

*******12/13/2007 Update Announcement**

There are two changes to the schedule that was announced earlier. Session number 21, “How To Write a SCAC Proposal,” has been moved from 10:30 am to 2:30 pm on Tuesday January 22nd. There will be an additional session (number 24) entitled “Effective Mentoring” on Wednesday January 16 at 10 am in CELT 123 Penfield. It will be lead by Cathy Santos and Mark Morey.

Winter Breakout 2008

**Sponsored by: The Center for Excellence in Learning and Teaching (CELT),
The Office of the Provost, and Campus Technology Services (CTS)**

Refreshments provided by
auxiliary **S**ervices

WHO MAY ATTEND?

All members of the college community and others on a space available basis may attend.

With prior supervisory approval, classified employees may attend at least one session without charging their accrued leave. Attendance at additional sessions may or may not be charged to appropriate accrued leave, depending upon prior approval by one's supervisor.

How do I register?

- **Complete the attached registration.**
- **Mail to:** CELT, 121 Penfield Library, by December 22nd.

Participation?

- Walk-ins are welcome for sessions that have open enrollment.
- Please note that many sessions have enrollment limits.

Notification?

- Confirmation letters for all programs will NOT be mailed out.

- Requests for sessions with enrollment limits will be notified via email.
- For all other sessions, unless you hear from CELT, you will be enrolled in the session(s) that you have requested.
- Please keep your Winter BreakOut booklet as your guide for when and where classes are held.

WHAT ABOUT FOOD?

- Lower level of Campus Center food court open from 8:00 a.m. to 1:30 p.m. Monday-Friday.
- Free refreshments will be available for some of the sessions (provided by Auxiliary Services).

WHAT ABOUT QUESTIONS/CANCELLATIONS?

Contact the Center for Excellence in Learning and Teaching.

- Phone: 312-2875 -- Please listen to the greeting, as it will have information if there are changes and/or cancellations – in the case of heavy snow, please check the web site [below]
- Email: celt@oswego.edu
- Web: <http://www.oswego.edu/celt>

Persons with disabilities, needing accommodations to attend any of the events listed, should contact the Center at x2875 or email at celt@oswego.edu in advance.

1) Penfield Library One-on-One Learning/Research Sessions (by appointment only)

January 15-21st, 2008

During Winter Breakout, the Library is pleased to offer one-on-one sessions with faculty and staff interested in learning more about our databases, websites, and our services to improve your research and your students' research too. If you're using ANGEL, we can help you include library resources on the course site. Please contact the Information Desk at 312-4267 or email refdesk@oswego.edu to arrange for an appointment with a librarian.

Tuesday - January 15th

2) Interview Exchange

January 15, 2008 from 9:00a.m. to 11:00a.m. in Penfield Library Instruction Room 2

Presenters: Marta Santiago and Ann Fitzsimmons

(Class size limited to 30)

An on-line application component to our recruitment process, which will result in streamlining the review process for search committee members. Major change for members of search committee will be that they will be doing their review of applicants on line. This workshop will explain how you get your password, how to sign on and review files, and how to navigate the features of the system. Questions are welcome.

3)Supplemental Savings for Retirement for CSEA Members

January 15, 2008 from 9:30a.m. to 10:30a.m. in 122 Penfield Library

Presenters: Mary Dorsey and Karen Sawyer, Human Resources

Learn how and why you should tax defer early. Do you have questions about whether retirement and Social Security benefits will be enough? CSEA members, consider putting your new contract raise into tax-deferred savings.

4)Planning for Retirement – ERS/TRS

January 15, 2008 from 10:45a.m. to 11:45a.m. in 122 Penfield Library

Presenters: Mary Dorsey and Karen Sawyer, Human Resources

Questions will be answered about how and when to file for retirement and Social Security benefits, for members of NYS Employees' Retirement System or Teachers' Retirement System who are nearing retirement.

5)Intermediate Excel

January 15, 2008 from 11:00a.m. to 12:00p.m. in 202 Campus Center

Presenter: Abby Wiertzema

Learn more features of Microsoft Office Excel. Topics will include: advanced formatting of cells, conditional formatting, using mathematical formulas, using formulas to manipulate text, multiple worksheets, specifying and using ranges, and print areas.

6) White Papers and Elevator Talks

January 15, 2008 from 1:30p.m. to 2:30p.m. in 123 Penfield Library (CELT Conference Room)

Presenter: Jack Gelfand

One of the most important issues in obtaining support for your scholarly or creative activity is to be able to present a clear and succinct description of your research interests. Two important presentation opportunities are usually referred to as elevator talks and white papers. Elevator talks are usually short presentations or discussion, which may occur in a social situation. A white paper usually refers to a brief written description requested by a potential sponsor. This workshop will consist of two sessions. The first will be a discussion of the principles and the second will be a review of the white papers that the attendees have created.

Wednesday - January 16th

7) Using the Advanced Teaching Classroom (ATC)

January 16, 2008 from 9:00a.m. to 10:00a.m. in 137 Campus Center

Presenters: Bob Hageny, David McQuin

Will you be teaching in an ATC (Advanced Technology Classroom) and wonder how the equipment works or who to call if you have a problem? This workshop will introduce you to one of our ATCs on campus and show you how to properly and effectively turn on, operate, and shut down the equipment. You will also learn some common trouble shooting techniques.

8) Managing Mailing Lists with Mailman

January 16, 2008 from 10:30a.m. to 11:30a.m. in 202 Campus Center

Presenters: Nicole Decker, Andy Goldzweig

The Majordomo software currently used on campus for mailing lists is being replaced with new software called Mailman. Information and demonstrations on how to create and manage a mailing list (all from the web) will be presented. Existing Majordomo list owners are highly encouraged to attend this workshop as all Majordomo lists will be migrated to Mailman for the spring 2008 semester.

9)Web Publishing with OmniUpdate

January 16, 2008 from 1:00p.m. to 4:00p.m. in 202 Campus Center

Presenter: Pat MacNeill

This workshop will introduce or review how to publish Web pages using OU Campus. Tasks and topics practiced during this hands-on session include logging in, editing pages, creating pages, file management, working with links, photos and graphics, pdf's and NYS accessibility issues.

10)StrengthsQuest Training for Advisors and Faculty

January 16, 2008 from 1:00p.m. to 3:30p.m. 123 Penfield Library (CELT Conference Room)

Presenters: Michelle Bandla, Kathy Evans and Christy Huynh

What's the buzz about StrengthsQuest?! StrengthsQuest is a revolutionary program from The Gallup Organization that focuses students and staff on strengths rather than weaknesses. StrengthsFinder helps individuals identify his or her talents for the purpose of building strengths and increasing one's likelihood of success. This workshop will give you the opportunity to identify your own top five strengths and learn ways to

utilize a strengths-based approach when teaching and advising students. You will receive a FREE StrengthsQuest code. Advanced registration is required. For more details on how strengths is being utilized in advising and teaching visit:

<https://www.strengthsquest.com/library/documents/SQAdvisingArticle073107.pdf>

http://www.apu.edu/strengthsacademy/downloads/schreiner_anderson_advising.pdf

Thursday - January 17th

11)Interview Exchange

January 17, 2008 from 9:00a.m. to 11:00a.m. Penfield Library Instruction Room 2

Presenters: Marta Santiago and Ann Fitzsimmons

(Class size limited to 30)

An on-line application component to our recruitment process, which will result in streamlining the review process for search committee members. Major change for members of search committee will be that they will be doing their review of applicants on line. This workshop will explain how you get your password, how to sign on and review files, and how to navigate the features of the system. Questions are welcome.

Thursday - January 17th continued

12)Beginning Retirement Planning

January 17, 2008 from 9:30a.m. to 10:30a.m. in 122 Penfield Library

Presenters: Adrian Dunuwila, ING/Lincoln Investment Planning; Greg Auleta, Education Coordinator, Dunuwila Investment Planning

Designed primarily for faculty and professional staff who have not yet begun their retirement planning or who are 20 years away from retirement and who could use both motivation and a clearer understanding of what such planning entails within the SUNY retirement system, which includes the Employees' Retirement System (ERS), Teachers' Retirement System (TRS) and the Optional Retirement System (TIAA, ING, Valic, and MetLife). All interested persons, including spouses and partners, are encouraged to attend regardless of employment status.

13)Retirement Investment Strategies and Asset Allocations

January 17, 2008 from 10:45a.m. to 11:45a.m. in 122 Penfield Library

Presenters: Adrian Dunuwila, ING/Lincoln Investment Planning; Greg Auleta, Education Coordinator, Dunuwila Investment Planning

A discussion of relevant terminology and dynamics affecting SUNY retirement investing and a survey of investment strategies and options available to 401A and 403B participants. All interested persons, including spouses and partners, are encouraged to attend regardless of employment status.

14)Advising Undeclared Students

January 17, 2008 from 1:00p.m. to 3:30p.m. in 123 Penfield Library (CELT Conference Room)

Presenters: Michelle Bandla, Kathy Evans and Christy Huynh

Would you like new strategies and tools for advising undeclared students or students who are in a major that does not fit them? This workshop will offer you new tools that you can start implementing immediately! Join us for an interactive session that will reenergize and redefine your advisement sessions! Also learn about the comprehensive services and resources now available in the new student success center – COMPASS!

15)Health Insurance for Retirement

January 17, 2008 from 1:00p.m. to 1:45p.m. in 122 Penfield Library

Presenters: Mary Dorsey and Karen Sawyer, Human Resources

This presentation will answer questions about NY State health insurance in retirement, and when to sign up for Medicare and Social Security benefits, for members of ANY retirement system nearing retirement.

16)Advanced Retirement Planning and Investment Strategies

January 17, 2008 from 2:00p.m. to 3:30p.m. in 122 Penfield Library

Presenters: Adrian Dunuwila, ING/Lincoln Investment Planning; Greg Auleta, Eucation Coordinator, Dunuwila Investment Planning

Designed primarily for faculty and professional staff who are closer to retirement (even pending) and who want a better understanding of the issues and concerns that must be considered and anticipated within the SUNY retirement system, which includes ERS, TRS and the Optional Retirement System (TIAA, ING, Valic, and MetLife). In addition, there will be a discussion of relevant investment strategies and asset allocation for individuals who are at this stage of retirement planning. All interested persons, including spouses and partners, are encouraged to attend regardless of employment status.

Friday - January 18th

17)A Model for Writing Assignments: “The Maximalist Program”

January 18, 2008 from 9:00a.m. to 10:30a.m. in 123 Penfield Library (CELT Conference Room)

Presenter: Jim Pangborn

An exploratory discussion/presentation on the design of effective writing assignments across the curriculum to maximize intellectual growth. Students are generally capable of better writing when injunctions such as "think critically" won't suffice. A detailed and widely applicable model for an invigorated, thesis-based college essay will be presented for discussion (and critique!) of potential interest both to those who are dissatisfied with the depth of their students' writing and those who are already working in their own ways for its rehabilitation.

18)What Makes a Syllabus a Really Great Syllabus? Enhancing Meaningful Learning!

January 18, 2008 from 10:45a.m. to 12:15p.m. in 123 Penfield Library (CELT Conference Room)

Presenters: Jessica Hester and John Kane (Co-Chairs of COLT) and others

Do you want to do what the best college teachers do? Join colleagues who have been wrestling with how to enhance meaningful learning by integrating best practices from the learning and teaching literature into actual practices in their courses. Explore what you can do to introduce ideas from Ken Bain, Dan Apple, and Universal Design for educational access, etc. into your course. We have two goals for this workshop: 1) everyone will leave with some great ideas about how to enhance meaningful learning by making a selected course syllabus better, and 2) we all will leave with a grasp of what it takes to make a syllabus a great syllabus.

19)Using Really Simple Syndication (RSS) to Keep Current

January 18, 2008 from 1:00p.m. to 2:30p.m. Penfield Library Instruction Room 1

Presenter: Shannon Pritting

Does keeping up with all of the current news and issues in addition to the current research in your field take up too much time in your day? If so, using RSS to have updates sent directly to you can help you save time and organize your research. RSS is a technology that allows users to subscribe to automatically updating feeds that can be easily viewed and organized using an RSS reader. Users benefit from having a single location to receive automatically updated content from many sources.

This beginner's level workshop will present an overview of what RSS is, how faculty and staff can use RSS to

receive updates on current research, topics, and issues. In this hands-on class, we will create a reader account, and find RSS feeds from a variety of sources. We will be subscribing to feeds from scholarly journals in library databases, newspapers, magazines, and other websites. No prior experience is necessary.

Tuesday - January 22nd

20)White Papers and Elevator Talks Session II (Session 1 on Tuesday)

January 22, 2008 from 9:00a.m. to 10:00a.m. in 123 Penfield Library(CELT Conference Room)

Presenter: Jack Gelfand

This is the second session of the White Papers and Elevator Talks that will review and discuss the white papers that the attendees created after the first session.

Tuesday - January 22nd Continued

21)How to Write a SCAC Proposal **This session is moved from 10:30am to 2:30-4pm******

January 22, 2008 xxxxxxxxxx in 123 Penfield Library (CELT Conference Room)

Presenter: Jack Gelfand

The Scholarly and Creative Activities Committee provides grants to faculty to provide support in the development of their research or creative activity programs. Also grants are provided to support and foster graduate and undergraduate student scholarly and creative activities done in collaboration with a SUNY Oswego faculty or staff sponsor. This workshop will help faculty and students write their proposals for these awards.

22)Preparing Materials for Retention

January 22, 2008 from 1:00p.m. to 2:30p.m. 123 Penfield Library (CELT Conference Room)

Presenters; Leigh Bacher, Barbara Garri and Richard Metzgar

Three successful faculty colleagues will share the "how's and why's" of preparing exemplary folders for retention. "The preparation of your retention folder can be an overwhelming experience. The trick is in the organization and thought process that precedes the creation of the folder. We will talk through the process of thinking about and creating a retention folder in a way that is clear and straightforward for you and easy for the Retention Committee to understand." (Barb Garri)

23)A Consultation Model for Improving Learning and Teaching

January 22, 2008 from 2:45p.m. to 4:00p.m. in 123 Penfield Library (CELT Conference Room)

Presenter: Mark Morey, Interim Director of CELT

This will be a presentation/discussion of an efficient consultation framework that provides useful feedback to faculty colleagues to improve their teaching effectiveness. This straightforward approach uses the basic process-consultation approach made famous by Edgar Shein. In this model the person acting as the consultant facilitates the process through which the faculty member is empowered to improve their teaching. This workshop should be very helpful for department chairs, faculty mentors for new faculty, and faculty members who want to exchange peer consultation with colleagues. All CELT Teaching Consultants and faculty interested in taking part in the CELT *Peer to Peer Teaching Consultation Program* are strongly encouraged to attend.

Persons with disabilities, needing accommodations to attend any of the events listed above, should contact CELT, in advance at x2875 or email at celt@oswego.edu .

Winter BreakOut - 2008 Registration Form

Directions: Please check the number of the events you would like to attend and return by December 22nd to: Center for Excellence in Learning and Teaching, 121 Penfield Library
[Tear off this page, fold, cross out your address. The CELT address is on back]

Contact information (please print):

Name: _____ Email: _____ @oswego.edu

xxxxxx 1. By appointment only Penfield Library One-on-One January 15-21st

Tuesday January 15, 2008

_____	2. 9:00am- 11:00am	Interview Exchange	Library Instruct. 2
_____	3. 9:30 am-10:30 am	Supplemental Savings for Retirement for CSEA Members	122 Penfield
_____	4. 10:45am - 11:45 am	Planning for Retirement - ERS/TRS	122 Penfield
_____	5. 11:00am- 12:00pm	Intermediate Excel	202 Campus Ctr.
_____	6. 1:30pm - 2:30pm	White Papers and Elevator Talk (Session I)	123 Penfield

Wednesday January 16, 2008

_____	7. 9:00am - 10:00am	Using the Advanced Teaching Classroom (ATC)	137 Campus Ctr.
_____	8. 10:30am- 11:30am	Managing mailing lists with Mailman	202 Campus Ctr.
_____	9. 1:00pm - 4:00pm	Web Publishing with OmniUpdate	202 Campus Ctr.
_____	10. 1:00 pm –3:30 pm	StrengthsQuest Training for Advisors and Faculty	123 Penfield

Thursday January 17th, 2008

_____	11. 9:00am – 11:00 am	Interview Exchange	Library Instruct. 2
_____	12. 9:30am – 10:30 am	Beginning Retirement Planning	122 Penfield
_____	13. 10:45am –11:45am	Retirement Strategies and Asset Allocations	122 Penfield
_____	14. 1:00pm - 3:30pm	Advising Undeclared Students	123 Penfield
_____	15. 1:00pm - 1:45pm	Health Insurance for Retirement	122 Penfield
_____	16. 2:00pm - 3:30pm	Advanced Retirement Planning and Investment Strategies	122 Penfield

Friday January 18th 2008

_____	17. 9:00am – 10:30 am	A Model for Writing Assignments “The Maximalist Program”	123 Penfield
_____	18. 10:45am – 12:15pm	What Makes a Syllabus a Really Great Syllabus? Meaningful Learning!	123 Penfield
_____	19. 1:00pm - 2:30pm	Using RSS to Keep Current	Library Instruct. 1

Tuesday January 22, 2008

_____	20. 9:00 am - 10:00 am	White Papers and Elevator Talks (session II)	123 Penfield
_____	21. 2:30pm-4:00pm	How to Write a SCAC Proposal ****changed from 10:30 am to 2:30 pm	123 Penfield
_____	22. 1:00pm. - 2:30 pm	Preparing Materials for Retention	123 Penfield
_____	23. 2:45 pm - 4:00 pm	A Consultation Model for Improving Learning and Teaching	123 Penfield

_____ *****Added*** #24 Wednesday January 16, Effective Mentoring in 123 CELT**

Return to:

CELT
121 Penfield Library #17