

**FACULTY/STAFF SHARING SESSIONS –
PROFESSIONAL DEVELOPMENT SESSIONS
FALL 2015**

Date	Time/Location	Topic	Facilitator	Description	Who Should Attend?
Tuesday, September 1	10:30 a.m. IT Training Room Poplarville Campus	<i>Banner - Self-Service Banner for Faculty</i>	Ms. Melanie Schrey	Viewing student information (i.e. schedules and transcripts) in Wildcat Web	Faculty
Wednesday, September 2	11:00 a.m. IT Training Room Poplarville	<i>Copyright Issues</i>	Mr. Tim Dedeaux	Is your multimedia legal? <i>(Did you know that most of the things online are protected by Copyright?)</i> Learn about copyright, fair use, Creative Commons and the public domain. Learn where to find free and legal media for any purpose. Not Everything on line is free, but I'll show you where to find the stuff that is free.	Faculty, Professional, and support staff who publish online
Wednesday, September 2	1:00 p.m. IT Training Room Poplarville Campus	<i>Banner - Self-Service Banner for Faculty</i>	Ms. Melanie Schrey	Viewing student information (i.e. schedules and transcripts) in Wildcat Web	Faculty
Thursday September 3	11:00 a.m. Multipurpose Room, Technology Center Poplarville	<i>Get the Latest Scoop SACSCOC and QEP</i>	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> Everyone should be "in the know"!	Poplarville Career- Technical Faculty
Tuesday September 8	10:00 a.m. Special Events Room, Cafeteria, Poplarville	<i>Get the Latest Scoop SACSCOC and QEP</i>	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> . Everyone should be "in the know"!	Everyone
Tuesday September 8	11:00 a.m. Special Events Room, Cafeteria, Poplarville	<i>Get the Latest Scoop SACSCOC and QEP</i>	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> . Everyone should be "in the know"!	Everyone
Tuesday September 8	1:30 p.m. IT Training Room Poplarville Campus	<i>Banner SSB – Overview of Student Module</i>	Ms. Melanie Schrey	Viewing student information (i.e. schedules and transcripts) in Wildcat Web	Faculty
Wednesday September 9	1:00 p.m. IT Training Room Poplarville Campus	<i>Banner SSB Overview of Student Module</i>	Ms. Melanie Schrey	Viewing the student Banner experience and how they use Wildcat Web	Faculty/Staff

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Friday September 11	8:00 a.m. Or 10:15 a.m. West Dining Room Olivia Bender Cafeteria	<i>Get the Latest Scoop</i> SACSCOC/QEP	Dr. Jennifer Seal Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> . Everyone should be "in the know"!	Support Staff Poplarville Campus
Monday September 14	10:00 a.m. West Dining Room, Olivia Bender Cafeteria	<i>Violence Against Women Act – Title IX Prevention of Unplanned Pregnancy</i>	Dr. Adam Breerwood	The Violence Against Women Act (VAWA) has created a comprehensive response to domestic violence, dating violence, sexual assault and stalking. Come find out how this affects you and our institution.	Faculty and staff
Monday, September 14	12:15 p.m. Hancock Center Room 101	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> Everyone should be "in the know"!	Hancock Center Adm/Faculty
Tuesday, September 15	12:15 p.m. Multipurpose Room Forrest County Center	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> Everyone should be "in the know"!	Everyone
Wednesday, September 16	11:30 – 12:30 West Dining Room - Olivia Bender Cafeteria	<i>Violence Against Women Act and Prevention of Unplanned Pregnancy</i>	Dr. Adam Breerwood	From the standpoint of community colleges, the consequences of unplanned pregnancy are especially compelling because unplanned pregnancy so often distracts, delays, or derails students from reaching their educational goals.	Faculty/Students
Wednesday September 16	1:30 p.m. Special Events Room Olivia Bender Cafeteria	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> . Everyone should be "in the know"!	Everyone
Friday September 18	9:00 a.m. Multipurpose Room Building 5 Forrest County Center	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> . Everyone should be "in the know"!	Support Staff Forrest County Center and Woodall Center

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Tuesday, September 22	11:00 a.m. Special Events Room, Cafeteria Poplarville Campus	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> Everyone should be "in the know"!	Everyone
Tuesday, September 22	12:00 Noon Special Events Room, Cafeteria Poplarville Campus	<i>Get the Latest Scoop</i> SACSCOC and QEP	Dr. Jennifer Seal and Dr. Amy Townsend	Hear the latest updates for the SACSCOC On-Site visit and the QEP: First Year Experience - <i>Passport to Success</i> Everyone should be "in the know"!	Everyone
Tuesday September 22	12:30 p.m. IT Training Room Poplarville	BANNER - Internet Native Banner - <i>STUDENT</i>	Ms. Melanie Schrey	Viewing student curricula, registration, and holds in Banner INB	Faculty/Staff
Wednesday, September 23	9:00 a.m. IT Training Room Poplarville	BANNER - Internet Native Banner - <i>STUDENT</i>	Ms. Melanie Schrey	Viewing student curricula, registration, and holds in Banner INB	Faculty/Staff
Wednesday September 23	1:00 p.m. IT Training Room Poplarville	<i>Copyright Issues</i>	Mr. Tim Dedeaux	Is your multimedia legal? (Did you know that most of the things online are protected by Copyright?) Learn about copyright, fair use, Creative Commons and the public domain. Learn where to find free and legal media for any purpose. Not Everything on line is free, but I'll show you where to find the stuff that is.	Faculty, Professional, and Support Staff who publish online

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Date	Time/Location	Topic	Facilitator	Description	Who Should Attend?
Thursday, September 24	12:15 Multipurpose Room Building 5 Forrest County Center	Don't Drop the Ball!! Dropbox/Assessment Cycle	Ms. Karen Bond	Attend this session for an introductory lesson on using Dropbox and see how Dropbox is already being used at PRCC. Dropbox is a service that lets you share your photos, docs, and videos easily. Any file you save to your Dropbox will automatically save to all your computers, your phone or tablet, and the Dropbox website. Dropbox also makes it easy to share with others. If your computer melts down, you can restore all your files from the Dropbox website with a couple of clicks. Assessment Cycle: What? When? Where? How? This session will focus on the assessment cycle for the college. What is it? When should information be collected and submitted? Where the information should be sent? How is the information used to better the college?	Administrators, Professional Staff, Faculty and Support Staff
Thursday, September 24	11:00 A.M. IT Training Room	<i>Most of Us Will Never Have Personal Assistants, But Must Organize Paper and Digital Files Anyway</i>	Ms. Marjory Thrash	Learn to organize paper and computer files, transfer old documents to PDF and MSWord files, and use a personal Dropbox or cloud account. This seminar is especially useful for instructors needing better organization, sharing documents, or planning eventual Canvas deployment. We will discuss permanent and temporary file storage, analyze PRCC digital filing requirements, and explore specific situations.	Faculty Note: Prerequisites: PRCC email account. Attendees are welcome to bring their laptops or use the IT Training Room computers.
Tuesday September 29	8:30 a.m. IT Training Room Poplarville	<i>Phone Productivity</i>	Ms. Melanie Schrey	From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system	Faculty/Staff
Wednesday, September 30	9:00 a.m. IT Training Room Poplarville	<i>Phone Productivity</i>	Ms. Melanie Schrey	From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system	Faculty/Staff

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Thursday, October 1	10:50 a.m. IT Training Room Poplarville	<i>Violence Against Women Act – Title IX Prevention of Unplanned Pregnancy</i>	Dr. Adam Breerwood	The Violence Against Women Act (VAWA) has created a comprehensive response to domestic violence, dating violence, sexual assault and stalking. Come find out how this affects you and our institution.	Faculty and staff
Monday, October 5	12:15 p.m. Hancock Center Room 101	<i>Violence Against Women Act – Title IX Prevention of Unplanned Pregnancy</i>	Dr. Adam Breerwood	The Violence Against Women Act (VAWA) has created a comprehensive response to domestic violence, dating violence, sexual assault and stalking. Come find out how this affects you and our institution.	Faculty and staff
Tuesday, October 6	11:00 IT Training Room Poplarville	<i>Where's The Money?</i>	Ms. Tonia Moody	In this time of economic hardship, we want to share the importance of your role in maximizing funding for the institution.	All faculty and staff who deal with students
Wednesday, October 7	11:00 IT Training Room Poplarville	<i>Where's The Money?</i>	Ms. Tonia Moody	In this time of economic hardship, we want to share the importance of your role in maximizing funding for the institution.	All faculty and staff who deal with students
Friday, October 9	Hourly 8:00 a.m. – 2:00 p.m. Library	<i>Library Orientation</i>	Ms. Tracy Smith	Introduction to library/learning lab/online testing services	Administrators, faculty, and staff
Wednesday October 14	2:00 p.m. IT Training Room Poplarville	<i>Cyber Security Month General Cyber Security Awareness</i>	Ms. Melanie Schrey	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computing experience.	Faculty/Staff
Thursday October 15	10:30 a.m. IT Training Room Poplarville	<i>Cyber Security Month – General Cyber Security Awareness</i>	Ms. Melanie Schrey	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computing experience.	Faculty/Staff

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Date	Time/Location	Topic	Facilitator	Description	Who Should Attend?
Thursday October 15	12:15 p.m. FCC Center Multipurpose Room	<i>Where's the Money?</i>	Ms. Tonia Moody	In this time of economic hardship, we want to share the importance of your role in maximizing funding for the institution.	All faculty and staff
Thursday, October 15	12:30 p.m. IT Training Room Poplarville	<i>Satisfactory Academic Progress</i>	Ms. Valerie Horne	Learn to better advise students concerning requirements of satisfactory academic progress as well as time frame suspension	All faculty advisors and counselors
Wednesday, October 21	11:00 a.m. IT Training Room Poplarville	<i>Disability 101</i>	Ms. Tonia Moody	Find out how students with disabilities qualify for accommodations at the college level. Come learn how to be prepared to answer student questions and provide direction for disabled students.	Faculty, professional staff who deal with students, and support staff
Wednesday October 21	1:00 p.m. IT Training Room Poplarville	<i>Responsible Web Browsing</i>	Ms. Melanie Schrey	How to avoid malware, viruses, and spyware by becoming a more informed web user	Faculty/Staff
Thursday October 22	10:30 a.m. IT Training Room Poplarville	<i>Responsible Web Browsing</i>	Ms. Melanie Schrey	How to avoid malware, viruses, and spyware by becoming a more informed web user	Faculty/Staff
Tuesday November 3	10:30 a.m. IT Training Room Poplarville	<i>Responsible Email Usage</i>	Ms. Melanie Schrey	Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience	Faculty/Staff
Tuesday November 3	12:15 p.m. Multipurpose Room Forrest County Center	<i>The Faculty and Staff Role in VAWA: Violence Against Women Act</i>	Mr. Adam Parker	The Violence Against Women Act (VAWA) has created a comprehensive response to domestic violence, dating violence, sexual assault and stalking. Come find out how this affects you and our institution.	All Faculty/Staff

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Date	Time/Location	Topic	Facilitator	Description	Who Should Attend?
Wednesday November 4	11:00 a.m. IT Training Room Poplarville	<i>Responsible Email Usage</i>	Ms. Melanie Schrey	Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience	Faculty/Staff
Friday, November 6	11:00 a.m. IT Training Room Poplarville	<i>Grading with Jing</i>	Ms. Deanna Holifield	Learn a new and exciting way to grade using video and voice feedback on written assignments. Save valuable time – what used to take 20 minutes to write can be done in about 5 minutes	All faculty interested in saving time and incorporating new and innovative ideas.
Tuesday November 10	10:30 a.m. IT Training Room Poplarville	<i>Updating Web Pages Using Drupal</i>	Ms. Melanie Schrey	Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices	Faculty/Staff
Wednesday November 11	1:00 p.m. IT Training Room Poplarville	<i>Updating Web Pages Using Drupal</i>	Ms. Melanie Schrey	Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices	Faculty/Staff
Thursday November 12	11:00 a.m. IT Training Room Poplarville	<i>Don't Drop the Ball!! Dropbox/Assessment Cycle</i>	Ms. Karen Bond	Attend this session for an introductory lesson on using Dropbox and see how Dropbox is already being used at PRCC. Dropbox is a service that lets you share your photos, docs, and videos easily. Any file you save to your Dropbox will automatically save to all your computers, your phone or tablet, and the Dropbox website. Dropbox also makes it easy to share with others. If your computer melts down, you can restore all your files from the Dropbox website with a couple of clicks. Assessment Cycle: What? When? Where? How? This session will focus on the assessment cycle for the college. What is it? When should information be collected and submitted? Where the information should be sent? How is the information used to better the college?	Administrators, Professional Staff, Faculty and Support Staff

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Tuesday November 17	10:30 a.m. IT Training Room Poplarville	<i>Central Help Desk Operations</i>	Ms. Melanie Schrey	How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.	Faculty/Staff
Wednesday November 18	9:00 a.m. IT Training Room Poplarville	<i>Central Help Desk Operations</i>	Ms. Melanie Schrey	How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.	Faculty/Staff
Tuesday December 1	10:30 a.m. IT Training Room Poplarville	<i>How Best to Communicate your Technology Needs to IT Governance Council</i>	Ms. Melanie Schrey	Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses	Faculty/Staff
Wednesday December 2	1:00 p.m. IT Training Room Poplarville	<i>How Best to Communicate your Technology Needs to IT Governance Council</i>	Ms. Melanie Schrey	Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses	Faculty/Staff