

Professional Development Day 2020

Date: Friday, October 16, 2020

Time: 7:30 am – 3:50 pm

Virtual: Click the ZOOM link to join: <https://batestech.zoom.us/j/87671012576>

Time	Item
7:30 – 7:45 am	Welcome – <i>President Zhou</i>
7:45 – 8:15 am	CTC Link Project Updates & Next Steps – <i>Beth Cummings</i>
8:15 – 9:15 am	Threat Assessment – <i>Dee Nelons</i>
9:15 – 9:25 am	Break
9:25 – 11:00 am	Constructive Engagement in Challenging Times: Applying Emotional Intelligence and Empathy- <i>Dr. Jessica Taylor</i>
11:00 am – 12:00 pm	Generations in the Workplace – <i>Tiffany Williams</i>
12:00 – 12:30 pm	<p>PTE Session: Working in MS TEAMS; Agnes Figueroa Zoom link: https://batestech.zoom.us/j/87120538881?pwd=Y3ZLSmhIMWZDQ1dDMlArYTVoRDNOQT09 Quick overview of how to use Microsoft Teams for communication and collaboration. How to chat, call colleagues, send files, videoconference, share screen and more using MS Teams. If MS Teams calls your attention, check out Beth Cumming’s O365 session as well.</p>
Faculty: Lunch Break	
12:30 – 1:00 pm	<p>Josh Clearman; Central Campus https://batestech.zoom.us/s/89838197819</p> <p>Yifan Sun; Transitional Education/Technical High School https://batestech.zoom.us/j/8899934258</p> <p>Lori Keller; Downtown Gen Ed/Transfer, Career and Library Services https://batestech.zoom.us/j/89406921277?pwd=UHdBVfHxOFFYT0pTeWMwWEd6U1Uvdz09</p> <p>Kathy Cline; Allied Health https://batestech.zoom.us/j/87127928670?pwd=bitMeDB4bHE0OHh2Q3o1Lyt0dktwUT09</p> <p>Tiffany Williams & Marcus Harvey; South Campus https://batestech.zoom.us/j/81008783693?pwd=aW1VbHk3Y2VCZEw4MGszUXdLU1FLUT09</p>
PTE: Lunch Break	
Faculty: Division Meetings	

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Breakout Sessions

Faculty: Select two 50 minute breakout sessions or one, 1 hour and 50 minute breakout session.

Faculty: The 3:00 – 3:50 pm sessions are optional.

PTEs: Select from the available breakout sessions. Participation is required until 3:50 pm.

1:00 – 1:50 pm	2:00 – 2:50 pm	3:00 – 3:50 pm
<p>Curriculum & Assessment Approval Process, C & A Committee Zoom Link: https://batestech.zoom.us/j/83130498586 Come join us for a workshop where you will be introduced to the new Curriculum & Assessment Approval Process and get your questions answered.</p>	<p>Bates Business Process 101, Nicholas Lutes Zoom link: https://batestech.zoom.us/j/83811079501?pwd=eStlV2c2eVFUTEF3dGptbHlWbGRrZz09 Join this session to orient yourself to various business processes (space allocation, key requests etc.)</p>	<p>Organizing & Planning a Virtual Event, Jenifer Keltto Zoom link: https://batestech.zoom.us/j/81335693188?pwd=RWZFUWwwejdrWHFiUThVTnZkd3Mrdz09&from=msft Hear tips and tricks in setting up and running a virtual event. Whether it is a celebration, learning event or other event where multiple speakers, departments and agendas need to be gathered and created.</p>
<p>Safety & Security, Dee Nelons Zoom link: https://batestech.zoom.us/j/84298095422?pwd=cEY5czkydzhGM2thdFkrY0p2QjY4dz09 This session will cover multiple topics that will help increase staff knowledge of current and future safety and security measures on campus.</p>	<p>An Introduction to Tenure Review & Canvas, Tenure Review Oversight Committee Zoom link: https://batestech.zoom.us/j/85771253684?pwd=SEN6SHpKUXlOcUk0WmVvUW90RkhUUT09 Canvas will be used in the tenure process for newer probationers and their committee members.</p>	<p>Ability to Benefit, Kimberly Uphold Zoom Link: https://batestech.zoom.us/j/87399506746?pwd=OEZOWlpmZXE3UzVyMW5mU1krTOUyUT09 Implementation of Ability-to-Benefit (ABT) Alternatives & Eligible Career Pathways programs (ECP). Students may become eligible for Title IV and WA state aid through the ATB alternatives.</p>
<p>Office 365 Overview, Beth Cummings Zoom link: https://batestech.zoom.us/j/81104735958?pwd=ZkJ5SEhaQVo0VmkrT2VCTjV aYzRnQT09 This session will review some of the most common questions submitted via the Staff Help Desk (x7070) including OneDrive, Outlook, and SharePoint.</p>	<p>FERPA 101, Steve Ashpole Zoom link: https://batestech.zoom.us/j/82947298196?pwd=dXg0L2pIL3FuT2NxTXArSUNwZlIXdz09 An overview to FERPA and how to protect student information.</p>	<p>The Over-Stressed Brain, Tiffany Williams Zoom link: https://batestech.zoom.us/j/85491582554?pwd=RXZSZVFoUG1nZTZZUksxSGdYQ1dsdz09 Join us as we explore the effects of stress on the brain and discuss ways to cope. Trolls are welcome too for a bit of self-help.</p>
<p>SAP: Basics and Beyond, Kimberly Uphold Zoom link: https://batestech.zoom.us/j/84512947426?pwd=aDJ3Rjh1QjQvcUlhQTNZdkdB5mp2Zz09 Satisfactory Academic Progress (SAP) is used to define the successful completion of coursework to maintain eligibility for student financial aid.</p>	<p>Every Student Needs a Champion, Lester Burkes & Tech HS Students Zoom link: https://batestech.zoom.us/j/8899934258 Faculty will share positive approaches to building trusting relationships and classroom management skills which lead to positive outcomes; includes Bates High School student panel.</p>	<p>Cybersecurity with Emphasis on Teleworkers & Okta, Agnes Figueroa Zoom link: https://batestech.zoom.us/j/81211894669?pwd=cTc3anp1MmY5ZmR5aldlTzdYUnRoUT09 Basics of cybersecurity and how to use Okta to safeguard passwords and access to college applications. A particular emphasis will be given to cybersecurity while working remotely.</p>

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1:00 – 2:50 pm	
<p>Hands-on with Accessibility, Tim Trussler Zoom link: https://batestech.zoom.us/j/81412670521 Participants will utilize features in Word, PowerPoint, Canvas, YouTube, and Adobe Acrobat to create accessible materials and fix existing inaccessible materials. Particular emphasis will be paid to accessibility of materials during the stay-at-home order. All participants will receive a free 1-year license to Adobe Acrobat DC.</p>	<h1>HAVE A GREAT DAY!</h1>
<p>Customer Experience, Landon Johnson Zoom link: https://batestech.zoom.us/j/5625909601 Interactive, hands-on seminar introduces the attendee to the four different types of customer experience and will increase awareness of who their customers are and what can be done to make their experiences at Bates more positive and fruitful.</p>	

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