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2017 Faculty and Staff  
Professional Development and Orientation

### Acknowledgements:

- Sodexo catering services
- Campus Life and Conferences
- Educational Outreach Services
- Information Technology Services
- Center for Teaching Excellence
- Office of the President
- Office of the Provost/Vice-President for Academic Affairs
- Office of the Dean of Students
- Office of Student Support
- NMHU Alumni Association
- NMHU Bookstore

Many thanks to all who helped with this year's professional development event, including all the presenters who generously donated their time to share their expertise

### Planning Committee:

- Charles Swim, Ph.D.  
School of Business Media & Technology
- Kathy Jenkins, Ph.D.  
College of Arts and Sciences, ESS
- Jason McIntosh, Ph.D.  
College of Arts and Sciences, ENG
- Michael Immerman, Ph.D.  
School of Education,
- Sarah Corey-Rivas, Ph.D.  
College of Arts and Sciences, BIOL
- Cheryl Zebrowski  
Library
- Diana Marrs, Ph.D.  
Center for Teaching Excellence



### **Keynote: Using assessment data for continuous program improvement**

Emily Lardner, Ph.D.: As the director of the Washington Center, I have the privilege of working with educators from two- and four-year colleges across the U.S to improve undergraduate education. What ties this community of practice together, across diverse institutional types, sizes, and locations, is a deep commitment to making campuses work better for students. Our commitment is not just to access, but more specifically, access to high quality learning opportunities.

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### **The Higher Learning Commission accreditation process**

Anthea M. Sweeney, Ed.D. serves as the HLC staff liaison for institutions in the eligibility, candidacy and initial accreditation processes, as well as for other institutions in transition. Dr. Sweeney previously worked as the Assistant Dean for Academics at Charlotte School of Law in Charlotte, NC, where she also served as founder and director of the Academic Success department.



1:00-5:00 pm Rio Rancho Room 123

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### **Accelerated Learning Workshop from CAP – learn how to convert your 16 week course into an 8 week format for accelerated learning**

This session (also offered on Wednesday) is highly recommended for anyone considering accelerated courses. New courses developed in this modality will receive higher priority for funding as described in the CBA.

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8:00-12:00 pm SUB 322

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### **Accelerated Learning Workshop from CAP – learn how to convert your 16 week course into an 8 week format for accelerated learning**

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9:00-12:00 pm SH 119

*Attendance: New Faculty, open to all*

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### **New Faculty technology and systems training**

Diana Marrs, Ph.D., Director CTE and JaneEllen Mallette, IT services  
<https://nmhu.zoom.us/j/687150446>

Diana Marrs and IT services will provide training on Banner, early alert, midterm grades, D2L, Zoom and Office 365.

- 9:00-9:50 IT services and Banner
- 10:00-10:50 D2L basics and Zoom
- 11:00-11:50 Office 365 and Early Alert

12:00-1:00

*Attendance: New Faculty*

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### **New Faculty lunch at President Minner's home 1325 5th Street, Las Vegas**

1:00 – 5:00 pm

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### **School and College meetings and strategic planning**

### Announcements:

#### **Zoom and Recordings**

Nearly every session will be zoomed and most sessions will be recorded. The program will indicate if a session is *not* going to be zoomed or recorded. Recordings will appear on the CTE website in a special section created for professional development week, so if you have two sessions you want to attend at the same time, you can watch one of the online at a later date! For technical assistance please call 505.454.3391

#### **Air conditioning**

It is recommended that you bring a jacket or sweater in case you find a room that is too cool.

#### **Electronics**

There will be a couple of charging stations available from ITS located in SUB 322 and SUB ballroom in case your mobile devices need a recharge.

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7:30-8:30 am SUB Ballroom

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## Faculty and Staff Welcome Back Breakfast

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8:30-9:00 am SUB Ballroom

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## Welcome back and announcements Introduction of New Faculty and Academic Administrators

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Diana Marrs, Ph.D., Director CTE and Roxanne Gonzales, Ph.D., VPAA  
<https://nmhu.zoom.us/j/753471459>

An overview of the week, acknowledgements to planning committee, service area contributions, and changes in the schedule. The Provost will introduce new full-time academic administrators and faculty.

9:00-9:50 am SUB Ballroom

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## The State of the University Address

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President Sam Minner, Ph.D.  
<https://nmhu.zoom.us/j/753471459>

President Minner will provide a brief overview of actions and initiatives during the 2016-2017 academic year, along with the impact of those initiatives to date, and provide a preview of institutional initiatives for the 2017-2018 academic year.

10:00-10:50 am SUB Ballroom

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## Outcomes Assessment and Retention – A university report

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Buddy Rivera, Interim Director OIER & Edward Martinez, Ph.D., Interim VP, Strategic Enrollment Management  
<https://nmhu.zoom.us/j/346465792>

University level data will be presented on the current state of outcomes and assessment reporting and retention and graduation trends for the university.

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11:00-11:50 am SUB Ballroom

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## Outcomes Assessment: Keynote Speaker

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Emily Lardner, Ph.D., Director, National Resource Center for Learning Communities  
<https://nmhu.zoom.us/j/346465792>

### Student Learning Outcomes Assessment: How Can It Become a Win for Us and For Our Students?

When I told my mom, a retired teacher with 30+ years of experience, that I was excited about outcomes assessment, she was horrified. Why, she asked, would you ever be excited about teaching to a test, to reducing all the wonderful things that students can learn, to a simple formula? That's when I realized we have a communication problem when we talk about outcomes assessment. As a group, we will discuss how you understand the term, outcomes assessment, and how you feel about it. Then, I'll present how outcomes assessment can be done to engage in the rich intellectual work that makes teaching exciting for us as educators, and engaging for our students.

**Lunch provided – SUB Ballroom**  
**12:00-1:00**

1:00-2:50 pm SUB Ballroom

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## Creating Outcomes Assessment Improvement plans

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Jennifer Lindline, Ph.D., Outcomes Assessment committee chair & Diana Marrs, Ph.D., CTE  
(in person work session, no zoom)

Departments will receive data reports based on individual majors. The President's charge is that each department will create and submit a plan for improvement by the end of August. This session will guide departments in the process and provide break-out time for departments to work with their faculty to draft a plan.

**CONCURRENT SESSIONS**

3:00-3:50 pm

**Staff Association Meeting**

G35

Mario Romero

**Faculty – General Meeting**

SH 100

Ian Williamson, Ph.D.

<https://nmhu.zoom.us/j/736650994>

**CONCURRENT SESSIONS**

4:00-4:50 pm

**Faculty Association Meeting**

SH 100

Kathy Jenkins, Ph.D.

<https://nmhu.zoom.us/j/736650994>

Discuss contracts

**Faculty and Staff  
Social JC's Pizza**



Come enjoy Pizza and Beer and meet your co-workers!

5:00 – 7:00 pm

209 Plaza St, Las Vegas, NM 87701

The new JC's location!

**Continental Breakfast Friday, August 11**

**7:30 am SUB Ballroom**

## CONCURRENT SESSIONS

8:00-8:50 am

**Academic integrity, syllabus guidelines and grading policies**

SUB Ballroom

**Brandon Kempner, Ph.D. & Gloria Gadsden, Ph.D.**<https://nmhu.zoom.us/j/191548586>

This presentation will discuss the Student Academic Integrity Policy, the +/- Grading System, syllabi requirements, and the Grade Appeal Process.

**Advising and mentoring Indigenous students**

SUB 322

**Rebecca Moore, Ph.D.**<https://nmhu.zoom.us/j/762750632>

Who are Indigenous peoples? Where are our Indigenous students coming from? To facilitate learning for American Indian/Alaska Native students in the classroom, what should I know about cultural diversity and differences?

**Teaching to the four traits**

SUB 320

**Diana Marrs, Ph.D.**<https://nmhu.zoom.us/j/569969954>

This presentation will focus on how to incorporate the four NMHU traits into your course content and suggestions for measuring the traits in assessment.

1. Mastery of content knowledge and skills
2. Effective communication skills
3. Critical and reflective thinking skills
4. Effective use of technology

This introductory session provides a generalist overview of Indigenous America, the variability of languages and culture, and higher education as a means of strengthening identity, community, and nationhood. Specifically, both urban and rural Indian students attending HU bring unique cultural values to the classroom while expected to learn through western education models. Advising and mentoring Indigenous students requires an instructor's sensitivity to the bio-psycho-social and spiritual dimensions of the learner as well as an examination of his/her own biases regarding Indigenous populations.

**Online assessment**

SUB 321

**Liz Irvin via Zoom**<https://nmhu.zoom.us/j/680367575>

This session will focus on creating graded and self-assessments that measure student learning and align with course outcomes. Participants will practice writing assessment questions and discuss alternatives to traditional testing that help maintain academic integrity and hold students accountable for learning.

## CONCURRENT SESSIONS

9:00-9:50 am

**New Faculty and Staff Orientation***Attendance: N*

SH 100

*\*\* This is a 2 hour session*

**Thomasinia Ortiz-Gallegos, Marka Trujillo, John DesChamps, Diana Marrs, JaneEllen Mallette, Cheryl Zebrowski, Provost moderates (Registrar, HR, EOS, CTE, IT, Library)**

<https://nmhu.zoom.us/j/576100506>

All new full-time faculty and staff should plan to attend this session to learn about how to navigate the system as

**Assessing writing**

SUB Ballroom

**Jason McIntosh, Ph.D.**<https://nmhu.zoom.us/j/247973388>

Jason McIntosh, Ph.D., presents on how faculty can help their students write better/produce better papers in content area courses.



a new employee. Directors are invited to share information about their respective areas and answer questions new employees may have.

## Designing K-12 class for underprepared STEM students

SUB 320

**Jerry Cronin, Ph.D.**

<https://nmhu.zoom.us/j/307268736>

The enormous potential to reach students in Math/Science education isn't being realized in higher education for myriad reasons. This workshop will focus on what the research says is best practice and assessment. The standardized test movement has put enormous strain on the financial resources of many New Mexico school districts and we must consider novel ways to improvise with less money to teach our young people. This workshop will outline some thoughts from the field.

## Latino/a writers

SUB 321

**Juan Gallegos, Ph.D.**

<https://nmhu.zoom.us/j/190894933>

**Steven will crew**

NMHU faculty frequently encounters students who are not prepared for college-level writing. This session will include a general introduction to teaching writing, an overview of Latino/a students at HSIs, and methods for supporting Latino/a writers as they write across disciplines.

## Online discussion boards

SUB 322

**Virginia Padilla-Vigil, Ph.D.**

<https://nmhu.zoom.us/j/704667416>

Well-crafted and facilitated discussions that use a comprehensive rubric to incite meaningful, engaging and critical dialogue can enhance learning in powerful ways! Strategies for designing, facilitating and assessing effective discussions will be presented. A sample rubric that targets key elements of effective discussion will be shared and participants will share success experiences using online discussions.

Format: This session will be interactive in that participants will have an opportunity to share ideas and strategies for designing, facilitating and assessing effective online discussions. The presenter will provide the context for discussions in online and f2f environments and will provide guidance/effective practices on how to design effective forums; facilitate meaningful and engaging dialogue, and assess discussion participation. A comprehensive rubric will be shared that has been used effectively and targets key elements of effective discussion participation.

## CONCURRENT SESSIONS

10:00-10:50

## Curriculum mapping

SUB Ballroom

**Sarah Corey-Rivas, Ph.D.**

<https://nmhu.zoom.us/j/561714789>

This session will provide an overview of uses and application of curriculum mapping and help participants to begin mapping curricula using steps and tools provided. Curriculum mapping empowers degree programs to 1) scaffold and improve student learning outcomes, 2) identify and coordinate the introduction, reinforcement, and mastery of learning objectives and skills among all courses and instructors in the program, and 3) create a structured map that articulates with strategic planning and outcomes goals.

## New Employee Orientation (cont.)

*Attendance: N*

SH 100

## HU Writes (HIPs)

SUB 320

**Jason McIntosh, Ph.D.**

<https://nmhu.zoom.us/j/519440220>

This session is for **HU Writes Institute participants** only. Participants will discuss next steps, and finalize and review their implementation plans for their fall classes.

## Yours, mine, and ours: Student engagement is a three-way street

SUB 321

**Cathryn Brooks-Williams & UNIDOS collaborators**

<https://nmhu.zoom.us/j/663620842>

Yours, Mine, and Ours: Student Engagement is a Three-way Street” is an interactive slide presentation that examines definitions of engagement, explores what it means to use engagement, and investigates how we engage with students. This presentation covers student engagement for online, blended and face-to-face classrooms as an interactive, engaging session.

Presenters include UNIDOS Grant collaborators Alfonso Velasquez, Instructional Designer and Trainer for Adams State University; Peter Snyder, Instructional Media Specialist for University of New Mexico-Taos; and Cathryn Brooks-Williams, Instructional Design Specialist at Highlands.

## GIS for your class

LS 160

**Joe Zebrowski**

This hands-on workshop will teach participants the basic concepts of geographic information systems (GIS) and show them how to use NMHU’s online GIS resources in the classroom. An overview of various online mapping as GIS-based databases will be presented. Participants will then work through a hands-on exercise to explore a current event using NMHU’s ArcGIS Online resources. The presentation will be held in the NMHU GIS Classroom, Lora Shields Room 160. (no zoom available)

## iSeminar Instructor meeting

SH 119

**Casey Applegate-Aguilar & Diana Marrs, Ph.D.**

<https://nmhu.zoom.us/j/593190593>

Integrative Seminar instructors will collaborate to provide a common experience for FYE LC students and be updated on course outcomes, sample lessons, Peer Mentors, and events.

## CONCURRENT SESSIONS

11:00-11:50

## Tenure & Promotion

SUB Ballroom

**Roxanne Gonzales, Ph.D. VPAA & Kathy Jenkins, Ph.D.**

<https://nmhu.zoom.us/j/134286135>

Assistant and associate professors eligible for or nearing tenure and promotion will receive an overview of the evaluation process, timeline, and recommendations for the format and style of the dossier. This session will include a discussion of what you can expect from your peers, department chairs, deans, and administrators and will have a sample dossier from successful candidates for review.

**\*\*Highly recommended for 4<sup>th</sup> year tenure track faculty**

## HU Serves - HIPS

SUB 320

**Ann Wolf, Ph.D. & Joe Zebrowski**

<https://nmhu.zoom.us/j/696604150>

## Using zoom effectively in hybrid courses

SUB 321

**Diana Marrs, Ph.D.**

<https://nmhu.zoom.us/j/888330987>

This presentation will discuss strategies for effective zoom meetings including the use of break out rooms for group work, random polling to keep students engaged and how you might structure content to maximize the online content versus the zoom live sessions.

## Transforming class with Active Learning

SUB 322

**Angela Meron, Ph.D.**

<https://nmhu.zoom.us/j/124474857>

It would seem that a hands-on learning environment would already include active learning. Even in a classroom that is based on activity, the experience can

Have you ever thought about including a Service Learning component in your courses? This session will provide an overview of the “Implementing Systematic Service Learning as a High Impact Practice (HIP) at New Mexico Highlands University” report from the Service Learning HIP Committee and known service learning activities at NMHU. Selected NMHU faculty will share their experience in implementing service learning in their classes.

be stagnant. After teaching the same material several times, watching the learning process with the students—changes to assignments and order of assignments were made. New assignments created an active learning environment, engaged the students in the process in a unique way and gave them an opportunity to work together while maintaining the integrity of their own work. The outcomes remained the same for the course, but the application of principles was achieved through experimentation and experiential learning rather than testing.

**Lunch Provided – SUB Ballroom  
12:00-1:00**

1:00-1:50 am SUB Ballroom

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**The Higher Learning Commission Accreditation Process: Keynote  
Speaker**

**Anthea M. Sweeney, Ed.D. HLC Liaison**  
<https://nmhu.zoom.us/j/518300297>

A discussion of the Higher Learning Commission’s Accreditation process from our HLC liaison Dr. Anthea Sweeney.

2:00-2:50 am SUB Ballroom

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**Mandatory Reporters: What’s My Obligation to Report? Title IX  
and Clery Act**

**Kim Blea, Ed.D. and Ashley Archuleta**  
<https://nmhu.zoom.us/j/817478157>

This session explains university employees’ (staff, faculty, and administrators) responsibility to report sex offenses as mandated by Title IX and the Clery Act. Participants will learn what and how to do their part to ensure NMHU is effectively serving the campus community and maintaining compliance. Scenarios will be used to give participants the skills to properly handle a disclosure.

## CONCURRENT SESSIONS

3:00-3:50

### Faculty resources for student success

*Attendance: N*

SH 100

\*2 hours

<https://nmhu.zoom.us/j/665208830>

NMHU offers many services to support student success and help increase retention to degree completion. Come hear about what is available to your students and how you can facilitate the use of these support systems. Includes student affairs, library, writing center, ARMAS, academic support services, financial aid, registrar, FYE, HU Cares, IT and career services.

### Safe Zone Training

SUB 321      2 hours

**P.J. Sedillo, Ph.D.**

<https://nmhu.zoom.us/j/859294960>

The NMHU Safe Zone Project, through education, advocacy, visibility, and skill development, supports faculty and staff to become allies for GLBTQIA students and colleagues. The Project is designed to radically reduce prejudice and discrimination on the basis of sexual orientation, gender identity, and gender expression at New Mexico Highland University campus and centers in order to create a safe and affirming campus. Basic information will be presented on human sexuality, sexual and gender orientation, sexual and gender identity, and sexual and gender expression. Many of the “I-should-have-known-that” kinds of questions are discussed in a learner-friendly welcoming atmosphere. Upon completion of this session you will be sanctioned as an official Safe Zone representative. One will receive a placard that will be provided that can be secure outside your office or classroom.

### Evolution of Co-curricular evaluation at NMHU

SUB Ballroom

**Elizabeth Ratzlaff and Kim Blea**

<https://nmhu.zoom.us/j/906411191>

Formally assessing co-curricular assessment is relatively new to programs at NMHU. Please join us to learn how we define “co-curricular programs” at NMHU, how the new assessment process was developed, what programs are included and the guidelines currently in use. Results of this year’s program assessments will be shared.

### Self-Care in the classroom

SUB 320

**J. Mark Dyke, Ph.D.**

<https://nmhu.zoom.us/j/384469768>

Research has found that a critical, dismissive and devaluing classroom leads to depression; a reduction in students’ ability and desire to engage; increased mind wandering; decreased performance on tests and other assignments; and an increase in psychosomatic symptoms, such as stomach aches, headaches, and fatigue. Devaluations from someone in power, such as an instructor can be especially painful and harmful. The presentation will describe three strategies for creating and maintaining a healthy classroom environment.

### Distance learning faculty panel

SUB 322

**Lauren Fath, Ph.D. Jeanie Flood, Ph.D., RN, Jay Lee, Ph.D., Emily Williams, Ph.D.**

<https://nmhu.zoom.us/j/759494732>

Hear from faculty experienced in teaching online as they share their experiences and answer questions from participants about what has worked well, tips and tricks to use, and what did not work well for them.

**CONCURRENT SESSIONS**  
4:00-4:50

**Engaging Center students**

SUB Ballroom

**Brandon Kempner, Ph.D.**

<https://nmhu.zoom.us/j/770843407>

Strategies for making the online classroom and learning environment more interactive and engaging, including message boards, flipped classrooms, writing assignments, and classroom discussions.

**Introduction to Office 365**

SUB 321

**JaneEllen Mallette**

<https://nmhu.zoom.us/j/690830212>

Learn more about the new Office 365 functionality beyond internet email access. This presentation will show many features you may not yet be using such as one note, one drive, file sharing with students, yammer, and more!

**Monday, August 14**

10:00-12:00

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**Schools and College Departmental meetings**

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12:00-1:30

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**Senate executive committee luncheon with the Provost – El Fidel**

510 Douglas Ave, Las Vegas, NM 87701

1:00-5:00

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**Advising and class preparation – Final new student orientation**

2:00-3:00

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**New Learning Community faculty—FYE-LC introduction**

3:00-5:00

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**Learning Community faculty planning time to meet with your LC partner if needed**

**10:00-11:30**

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**Convocation**

Convocation officially welcomes incoming freshmen and transfer students to the New Mexico Highlands University family marking the beginning of a student's academic career. The ceremony, held in our historic Ilfeld Auditorium, begins with a formal procession of administrators and faculty clad in regalia and students sporting class T-shirts to the music of Pomp and Circumstance and includes welcome remarks from the President and Provost. Students attending Convocation learn what to expect during their time at Highlands, gain a sense of identity and what it means to be a Cowboy or Cowgirl, and form bonds with their fellow classmates, faculty, and staff that will continue with them for a lifetime. Family and friends are encouraged to attend this event that individually recognizes students and is followed by a picnic celebration.

**12:00-1:00**

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**Campus BBQ at Centennial Park****1:00-5:00**

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**Academic advising and class preparation  
Transfer Orientation**

Thank you all  
for a great start  
Fall 2017



