

# Winter Breakout 2006

**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 Services**

## **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 9<sup>th</sup>.

## **Participation?**

- Walk-ins are welcome for sessions which 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.

## **WHAT ABOUT FOOD?**

- Snack Bar (main level) will be open in Hewitt Union 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](mailto: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](mailto:celt@oswego.edu) in advance.*

## **Penfield Library One-on-One Learning Sessions (by appointment only)**

**January 18-24, 2006**

During the 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. Please contact the Information Desk at 312-4267 or email [refdesk@oswego.edu](mailto:refdesk@oswego.edu) to arrange for an appointment with a librarian.

### **1. EAP for Supervisors**

**Tuesday, January 17, 2006 from 12:30 - 2:00 pm in TBA**

Learn how to use the NYS Employee Assistance Program as a supervisory tool in addressing employee concerns and/or performance issues.

### **2. Introduction to Microsoft Excel**

**Wednesday, January 18, 2006 from 8:30 am – 10:00 am in 6 Snygg Hall**

**Presenter: Abby Wiertzema**

*(Class size limited to 25)*

This workshop is for beginners and intermediate users of Excel. We will talk about how to use Microsoft Office 2003 Excel to organize and present your data. We will cover the basics of spreadsheets and formatting of cells. We will look at conditional formatting, cell ranges, print areas, and formulas to manipulate text and numerical data.

### **3. Backing Up Your Computer Data**

**Wednesday, January 18, 2006 from 10:00 am – 11:00 am in 118B Rich Hall**

**Presenter: Andy Goldzweig and Jon Peck**

*(Class size limited to 25)*

This presentation will discuss the different methods to backup your computer data, why to do it and how often it should be done. The focus will be on the tools that are available on campus both in the labs and in the office.

### **4. Teaching in a New Advanced Technology Classroom in Sheldon Hall**

**Wednesday, January 18, 2006 from 10:00 am – 11:00 am – Location to be announced.**

**Presenter: Bob Hageny**

*(Class size limited to 25)*

Are you teaching in one of the new Sheldon ATC's this spring and nervous about being put in the driver's seat? Bob Hageny, ATC Operations Manger, will be on-hand to demonstrate how to properly and effectively turn on, operate, and shutdown the equipment. He will also offer some common troubleshooting techniques. Examples of properly presenting media will be emphasized with a question and answer session to follow.

### **5. Managing Student Web-based Projects: OU Educate**

**Wednesday, January 18, 2006 from 10:30 am – 12:30 pm in 6 Snygg Hall**

**Presenters: Kathi Dutton and Jim Ford**

*(Class size limited to 25)*

If you are considering having your students create a webpage for a class project but don't want to deal with the hassle of Unix and HTML, join us for this session about the newly available web editing tool OU Educate. OU Educate is a campus provided web tool for faculty and students that allows you to quickly create, edit, and publish web materials. Bring your project ideas and media needs to the workshop so we can discuss how best to implement your project. You'll also learn how to integrate it into your course material. You'll be amazed at how easy it is to do web pages.

### **6. Internet Security: Critical Updates, Viruses, Spam, Spyware, and E-mail**

**Wednesday, January 18, 2006 from 11:00 am – 12:00 pm in 118B Rich Hall**

**Presenter: Dave Kahn**

*(Class size limited to 25)*

Learn how to protect yourself and your computer against Internet threats such as computer viruses, hackers, spam, spyware and Internet hoaxes. Topics include: anti-virus software, firewalls, critical updates including Microsoft Windows XP service pack 2. In addition, learn what spyware is and how it affects your privacy and performance of your computer, and most importantly, how to remove it. Instructor will cover both Windows and Mac platforms.

### **7. PC Maintenance**

**Wednesday, January 18, 2006 from 1:00 pm – 2:00 pm in 118B Rich Hall**

**Presenter: Tim Yager**

*(Class size limited to 25)*

A short presentation on common tasks designed to keep a PC running smoothly and efficiently. Topics covered will be windows updates, spyware/malware removal, IE cookies/cache/file cleanup, disk cleanup, disk defragmenter, and anti-virus protection.

### **8. Departmental Web Publishing: OmniUpdate Beginner**

**Wednesday, January 18, 2006 from 1:00 pm – 2:30 pm in 6 Snygg Hall**

**Presenter: Drew Hill**

*(Class size limited to 25)*

This workshop is for those authorized official or departmental publishers who still haven't saved any edits in the OmniUpdate System, but want to learn how. Those needing a refresher may also attend.

### **9. Banner 7.1 - What's Changed, What's New**

**Wednesday, January 18, 2006 from 3:00 pm – 4:00 pm in 6 Snygg Hall**

**Presenter: Mary Gosek**

*(Class size limited to 15)*

This is an interactive workshop using our development database. Attendees will be able to log on to our Banner 7 development database in order to familiarize themselves with the new features and changes. The workshop will not cover Banner self-service upgrades.

### **10. Departmental Web Publishing: OmniUpdate Advanced**

**Thursday, January 19, 2006 from 9:00 am – 11:30 am in 6 Snygg Hall**

**Presenter: Drew Hill**

*(Class size limited to 25)*

You already have an official or departmental site, or want you to migrate or create a new site...so, how do you edit it? Come to this workshop and find out. Previous OmniUpdate training is preferred for this faster-paced publishers' training that will leave you with tools & tips to create and maintain your site.

### **11. Teaching in a New Advanced Technology Classroom in Poucher Hall**

**Thursday, January 19, 2006 from 9:30 am – 10:30 am – Location to be announced.**

**Presenter: Bob Hageny**

*(Class size limited to 25)*

Are you teaching in one of the new Poucher ATC's this spring and nervous about being put in the driver's seat? Bob Hageny, ATC Operations Manger will be on-hand to demonstrate how to properly and effectively turn on, operate, and shutdown the equipment. He will also offer some common troubleshooting techniques. Examples of properly presenting media will be emphasized with a question and answer session to follow.

### **12. Teaching in an Advanced Technology Classroom with a Laptop Computer**

**Thursday, January 19, 2006 from 11:00 am – 12:00 pm – Location to be announced.**

**Presenter: Bob Hageny**

*(Class size limited to 25)*

Want to bring your own laptop into an Advanced Technology Classroom? Bob Hageny, ATC Operations Manger will be on-hand to demonstrate how to properly and effectively connect your laptop, as well as turn on, operate, and shutdown the standard equipment in an ATC. He will also offer some common troubleshooting techniques. Examples of properly presenting media will be emphasized with a question and answer session to follow.

### **13. Unlocking the Myths of Cancer – EAP**

*(Class size limited to 30)*

**Thursday, January 19, 2006 from 12:00 noon to 1:30 p.m. at Formal Lounge, Hewitt Union**

An inside look at the life of cancer – from diagnosis, to treatment and remission.

### **14. Banner 7.1 - What's Changed, What's New**

**Thursday, January 19, 2006 from 1:00 pm – 2:00 pm in 6 Snygg Hall**

**Presenter: Mary Gosek**

*(Class size limited to 15)*

This is an interactive workshop using our development database. Attendees will be able to log on to our Banner 7 development database in order to familiarize themselves with the new features and changes. The workshop will not cover Banner self-service upgrades.

### **15. Catalyst Project – A Review of the Progress**

**Thursday, January 19, 2006 from 1:00 p.m. to 2:30 p.m. in 123 Penfield Library**

The Catalyst Project is SUNY Oswego's effort to help students make connections among all their courses has already involved well over a thousand students and faculty on campus. A survey of all freshmen has the potential to show if the project has produced any early results in student attitudes and experiences. This session will be a review of the progress.

### **16. Smoking Cessation Workshop – EAP**

**Thursday, January 19, 2006 from 1:30 p.m. to 2:15 p.m.**

**Presenters: Mary Dorsey and Jody Fiorini**

*(Class size limited to 30)*

Want to save almost \$2000 a year? If you smoke a pack a day at a cost of \$5.00 per pack, you could save \$1825.00 a year when you quit! Learn how you can participate in a smoking cessation support group or use other resources to help you stop smoking.

### **17. Changing the Landscape of Scholarly Communication: The Open Access Movement at SUNY**

#### **Oswego**

**Thursday, January 19, 2006 from 2:45 p.m. to 3:45 p.m. in 123 Penfield Library**

**Presenters: Brian McDonald and Jim Nichols**

The past few years have seen a dramatic rise in participation in the Open Access movement on college and university campuses nationwide, providing unrestricted access to scholarship in a variety of ways. This movement provides faculty with the chance to communicate their research in new and innovative ways, but how will the values of peer review and open discourse be maintained in this new environment? In this session, we'll discuss various avenues that are being used to improve access to scholarly publications, including open access journals, online institutional repositories, and self-archiving. We'll also discuss tools such as Google Scholar, Google Print, and OAIster that can be used to discover open access publications, and their relationship to traditional abstracting and indexing services. Finally, we'll talk about how you can participate in the Open Access movement and make your own published work more widely available

### **18. Departmental Web Publishing: OU Campus Accessibility**

**Friday, January 20, 2006 from 9:00 am – 11:00 am in 6 Snygg Hall**

**Presenter: Drew Hill**

*(Class size limited to 25)*

Accessible Web content is good for everybody. Learn how to enhance accessibility of your Web content using OmniUpdate. We'll examine the general subject of Web accessibility, and learn how to make forms and tables accessible with OmniUpdate. If you aren't scared of looking at a little html code and have a site that uses lots of forms or tables, this workshop is for you.

### **19. Grant Writing Workshop – lunch provided**

**Friday, January 20, 2006 from 9:30 a.m. to 3:30 p.m. in 123 Penfield Library**

**Presenters: ORSP**

Have you been planning to write a grant, but could not find the time to get started. This workshop will cover the types of grants available through ORSP. This will be a hands-on workshop – the plan is for you to walk away with a grant proposal started. We will have computers and help available throughout the session. We will provide lunch and snacks for you.

### **20. Presenting? ... Tips and Tricks**

**Monday, January 23, 2006 from 9:00 am – 10:00 am in 204 Mahar Hall**

**Presenter: Dave McQuin**

*(Class size limited to 25)*

Presenting? Your abstract has been accepted and your travel plans are made. Now all you have to do is get your presentation organized. Or perhaps you are having students present at Quest or at a conference. This session will deal with the technical aspects of getting your presentation ready. It will cover tips and tricks for using PowerPoint for your presentation, as well as how to connect your laptop to the projector at the presentation site. How do you make your slides stand out? What's the best way to save your presentation and what media do you take your presentation on? What cables do you need to connect to the projector? This session will cover all the technical things you need to know to ensure a successful presentation both at home and abroad.

### **21. Managing Your Personal / Faculty / Staff Web Pages**

**Monday, January 23, 2006 from 10:30 am – 12:30 pm in 6 Snygg Hall**

**Presenters: Kathi Dutton and Jim Ford**

*(Class size limited to 25)*

If you've been frustrated by the difficulty in managing your personal web pages or you'd just like to start your own personal webpage, join us for this session about the newly available web editing tool OU Educate. OU Educate is a WYSIWYG tool that allows you to quickly edit and publish web materials. You'll learn how to organize and enhance existing web content and add new content including tables and photos. You'll be amazed at how easy it is to do web pages.

### **22. Reading Strategies for Writers**

**Monday, January 23, 2006 from 12:30 p.m. to 2:00 p.m. in 123 Penfield Library**

**Presenter: Donna Marsh O'Connor**

This is a best practices presentation that will focus on textual choices in the writing classroom (i.e., what teachers should look for as they choose a shared reading exercise, what teachers should ask students to do with texts, how to build class writing skills from emerging knowledges).

***Some precepts:***

Always assign texts for reasons other than content.

Always consciously choose texts for writing skills and authorial choices.

Always debrief student learning with an open mind, using their ideas as course methods.

Never fear difficult or complex texts.

***Presenter's background:***

Donna Marsh O'Connor taught writing and rhetoric for the Writing Program at Syracuse University for twenty years. She still visits high schools throughout the New York, New Jersey area for Syracuse's Project Advance Program. In addition to teaching, Marsh O'Connor was a coordinator to teaching assistants studying English and Textual Studies as they taught composition in the Writing Program and for three years she was the Assessment Coordinator for part-time instructors in the Writing Program.

**23. COLT Focus Group Project**

**Monday, January 23, 2006 from 2:00 p.m. to 3:30 p.m. in 123 Penfield Library**

COLT will present the results of the survey in progress on meaningful learning at Oswego. Plan to join us for an afternoon of engaging conversation.

**24. Planning for Retirement – ERS/TRS – for members of Employees' Retirement System or Teachers' Retirement System nearing retirement)**

**Monday, January 23, 2006 from 1:00 p.m. to 1:50 p.m. in Formal Lounge, Hewitt Union**

***Presenters: Mary Dorsey and Karen Sawyer***

*(Class size limited to 30)*

Do you have questions about how and when to file for retirement and Social Security benefits? Human Resources can answer many of your questions.

**25. Tax-Deferred Savings Program for All Employees – and All Ages!**

**Monday, January 23, 2006 from 2:00 p.m. to 2:50 p.m. in Formal Lounge, Hewitt Union**

***Presenters: Mary Dorsey and Karen Sawyer***

*(Class size limited to 30)*

Do you want to retire early? You should tax defer early! Learn about options available to you that allow you to save on taxes while you build retirement savings. Topics include tax-deferred annuities and deferred compensation.

**26. Planning for Retirement – ORP – for members of the Optional Retirement Program through TIAA-CREF nearing retirement**

**Monday, January 23, 2006 from 3:00 p.m. to 3:50 p.m. in Formal Lounge, Hewitt Union**

***Presenters: Mary Dorsey and Karen Sawyer***

*(Class size limited to 30)*

Do you have questions about your withdrawal options? How and when to file for Social Security benefits? What employee benefits are available to retirees? Human Resources can answer many of your questions.

**27. Microsoft PowerPoint**

**Tuesday, January 24, 2006 from 9:00 am – 10:00 am in 6 Snygg Hall**

***Presenter: Abby Wiertzema***

*(Class size limited to 25)*

Learn to spice up your slide presentations with some advanced features. The Office XP version will be used, but Mac users will benefit, as the two versions are similar in most aspects. Topics include selecting the background/template, adding and manipulating graphics, adding sound, and using animation/transition. We will discuss how to transport all the elements of a presentation to another computer.

## **28. CourseSpace: Best Practices**

**Tuesday, January 24, 2006 from 10:00 am – 12:00 pm in 123 Penfield Library**

**Presenter: Kathi Dutton**

*(Class size limited to 25)*

What is CourseSpace? How are faculty members using it? What works and what does not work? How easy is this to use? How much work does it add for faculty? For students? Our expert faculty will answer all your questions. Join us for a panel discussion in which faculty currently using CourseSpace (course management system) to add web-based material to their classroom courses will share their best practices.

## **29. Writing for the Web**

**Tuesday, January 24, 2006 from 10:30 am – 11:30 am in 6 Snygg Hall**

**Presenter: Tim Nekritz and Drew Hill**

*(Class size limited to 25)*

We don't read Web pages. We scan them. Why? Because we are usually in a hurry, we don't need to read everything and we're good at it. Writing for the Web is different from most other types of writing. Come learn why self-absorbed "happy talk" must die, why you don't have to say, "Welcome to my Web page!" any more, and how to communicate more effectively with the exact people you care most about.

## **30. Digital Photography – Picasa 2 Picture Simplicity**

**Tuesday, January 24, 2006 from 12:30 pm – 1:30 pm in 210 Mahar Hall PC Lab**

**Presenters: Aaron Reece and Jim Ford**

*(Class size limited to 25)*

New to digital photography or don't have the time to learn or afford Adobe Photoshop? Join us and learn how you can import photos from your digital camera, resize them, and make adjustments to your photos. Using Google's free Picasa 2 Picture Simplicity program, your pictures organize themselves. In addition, you will be able to e-mail photographs small enough in size to be downloaded by all of your family and friends without extensive photo editing knowledge. With just a click or two of a button, we will show you how to create your own slideshow or create a CD backup of all your precious photos.

## **31. Skillport Online Courses**

**Tuesday, January 24, 2006 from 12:30 pm – 1:30 pm in 6 Snygg Hall**

**Presenter: Tim Yager**

*(Class size limited to 25)*

Learn how to use Skillport Online courses. A hands-on course on the basics of Skillport Classes, including logging in and how to complete courses.

## **32. Banner 7 Training for Department Secretaries and Advisement Coordinators**

**Tuesday, January 24, 2006 from 2:00 pm – 3:00 pm in 6 Snygg Hall**

**Presenter: CTS Administrative Technologies**

*(Class size limited to 15)*

CTS will be upgrading the Banner system to version 7 in February or March. This interactive workshop will introduce changes to Banner forms and myOswego links that department secretaries and advisement coordinators use. Attendees are encouraged to also attend the **'Banner 7 - What's Changed, What's New'** workshop.

## **33. Advanced Features of Microsoft Excel**

**Tuesday, January 24, 2006 from 3:00 pm – 4:30 pm in 6 Snygg Hall**

**Presenter: Abby Wiertzema**

*(Class size limited to 25)*

Learn more advanced features of MS Office 2003 Excel. Topics will include handling multiple worksheets, importing data from other sources (such as Banner), how to use formulas to link data in multiple worksheets, how to create and use macros, and the Excel chart wizard.

## **34. Teaching in an Advanced Technology Classroom**

**Tuesday, January 24, 2006 from 6:30 pm – 7:30 pm in 208 Mahar Hall**

**Presenter: Bob Hageny**

*(Class size limited to 25)*

Are you teaching in any one of Oswego's sixty-five Advanced Technology Classrooms this spring and just a little nervous about being put in the driver's seat? Bob Hageny, ATC Operations Manager will be on hand to demonstrate how to properly and effectively turn on, operate, and shutdown the equipment. He will also offer some common troubleshooting techniques. Examples of properly presenting media will be emphasized with a question and answer session to follow.

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## Winter BreakOut - 2006 Registration Form

**Directions:** Please check the number of the events you would like to attend and return by December 9<sup>th</sup> to: Center for Excellence in Learning and Teaching, 121 Penfield Library [fold and send – address on back]

Contact information (please print):

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ @ oswego.edu

### Tuesday, January 17, 2006

\_\_\_\_\_ 1. 12:30 pm – 2:00 pm EAP for Supervisors TBA

### Wednesday, January 18, 2006

xxxxxx	By appointment only	Penfield Library One-on-One Learning Sessions	Penfield Library
_____	2. 8:30 am – 10:00 am	Introduction to Microsoft Excel	6 Snygg Hall
_____	3. 10:00 am – 11:00 am	Backing Up Your Computer Data	118B Rich Hall
_____	4. 10:00 am – 11:00 am	Teaching in a New Advanced Technology Classroom in Sheldon Hall	TBA
_____	5. 10:30 am – 12:30 pm	Managing Student Web-based Projects: OU Educate	6 Snygg Hall
_____	6. 11:00 am – 12:00 pm	Internet Security: Critical Updates, Viruses, Spam, Spyware, and E-Mail	118B Rich Hall
_____	7. 1:00 pm – 2:00 pm	PC Maintenance	118B Rich Hall
_____	8. 1:00 pm – 2:30 pm	Departmental Web Publishing: OmniUpdate Beginner	6 Snygg Hall
_____	9. 3:00 pm – 4:00 pm	Banner 7.1 – What's Changed, What's New	6 Snygg Hall

### Thursday, January 19, 2006

_____	10. 9:00 am – 11:30 am	Departmental Web Publishing: OmniUpdate Advanced	6 Snygg Hall
_____	11. 9:30 am – 10:30 am	Teaching in a New Advanced Technology Classroom in Poucher	TBA
_____	12. 11:00 am–12:00 pm	Teaching in an Advanced Technology Classroom with a Laptop Computer	TBA
_____	13. 12:00 pm-1:30 pm	Unlocking the Myths of Cancer	Formal Lounge
_____	14. 1:00 pm – 2:00 pm	Banner 7.1 – What's Changed, What's New	6 Snygg Hall
_____	15. 1:00 pm – 2:30 pm	Catalyst Project	123 Penfield
_____	16. 1:30 pm – 2:15 pm	Smoking Cessation Workshop	Formal Lounge
_____	17. 2:45 pm – 3:45 pm	The Open Access Movement at SUNY Oswego	123 Penfield

### Friday, January 20, 2006

_____	18. 9:00am – 11:00 am	Departmental Web Publishing: OU Campus Accessibility	6 Snygg Hall
_____	19. 9:30 am – 3:30pm	Grant Writing Workshop – lunch provided	123 Penfield

### Monday, January 23, 2006

_____	20. 9:00am–10:00 am	Presenting?...Tips and Tricks	204 Mahar Hall
_____	21. 10:30am–12:30 pm	Managing Your Personal / Faculty / Staff Web Pages	6 Snygg Hall
_____	22. 12:30 pm–2:00 pm	Reading Strategies for Writing	123 Penfield
_____	23. 2:00 pm – 3:30 pm	COLT Focus Group Project	123 Penfield
_____	24. 1:00 pm-1:50 pm	Planning for Retirement – ERS/TRS	Formal Lounge
_____	25. 2:00 pm-2:50 pm	Tax-Deferred Savings Program	Formal Lounge
_____	26. 3:00 pm-3:50 pm	Planning for Retirement – ORP	Formal Lounge

### Tuesday, January 24, 2006

_____	27. 9:00 am – 10:00 am	Microsoft Power Point	6 Snygg Hall
_____	28. 10:00 am– 2:00 pm	CourseSpace: Best Practices	123 Penfield
_____	29. 10:30am –11:30 am	Writing for the Web	6 Snygg Hall
_____	30. 12:30 pm – 1:30 pm	Digital Photography – Picasa 2 Picture Simplicity	210 Mahar Hall
_____	31. 12:30 pm – 1:30 pm	Skillport Online Classes	6 Snygg Hall
_____	32. 2:00 pm – 3:00 pm	Banner 7 Training for Department Secretaries and Advisement Coordinators	6 Snygg Hall
_____	33. 3:00 pm – 4:30 pm	Advanced Features of Microsoft Excel	6 Snygg Hall
_____	34. 6:30 pm – 7:30 pm	Teaching in an Advanced Technology Classroom	208 Mahar Hall

*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](mailto:celt@oswego.edu) .*

Return to:

**CELT**  
**121 Penfield Library #17**