

FALL SEMESTER SUMMIT  
TEAM NWF



AUGUST 16-18, 2016

NORTHWEST FLORIDA STATE COLLEGE



# FALL SEMESTER SUMMIT

## Tuesday | August 16

College Closed 8am-11:30am



**8:00-8:30am**

### **Breakfast**

Location: Raider Café

Audience: **All Team NWF (All Employees)**

**8:30am**

### **SGA President, Alijah Veneszee to Introduce Malinda Locke performing the National Anthem**

*Locke is a sophomore music student at NWF. Upon graduation, she plans to continue her studies in vocal performance at a university.*

**8:30-9:30am**

### **Welcome & Presidential Update**

Presenter: Dr. Sasha Jarrell

Location: Raider Café

Audience: **All Team NWF (All Employees)**

**9:30-9:45am**

### **Faculty and Staff Campaign**

Presenter: Ms. Carla Reinlie

Location: Raider Café

Audience: **All Team NWF (All Employees)**

**9:45-10:00am**

### **Break**

**10:00- 10:30am**

### **Campus Security**

Facilitators: Mr. Billy Looper and NWF Police Force

Location: Raider Café

Audience: **All Team NWF (All Employees)**

*The NWF State College Police Department is fully operational, Monday through Friday, and during college related events on weekends as needed. The NWF State College Police Department is committed to the protection of students, staff, faculty and visitors. NWF State College has established programs and systems involving personnel, procedural methods, and physical means to provide as reasonably safe and secure an environment on campus as possible.*

**10:30-11:30am**

### **Guest Speaker, Doc Hendley - Wine To Water: Ordinary People Can Do Extraordinary Things.**

Location: Raider Café

Audience: **All Team NWF (All Employees)**

*Doc is a regular, rough-and-tumble guy who loves living the high life, music, and his Harley- but he also wanted to help.*

*Going from singing in bars to traveling to Darfur, Sudan, one of the most dangerous places in the world due to the governmental genocide, Doc realized that ordinary people can do extraordinary things.*

*"When the idea came to me to start Wine to Water the only real job experience I had was tending bar," said Hendley, "I dreamed of building an organization that fought water related death and disease using different methods than anyone else. So, I started raising money to fight this water epidemic that best way I knew how, by pouring wine and playing music."*

**11:30am-1:00pm**

### **Lunch on your Own**

**11:30am-1:00pm**

### **Academic Department Chair Meeting and Luncheon**

Location: 400-302

Audience: Academic Department Chairs

**1:00pm-2:30pm**

### **Academic and Student Affairs Update**

Facilitators: Dr. Anne Southard and Dr. Aimee Watts

Location: 400-133

Audience: Faculty

*Join us for information on Academic and Student Affairs initiatives as well as a Q&A session for all those things you don't know who else to ask!*

**2:30-3:00pm**

### **Academic Early Warning System**

Facilitator: Dean Dennis Sherwood

Location: 400-133

Audience: Faculty

*This is an important retention tool that all faculty should use to alert advisors when a student is in academic jeopardy. Because everyone should be using this tool, please plan to attend.*

**3:00-4:00pm**

### **D2L Updates**

Facilitators: Mr. Chris Mizell and Mr. Syed Hasnain

Location: 400-133

Audience: Faculty

*This session provides an opportunity to learn about the new features in D2L and get acquainted with the future of online education at NWF State College.*





# FALL SEMESTER SUMMIT

## Wednesday | August 17

**8:00-10:00am**

### **Department Faculty Meetings**

- Science – 350-Room 110
- English/Communications and Social Science – 500-Room 128
- Math – 300-Room 105
- Teacher Education – 520-Room 103
- Radiography – 420-Room 315
- Business and Computer Science – 360-Room 114
- Nursing – 420-Room 202
- Dental – 420-Room 309
- Humanities, Fine & Performing Arts – 110-Room 328
- Public Safety – 510-Room 205
- Emergency Management – 510-Room 180
- Advanced Technology and Design – 310-Room 102
- Professional and Continuing Education – 400-Room 315

**\*10:00-10:30am**

### **Disability Support Services**

Facilitator: Ms. Tanya Fernandes  
Location: 400-302  
Audience: Faculty

*Facilitating equal access and equal opportunity for NWF State College students who have disabilities is a collaboration between the faculty members, the students, and Disability Support Services (DSS). This session will provide basic information about the roles of each member in that collaboration. We will discuss the tools and processes used to provide reasonable accommodations for students in your classes, and will briefly review legislation informing accommodations. This session will also be a good time to help DSS know your questions and needs as faculty members.*

**\*10:30-11:00am**

### **Testing, Academic Success Center and Career Center**

Facilitator: Ms. Julie Terrell  
Location: 400-302  
Audience: Faculty

*A brief overview of the Testing Center, Academic Success Center, and Career Center will be presented. In addition to addressing your specific questions, learn how to use the testing center for proctoring exams, how to refer students for tutoring and refer students as future tutors, and how to assist students and NWF State College graduates in career placement.*

**\*11:00-11:30am**

### **Degree Works**

Facilitator: Ms. Marlayna Goosby  
Location: 400-302  
Audience: Faculty

*Degree Works is the new degree audit tool for students to map their courses at NWF State College. Faculty and staff can utilize the Degree Works worksheet to assist students in course selection and requirements remaining to complete the degree.*

**\*11:30am-Noon**

### **RaiderNet101**

Facilitator: Mr. Ray Rickman  
Location: 400-302  
Audience: Faculty

*For those new to the college and for those who need a review, this session will cover Banner SSB basics for faculty, such as locating rosters, entering grades, and finding basic student information.*

**1:00-2:30pm**

### **Open Labs**

- D2L (410-133) – Mr. Syed Hasnain
- Academic Early Warning System (360-109) – Dean Dennis Sherwood
- Smart Classroom (330-210)

### **Open House**

- Disability Support Services
- Career Center
- Testing
- Academic Success Center
- Barnes and Noble Bookstore

**1:30-2:30pm**

### **New Faculty Orientation**

Facilitator: Academic Team  
Location: 400-302  
Audience: New Faculty

**2:30pm**

### **Ice Cream Social, come socialize and be served by your NWF Executive Council Team**

Location: Raider Café  
Audience: **All Team NWF (All Employees)**

\* Required for New Faculty

# FALL SEMESTER SUMMIT

## Wednesday | August 17

### Continued

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**4:00-5:00pm**

**Department Adjunct Meetings**

- Science – 350-Room 110
- English/Communications and Social Science – 500-Room 128
- Math – 300-Room 105
- Teacher Education – 520-Room 103
- Radiography– 420-Room 315
- Business and Computer Science – 360-Room 114
- Nursing – 420-Room 202
- Dental – 420-Room 309
- Humanities, Fine & Performing Arts – 110-Room 328
- Public Safety – 510-Room 205
- Emergency Management – 510-Room 180
- Advanced Technology and Design – 310- Room 102
- Professional and Continuing Education – 400-Room 315

Facilitators: Department Chairs

Locations: See listing above

Audience: Adjuncts

**5:00-5:30pm**

**Adjunct Reception**

Location: Raider Café

Audience: Adjuncts, Department Chairs,  
Executive Council

**5:30-7:00pm**

**Adjunct Orientation**

Facilitators: Academic Team, Student Services,  
Department Chairs, Executive Council

Location: Raider Café

Audience: Adjuncts



# FALL SEMESTER SUMMIT

## Thursday | August 18

**8:30-9:30am**

### Workshops

- Outlook, Getting the Most Out of Your Computer, Email Etiquette, Telephone System  
Facilitators: Mr. David Chancellor and Ms. Julie Cotton, Costa Leadership Institute  
Location: 400-308  
Audience: **All Team NWF (All Employees)**

*Tips on how to keep your college computer running at optimal levels. Best practices for protecting college and personal electronic data. Learn how Outlook can save you time and help you organize your busy schedule. Information on how to use the common features of the telephone, access voicemail from on and off campus, set up greetings and more. Also learn smart email etiquette.*

- The First Week: How to Get Online Students Invested and Save Yourself Time from Day One  
Facilitator: Dr. Deidre Price  
Location: 400-315  
Audience: Faculty using D2L. The primary audience is faculty who teach distance learning courses, beginners and advanced.

*Do you receive the same student questions each semester about how to get started, what book to buy, when the course begins, what to do first, or what's next? Does it seem like students ask you questions that are clearly answered in the syllabus so often that it seems like they haven't really read it at all? This instructional design workshop will benefit both students and faculty with purposeful course design and best practices that anticipate students' common needs at the start of the semester. The session provides instructors with several ideas for connecting with students earlier and clearly so that they are better informed, engaged, and invested in the course from the first day of the term. Faculty will see benefits through saved time and energy spent on individual student communication, and students will have a more positive classroom experience because they feel comfortable and informed at the outset of the course. The workshop is intended for a range of audiences, including beginners and advanced users, and instructors will leave with many practical ideas to implement immediately, as well as a handout that provides additional instruction and even more ideas about how to improve online instruction from the ground up.*

**9:30-10:30am**

### Workshops

- AFC 101  
Facilitator: Ms. April Leake  
Location: 400-302  
Audience: **All Team NWF (All Employees)**

*Find out how the Association of Florida Colleges promotes, supports, and advocates for Florida College System employees, retirees, boards, and associates at the state, regional, and commission level. Local chapter legislative, social, and community service projects will also be highlighted along with the benefits of joining.*

- D2L, Advanced  
Facilitator: Mr. Syed Hasnain  
Location: 410-133  
Audience: Faculty using D2L

*This session is a primer on best teaching practices and how to meet SACS standards and quality in NWF State College courses. This session will showcase a few exemplary courses developed by NWF State College faculty.*

- Everyone Needs a Little TLC: Teaching, Learning, Copyright Support –  
Facilitator: Ms. Janice Henderson  
Location: 400-315  
Audience: Faculty

*Librarians partner with faculty to implement high impact practices. Collaborations can improve the learning environment and allow success for students. Learn about the services offered in the LRC, locating open access and licensed content, and participate in a question and answer session.*

**9:30-11:30am**

### Workshop

- Clery Act  
Facilitators: Dean Dennis Sherwood, Mr. Billy Looper, Officer Sydney Bassett  
Location: 400-133  
Audience: Campus Security Authorities

*The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college's annual security report.*





# FALL SEMESTER SUMMIT

## Thursday | August 18

### Continued



**10:30-11:30am**

#### **Workshops**

- Excel, Intro  
Facilitator: Mr. David Chancellor, Costa Leadership Institute  
Location: 400-308  
Audience: **All Team NWF (All Employees)**

*Microsoft Office Excel 2013 - Level 1 – This class is intended to teach participants how to work with worksheets and workbooks to analyze data. You will learn to create, edit, format, and print basic Microsoft Office Excel 2013 worksheets.*

- Building a Professional Portfolio  
Facilitator: Dr. Patrice Williams-Shuford  
Location: 400-315  
Audience: Faculty

**Noon-1:30pm**

#### **New Faculty Luncheon**

**Invite Only**

Location: 400-302  
Audience: New Faculty, Executive Council and Immediate Supervisors

**1:00-2:00pm**

#### **Excel, Intermediate**

Facilitator: Mr. David Chancellor, Costa Leadership Institute  
Location: 400-308  
Audience: **All Team NWF (All Employees)**

*Microsoft Office Excel 2013 – Level 2 - The primary focus of this class is using the analysis components within the application to budget and manage financial expenses. The class will work with a sample budget to learn advanced concepts such as using data ranges, linking multiple workbooks, and summarizing data with formulas. You will also learn to use tables and present information with charts.*

**1:00-2:00pm**

#### **Student Club Advisor Meeting by SGA**

Facilitator: Mr. Sam Hill  
Location: 410-SGA Office  
Audience: Student Club Advisors



**2:00-3:00pm**

#### **AFC Membership Meeting**

Facilitator: Ms. April Leake  
Location: 400-302  
Audience: **All Team NWF (All Employees)**

*Join us for a preview of our AFC Chapter's 2016-2017 social, legislative, and service activities. Meet our new officers, find out how you can become more involved, and come prepared for a 50/50 drawing and door prizes. All are welcome to attend!*

**1:00-4:00pm**

#### **Heartsaver® Certification Training**

Facilitator: Ms. Amanda Vincent  
Location: 400-306  
Audience: **All Team NWF (All Employees)** (Limited Seats.  
Reservations Required, contact [aha@nwfsc.edu](mailto:aha@nwfsc.edu), book required)

*The Heartsaver® Course teaches the basic techniques of adult CPR, First Aid and use of an AED. Learn to use barrier devices in CPR and give first aid for choking for responsive adult, child and infant victims. Book Required: Student required to purchase Heartsaver First Aid CPR AED Student Workbook, 2016*

**3:00-4:00pm**

#### **Follow the Legislators Footsteps Tour**

Location: 400-Lobby 2nd Floor  
Audience: **All Team NWF (All Employees)**

*Recently, candidates for the state legislature toured NWF State College in a series of very successful visits during which we acquainted them with key programs and features. They were impressed! Like our legislative guests, you may also not be aware of everything that goes on at NWF State College—do you know the role the Costa Leadership Institute plays in the community? Would you like a backstage tour of the Mattie Kelly Arts Center? Do you know all the services that the Academic Success Center and Disability Support Services offer to students? Have you ever seen the welding lab? All this and more is covered in this NWF State College Niceville campus tour.*

**5:00-7:00pm**

#### **After Hours Work Social hosted by the President and AFC**

Location: Ernie's Dockside Cafe & Oyster House  
Audience: **All Team NWF (All Employees)**

*Enjoy good food and good company at Ernie's Dockside Cafe & Oyster House. The College will provide appetizers, if you provide the drinks and fun conversation! Classes start the following day, registration continues for one more week. Let's de-stress before the start of the semester.*