Area Certification Program 2011-12
Student Services & Instruction

We are excited to announce the launch of the Area Certification Program! As you know, a need has been expressed by COC employees that they want to gain a better, more comprehensive understanding of each of the major areas on campus. To meet this need, each area or "strand" – Instruction, Student Services, Institutional Research and Planning, Business Services/PIO, Facilities, and Human Resources – will present a series of 4 – 6 workshops that provide information on the main areas of responsibility in their area. This program is open to graduates of LEAP 1.

**Student Services**

#296F Overview of Student Affairs
Tuesday, Nov 1, 2:00 – 4:00pm
Presenter: Michael Wilding
LIBR 206

#301F Advising
Monday, January 30, 10:00am – 12:00pm
Presenter: Edel Alonso
HSLH 235

#302F Enrollment and Regulations
Wednesday, February 8, 10:00am – 12:00pm
Presenter: Jasmine Ruys
UCEN 311

#3S Categorical Programs
Friday, February 10, 10:00am – 12:00pm
Presenters: Jane Feuerhelm, Pamela Brogdon-Wynne, Chelley Maple
HSLH 135

#300F Student life
Thursday, February 16, 9:00 - 11:00am
Presenter: Allison Korse-Devlin
UCEN 258
#4S Teaching and Learning
Tuesday, February 21, 2:00 – 4:00pm
Presenter: Edel Alonso
HSLH 135

#5S Student Services Follow Up Session
Thursday, March 15, 2:00 - 3:00pm
Presenter: Michael Wilding
UCEN 258

**Instruction**

#267F Promoting Student Engagement in Distance Learning
Thursday, November 3, 2:30 – 3:30pm
Presenter: John Makevich
LIBR 206

#6S Creating an Instructional Schedule
Friday, March 2, 9:00 – 11:00am
Presenters: Omar Torres and Audrey Green
HSLH 135

#7S What Deans Do
Friday, March 23, 9:00 – 11:00am
Presenters: Patty Robinson, James Glapa-Grossklag, Kristin Houser
HSLH 135

#8S Strange Occurrences in Instruction and Instructional Administration
Friday, April 20, 9:00 – 11:00am
Presenters: Cindy Dorroh, Diane Stewart, Len Mohney, Carmen Dominguez
HSLH 135

#9S The Tenure Process
Friday, May 4, 9:00 – 11:00am
Presenters: TBA
HSLH 135
Area Certification Program

Public Information Office (PIO) – Fall 2012

Tuesday, September 25, 2012
#103F Area Certification / PIO
11:00am - 12:00pm
Room: EPEK 101
Presenter: Bruce Battle

The District Communications Department in a nutshell. An overview of the how the department works, from idea to finished product, and what we need from you to make it happen.

Tuesday, October 9, 2012
#104F Area Certification / PIO
11:00am - 12:00pm
Room: EPEK 101
Presenter: Bruce Battle

Marketing with Zero Budget - I have a new program, activity or class that I want to promote to the community, but no money. What can be done? Where do I start?

Tuesday, October 23, 2012
#105F Area Certification / PIO
11:00am - 12:00pm
Room: EPEK 101
Presenter: Bruce Battle

Copyright and Compliance – You recently pulled a snippet from a movie or song to include in your PowerPoint presentation for your department – but now you’ve been asked to post it online so your colleagues from other colleges can benefit from your wisdom. Are you going to get busted? Are the internet police going to knock on your door? What are the concerns about copyright and compliance when posting content online? What sort of free resources exist that I can use?

Tuesday, November 6, 2012
#106F Area Certification / PIO
11:00am - 12:00pm
Room: EPEK 101
Presenter: Bruce Battle

Not Another Social Media Workshop! – It’s ok to say “no” to Twitter. Really, it is. You can do more damage by having badly managed social media feeds than by having none at all. Some tips and pointers on assessing what your needs and abilities really are. Also, piggybacking with the college’s existing social media efforts.
Tuesday, November 13, 2012
#107F Area Certification / PIO
11:00am - 12:00pm
Room: EPEK 101
Presenter: Bruce Battle

**Media Relations** – Talking with a reporter can be one of the easiest, fastest and best ways to get the word out – but can be one of the most nerve wracking and frustrating experiences as well. An overview of our local media, their needs, and how the college – and you specifically – can interact most effectively with media.
We are excited to announce that the Area Certification Program will continue this spring! As you know, a need has been expressed by COC employees that they want to gain a better, more comprehensive understanding of each of the major areas on campus. To meet this need, each area or “strand” – Instruction, Student Services, Institutional Research and Planning, Business Services/PIO, Facilities, and Human Resources – will present a series of 4 – 6 workshops that provide information on the main areas of responsibility in their area.

This program is open to graduates of LEAP 1 and administrators.

**FACILITIES**

Friday, March 22, 2013
#426S Area Certification Program for Facilities, Workshop 1 of 4
10:00am - 11:00am
TLC-160
FLEX Credit - 1 hour
Presenter: Jason Munoz

This workshop will cover M&O/Grounds, and will provide an overview of who does what in each building, org chart, and the work order system.

Friday, April 19, 2013
#427S Area Certification Program for Facilities, Workshop 2 of 4
10:00am - 11:00am
TLC-160
FLEX Credit - 1 hour
Presenters: Will Karrat & Jason Munoz

Learn about New Construction projects, how buildings get built, and about the bid process.

Friday, May 3, 2013
#428S Area Certification Program for Facilities, Workshop 3 of 4
10:00am - 11:00am
MENH 240
FLEX Credit - 1 hour
Presenters: Carl Ebaugh & Jason Munoz
This session will cover Heating & Air, and include a tour of the Cogen Plant

Friday, May 10, 2013
#429S Area Certification Program for Facilities, Workshop 4 of 4
10:00am - 11:00am
MENH 240
FLEX Credit - 1 hour
Presenters: Robin Williams, Rick Lopez & Jason Munoz
How to meet a celebrity on Campus!