

Virtual Universities: Online and On-Target?

Teleconference presented by PBS. (FAC)

Thurs., 2/3 1:30 - 3:30 PM Alkek 148

SWT Telecommunity and Beyond

Mr. Michael Farris, Director, SWT Media Services. (FAC)

Tues., 3/28 or TBA Alkek 148

Wed., 3/29

Web-based Courses on a Shoestring

Teleconference presented by PBS. (FAC)

Thurs., 4/13 1:30 - 3:30 PM Alkek 110

The Alkek Institute

The Alkek Technology Institute provides faculty an opportunity to further their knowledge in instructional technology and to augment the teaching and learning process through distance learning formats. (Media Services & FAC)

Alkek Spring Institute

Mon.-Fri, 1/10-15 8 AM - 5 PM Alkek 110

Alkek Summer Institute

TBA 8 AM- 5 PM Alkek 110

Learning Styles and the Implications for Instruction - Diverse Cultures

Ms. Karron Lewis. (FAC)

Tues., 2/22 8 AM - 5 PM Alkek 105/106

Understanding Students of the New Millennium: Challenges for Institutional Response

Co-sponsored by Student Affairs Educational Staff Development Team and SWT Staff Development. Dr. Fred B. Newton, Director of University Counseling Services and Professor of Educational Psychology, Kansas State University. (SD)

Thurs., 2/24 3 - 5 PM LBJSC Ballroom

Intro to Micrograde

Mr. Jerry Farr, Director, SWT Faculty Advancement. (FAC)

Thurs, 2/24 or 2 - 4 PM Alkek 110

Fri., 2/25

Teaching the Large Lecture

Dr. Jim Garber, Professor, SWT Anthropology Dept. (FAC)

TBA

Fulbright Luncheon

Mr. Jerry Farr, Director, SWT Faculty Advancement. (FAC)

Wed, 4/26 11:45 AM - 1:45 PM LBJSC 3 - 13.1

LXR-Test

Mr. Jerry Farr, Director, SWT Faculty Advancement. (FAC)

Mon., 3/6 or 2 - 4 PM Alkek 110

Tues., 3/7

Planning & Assessment

Assessment Designs for Student Evaluation

Karron Lewis (FAC)

Wed., 4/5 2 - 4 PM Location TBA

Learning Basics of the Automated Strategic Plan Monitoring System

Ms. Lisa Garza, Coordinator of Strategic Planning, SWT Office of Quality and Planning. (QC)

TBA JCK 460

Strategic Plan Assessment Made Easier

Dr. Cathy Fleuriet, Associate VP, SWT Office of Quality & Planning and Dr. Robert Smallwood, Associate VP, SWT Academic Affairs. (QC)

TBA JCK 460

Employee Info & Legal Issues

New Employee Orientation II (SD)

Second Friday 8 AM - 12 NOON JCK 460
of each Month

Sexual Harassment: Identify, Stop and Prevent

Ms. Vicki L. West, Lecturer, SWT Management & Marketing (SD)

Tue., 3/7 9 AM - 12 NOON JCK 1100

EEO Training for State Employees

Ms. Sundra L. Spears, Director, SWT Human Resources. (SD)

Wed., 4/5 or 2 - 5 PM JCK 460

Thurs., 4/6 9 AM - 12 NOON

FERPA 2000

Mr. Bill Fly, University Attorney, SWT University Attorney's Office and Dr. Fernando Gomez, Vice Chancellor and General Counsel, Texas State University System. (SD)

Wed., 3/22 or 3 - 5 PM JCK 1100

Wed., 4/19 9 - 11 AM

We are also providing the spring schedule for Computing Services classes, a service of the Information Technology Division.

Computer Resource & Training Center

Most CRTC classes are taught by Jane Hughson, SWT Computing Services. Current staff and faculty at SWT are eligible to attend these classes.

To register for a class, send e-mail to Jane Hughson (JH09) or call 245-2447. Each class is one session so choose the date that works for you. You must register if you want to attend as classes are hands-on and seating is very limited. Additional classes may be offered so if the date offered does not fit into your schedule, you can request to be placed on the waiting list. If we open another class, you will be given the first opportunity to register for the new one.

If you require special accommodations to participate, please call 245-2447 at least 72 hours prior to the scheduled class.

All-In-1 Courses

Electronic Messaging

Mon., 2/14 or 1:30 - 4:30 PM
Fri., 4/14

General Use 1:30 - 4:30 PM
Fri., 3/10

Word Processing
Wed., 4/26 1:30 - 4:30 PM

Introductory Computer Courses

All classes are introductory, basic classes. If you do not see a class that will fit your needs or you need advanced training, CD-based and video training is available. Call 245-2447 or check our web page: www.swt.edu/computing/staff_support

Introduction to the Internet, Win/Mac

Mon., 2/7 or Thur., 4/4 1:30 - 4:30 PM

Netscape Mail, Win/Mac

Tue, 2/8 or Mon., 4/10 1:30 - 4:30 PM

Microsoft Windows

Wed., 1/26 or Thur., 4/6 1:30 - 4:30 PM

Microsoft Word, Win/Mac

Thur., 1/27 or Mon., 3/20 1:30 - 4:30 PM

Word Mailmerge, Win/Mac

Wed., 2/2 2 - 4 PM

Microsoft Excel, Win/Mac

Tue., 2/1 or Mon., 2/21 1:30 - 4:30 PM

Microsoft PowerPoint, Win/Mac

Mon., 1/31, Thur., 3/23 or Thur., 4/18 1:30 - 4:30 PM

Microsoft Access Beginning, Windows

Registration fee required. Call 245-2447 for information.
Mon., 1/24 or Tues., 1/25 9 AM - 5 PM

Microsoft Access Intermediate, Windows

Registration fee required, call 245-2447 for information.
Mon., 4/18 9 AM - 5 PM



Office of Quality & Planning
Southwest Texas State University
San Marcos, TX 78666