

Organizational Development and Training (ODT) Opportunities for Faculty and Staff Summer 2009

Each time you invest time and energy in learning, you open doors of opportunity to build confidence and competence... to gain knowledge... to practice new skills... to enhance your network of colleagues. Take a minute to look through the ODT learning opportunities in this announcement and then take that step to expand your professional experiences and opportunities.

A Note from Pam Farmer, Director, Organizational Development and Training

I saw a great quote today and wanted to share it. It describes what we can do to feel secure in times of challenge, as well as enjoy our creative energies as we engage those around us...

“I have six locks on my door, all in a row. When I go out, I lock every other one. I figure no matter how long somebody stands there picking the locks, they are always locking three.”

-Elayne Boosler

Is that about the most creative thing you've ever heard? This person saw a need, got the resources necessary to address the need, and created a solution that wouldn't easily be undone.

ODT is here to help you develop solutions as you unlock doors to optimize your experience at the University of Oregon. Take a look at what's inside the ODT announcement for Summer 2009 and see if we can help you tap into new thinking to create solutions in your work experiences.

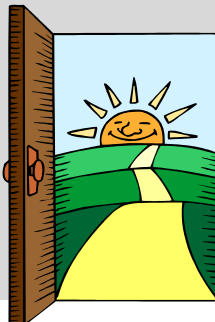


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Business Skills – Working at UO

Transforming Meetings – Going from Getting Together to Getting it Done!

Presenter:

Pam Farmer, Director, Organizational Development and Training

Target audience: anyone who is involved in supervising employees

Many managers spend 50% or more of their time in meetings. How much of that time is productive? Studies are showing that the vast majority of meetings are poorly planned, unfocused and a considerable waste of resources. If bad meetings were headaches, would we have a rash of migraines at the University of Oregon? Rather than wait to find out, let's practice prevention! Join in with others interested in optimizing time and resources to create your plan of action - your road map into powerful, effective meetings.

Date: Thursday, August 13

Time: 9:00 am - noon

Location: Walnut Room, EMU

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Records Management 101

Presenters:

Erin O'Meara, Electronic Records Archivist, UO Libraries

Target audience: office managers and others responsible for a large volume of records on campus

Limited seating: maximum of 25/section

Taking charge of your office is an effective and necessary first step in serving the needs of your department. Getting your files back on track (both electronic and paper files) can help not just you, but your colleagues and your clients, whether they are students, faculty, staff or members of the public. Through the knowledge gained in this seminar, you will ...

- Explore best practices in managing University records
- Grow your confidence in managing your records effectively and efficiently
- Prioritize materials and practice techniques to organize files so that they are a breeze to retrieve
- Understand services that are available from the Electronic Records Program and University Archives to make what sometimes feels unmanageable, manageable.
- Help build the history of the University of Oregon.

Date: Wednesday, July 29

Time: 10:00 am - noon

Location: Collaboration Center, Room 101, Knight Library

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Communication Skills

Assertive Communication ... the art of constructive feedback

Presenter:

Pam Farmer, Director, Organizational Development and Training

Target audience: all UO faculty, administrators and staff

Limited seating: maximum of 35

Powerful communication occurs when we share what needs to be shared with respect, clarity, and purpose. That being said, how often do we feel safe sharing what needs to be said? How often do we get tongue-tied, or intimidated, making assumptions about what might happen. Assertive communication is a tool to give the gift of

necessary information. It requires participation, perception-checking, and partnership building. If you've felt less than stellar in how you've communicated in the past, join others to hone skills that will enhance your ability to communicate assertively and usefully.

As a result of this workshop, participants will be able to...

- Define assertive communication
- Identify & overcome those barriers that keep you from communicating assertively
- Identify techniques to assist in creating a SAFE experience when you communicate with others
- Practice steps to build confidence and competence in communicating assertively

Date: Thursday, July 16

Time: 9:00 am - noon

Location: Proctor 42, Knight Library

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Computer Training

Human Resources is involved in ongoing efforts to provide software applications training relevant to changing needs, and at prices affordable to departments. For more information regarding software applications training offered through Human Resources, and to provide feedback on relevant training needs, contact Kathy Cooks, HR Special Programs Coordinator at 346-2939, or by email at kcooks@uoregon.edu.

New Horizons Computer Learning

We encourage you to register promptly since seating is limited!

Dates and Times:

| | Cost: |
|---|-------|
| Excel 2007, Day 2 - Level 2 - Monday, July 13, 8:30 am - 4:30 pm | \$63 |
| InDesign CS4, Day 3 - Level 2 - Tuesday, July 14, 8:30 am - 4:30 pm | \$63 |
| Excel 2007, Day 1 - Level 1 - Wednesday, July 15, 8:30 am - 4:30 pm | \$63 |
| Acrobat 8, Day 2 - Level 2 - Thursday, July 16, 8:30 am - 4:30 pm | \$63 |
| Dreamweaver CS3, Day 1 & 2 - Level 1 - August 12 and 13 (2-day training) 8:30 am - 4:30 pm | \$126 |
| InDesign CS4, Days 1 & 2 - Level 1 - September 15 and 16 (2-day training) 8:30 am - 4:30 pm | \$126 |
| PowerPoint 2007, Day 1 - level 1 - Thursday, September 17, 8:30 am - 4:30 pm | \$63 |
| Photoshop CS4 - Level 1 - October 14 and 15 (2-day training) 8:30 am - 4:30 pm | \$126 |
| Excel 2007, Day 1 - Level 1 - Wednesday, October 16, 8:30 am - 4:30 pm | \$63 |
| Access 2007, Days 1 and 2 - Level 1 - December 15 and 16 (2-day training) 8:30 am - 4:30 pm | \$126 |
| Excel 2007, Day 1 - Level 1 - Thursday, December 17, 8:30 am - 4:30 pm | \$63 |

Location: Holiday Inn Express, 2117 Franklin Blvd., Eugene, OR.

Cost: \$63 per person per day (except where noted above), with training vouchers purchased through Human Resources. Your department index will be billed. *This reduced rate is made possible by the Employee Benefit Fund, which is paying a portion of the fee.*

Refunds: Due to limited seating, a refund will only be given if a cancellation is received in writing six working days prior to the class date, by sending e-mail to kcooks@uoregon.edu.

- To register and view the course outlines, suggested pre-requisites and charges, go to our webpage <http://hr.uoregon.edu/training/upcoming.php>.

Automation Plus+

Automation Plus+ offers a variety of software applications trainings such as: Excel, Word, Outlook, PowerPoint, Access, Publisher, Acrobat, etc. The trainings are held in various government buildings in Eugene and Springfield. To request a course list of times and locations please go to:

<http://hr.uoregon.edu/training/subscribe.php?event=472> . Kathy Cooks will contact you upon receipt of the online request.

Cost: \$22.50/per person/per 2-4 hours class and \$45.00/per person/6-7 hours class. Your department index code will be billed. This reduced rate is made possible by the Employee Benefit Fund, which is paying a portion of the fee.

A department or group of six employees (minimum) can request onsite training by contacting Kathy Cooks at kcooks@uoregon.edu or 346-2939.

Workshops on Demand

Workshops on Demand offer customized workshops for the University of Oregon community to meet technology training needs of its students, faculty, and staff. These workshops replace the open enrollment workshops previously offered by the IT Curriculum.

For a complete list of workshops from audio recording to web usability, go to <http://libweb.uoregon.edu/scis/consulting/workshops/index.html>. If you don't see your topic on the list, feel free to contact the *Workshops on Demand* coordinator, Nargas Oskui, Scholarly Communications and Instructional Support, 346-1688 or email not@uoregon.edu, to discuss your training needs.

Prerecorded Workshops

Through the Information Services Collaboration Center, independent learners can delve into the holdings of the Collaboration Center (formerly Documents Room Library) for a variety of training tools.

- Students, faculty, and staff can borrow the recorded workshops for a one-week period and renew them twice, using a current UO ID card.
- The Center contains an assortment of recorded workshops on VHS tape, CD-ROM, and DVD. These cover Microsoft Office products and many design and web development topics such as Dreamweaver, Flash, Photoshop, and HTML.

To view "Our Catalog" of training tools, go to <http://docscatalog.uoregon.edu>. The Collaboration Center is a resource of Information Services, located at 175 McKenzie Hall. If you would like more information call 346-4406 or email docsrn@uoregon.edu.

Professional Partners Mentoring Program

Groups sponsored by the Classified Staff Training and Development Advisory Committee (CSTDAC) provide a way for UO employees to informally share expertise, obtain information from one another, and prepare for advancement by gaining knowledge in areas not necessarily within their job description.

Excel group can contact Nargas Oskui at not@uoregon.edu for more information.

Web Mechanics group meets once a month on the third Wednesday. For more information, contact Eric Grape at egrape@uoregon.edu.

If you are interested in participating, send an email to the group facilitator, listed above.

Leadership and Management

The Facilitative Leader

Presenter:

Annie Bentz, Informal Complaint Resolution Specialist, Affirmative Action and Equal Opportunity

Target audience: managers, department heads, supervisors, and others interested in leadership

Limited seating: maximum of 6

This workshop is for those in leadership positions who are interested in leading groups that:

- Work effectively and cohesively
- Make good decisions and get good results
- Use time effectively
- Build positive relationships

- Minimize stress and maximize learning

This is a 5-week series that will introduce participants to a set of values, assumptions and behaviors that contribute directly to effective facilitative leadership. We will use reading, discussions, individual and small group activities and practice sessions to integrate learning. Please plan to attend all five sessions in order to maximize both individual and group learning.

On-going discussion groups as well as individual coaching are available upon completion of this workshop. Participants are asked to obtain a copy of *The Skilled Facilitator Fieldbook: Tips, Tools, and Tested Methods for Consultants, Facilitators, Managers, Trainers and Coaches* by Roger Schwarz, Anne Davidson, Peg Carlson and Sue McKinney. Several copies are available for loan on a first come first served basis.

Date: Wednesdays, July 15, 22 and August 5, 12 and 19

Time: Noon – 1:30 pm

Location: Century Room D, EMU

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Delegation and Empowerment

Presenter:

Pam Farmer, Director, Organizational Development and Training

Target audience: officers of administration and research

Limited seating: 30

Leadership requires the ability to determine levels of readiness in delegating responsibility AND authority. When done well, the responsibility matches both the supervisors' readiness to "let go", and the receiver's readiness to "step up" to demonstrate greater initiative and take healthy risk. Using research findings from a model for situational leadership, we will examine a simple tool to use in delegating appropriately and effectively to achieve optimal outcomes, both in productivity and in enhancing confidence and competence in your workforce.

Date: Thursday, August 27

Time: 9:00 am - noon

Location: Walnut Room, EMU

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Project Management Series

Presenter:

Cris Cullinan, Associate Director, Organizational Development and Training

Target audience: all UO faculty, administrators and staff

Limited seating: maximum of 30

Location: Bean East Conference Room

This series is designed to provide practical pointers and tools for those involved in planning and overseeing projects. The series consists of five 2-hour sessions, and is designed with the idea that participants register for and attend all five sessions. Participants should have a project in mind when attending the series in order to take full advantage of the opportunity to practice using the various tools. This project can be current (one you are already working on); imminent (one you will begin in the very near future), or, potential (one that you would like to consider for implementation). Several members of a project team may attend the series and work together in using the tools. Online versions of handouts will be sent to registered participants prior to each session, and participants may bring laptops to class and work online during exercises.

Session 1 - Introduction to Project Management

This session will identify the major components of project management, and discuss performance, time, cost and scope as elements to be considered in designing any project. Participants are asked to come with a

project in mind - either one in which they are already involved, or one they would like to design and complete in the future.

Date: Thursday, August 13
Time: 10:00 am – noon

Session 2 - Conducting a SWOT Analysis and What to do With the Results

This session will provide tools for conducting a SWOT analysis for your project, examining Strengths, Weaknesses, Opportunities and Threats inherent in the project's development and implementation. Participants will begin working on a SWOT analysis for their own project.

Date: Thursday, August 27
Time: 10:00 am – noon

Session 3 - Stakeholder Development for Your Project

During this session, participants will identify three levels of stakeholders to be considered in the development and implementation of their projects. Participants will discuss strategies for gaining support from those stakeholders most likely to support and contribute to their projects' success.

Date: Thursday, September 3
Time: 10:00 am – noon

Session 4 - Time Flow Creation and Management: PERT Charting and Other Options

Participants will practice the development of time flows for their projects, and consider several options for charting and keeping their projects on track. PERT (Project Evaluation and Review Technique) Charting will be demonstrated as a tool for both creating a practical timeline and doing formative evaluation of your progress.

Date: Thursday, September 10
Time: 10:00 am - noon

Session 5 - Ongoing Project Management: Where Do We Go From Here?

This final session will examine methods and strategies for doing mid-course corrections in your project. Participants will consider which areas and elements of their projects are the most vulnerable to inside and outside pressures and changes, and discuss which tools and strategies will be most helpful for keeping the goals in sight and the projects on track.

Date: Thursday, September 17
Time: 10:00 am - noon

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

2009-2010 UO Supervision Series

The first half of the UO 2009-2010 Supervision Series is scheduled for Fall term 2009, with the second half of the course offered Winter term, 2010.

Please Note: University supervisors who register for the 44-hour UO Supervision Course are making a commitment to attend all eight sessions of the course. We do realize that schedule conflicts happen, and if participants need to miss a session, other than the first session, they can make that session up the next time we offer the course.

Participants are required to attend the first session of the course, which will be held this year on Wednesday, October 14, from 8:00 am until 5:00 pm. If you have questions about the Supervision Course, please contact Cris Cullinan, Associate Director, Organizational Development and Training, crisc@uoregon.edu, 346-2961.

During fall term, the topics of the first four sessions of the Supervision Course will include an introduction to supervision and supervisory styles; knowledge and skills for creating and maintaining a non-discriminatory as well as a welcoming environment; and, basic communication skills.

Session I: The Role of Supervisors within the University:

Organizational Values, Ethics and Supervisory Styles

Date: Wednesday, October 14

Time: 8:00 am – noon and 1:00 – 5:00 pm

Location: Bean East Conference Room

Session II: The Legal Framework: Working Against Discrimination

Date: Wednesday, October 28

Time: 1:00 – 5:00 pm

Location: Gerlinger Hall

Session III: The Challenges of Creating and Maintaining a Respectful and Inclusive Environment

Date: Wednesday, November 11

Time: 1:00 – 5:00 pm

Location: Bean East Conference Room

Session IV: Communication Issues and Skills

Date: Wednesday, December 2

Time: 8:00 am – noon and 1:00 – 5:00 pm

Location: Bean East Conference Room

During winter term, sessions will build on the foundation set in the above four sessions, and then focus on hiring processes, feedback and performance appraisal, disciplining employees and working with collective bargaining agreements. We will also review supervisors' responsibilities in dealing with the provisions of the Family Medical Leave Act and workers' compensation regulations, as well as the resources available to themselves and their employees through the employee assistance program, Cascade Centers, Inc.

Session V: Hiring Issues and Processes

Date: Wednesday, January 13

Time: 8:00 am – noon and 1:00 – 5:00 pm

Location: Bean East Conference Room

Session VI: Effective Employee Engagement: From Orientation, through Feedback to Performance Appraisal

Date: Wednesday, January 27

Time: 1:00 – 5:00 pm

Location: Bean East Conference Room

Session VII: Progressive Discipline and Other Issues in Supervising Effectively and Legally Within the Parameters of a Collective Bargaining Agreement

Date: Wednesday, February 10

Time: 1:00 – 5:00 pm

Location: Bean East Conference Room

Session VIII: Reinforcing a Healthy Environment

Date: Wednesday, February 24

Time: 12:30 – 5:00 pm

Location: Bean East Conference Room

➤ **To register** for this course contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Leadership in Student Supervision

Presenters:

Chris Lonigan, Employment Manager, Human Resources

Cris Cullinan, Associate Director, Organizational Development and Training

Target audience: anyone who supervises or is involved with the supervision of student employees

Limited seating: maximum of 40

This workshop will provide practical information about effective procedures and practices for hiring and supervising students. It will cover the differences between supervising students and supervising other staff, and provide suggestions for recruiting, hiring, scheduling, evaluating, coaching and otherwise assisting students to operate as effective members of your staff.

Date: Tuesday, September 15

Time: 9:00 am – noon

Location: Bean East Conference Room

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Preventing and Dealing With Sexual Harassment

Presenter:

Cris Cullinan, Associate Director, Organizational Development and Training

Target audience: all UO faculty, administrators, staff or student employees

Limited seating: maximum of 25

The UO Sexual Harassment course is continually revised to include any new information from either recent court decisions or changes in university policy or procedures. The course focuses on the changing definitions of harassment and discrimination and how they are applied on and off campus, and discusses not only sexual harassment, but also other kinds of harassment based in illegal discrimination. Participants will learn about the responsibilities that individuals, offices and departments, as well as the larger University, have for identifying and dealing with discrimination and harassment at the earliest point possible, as well as the possible liabilities for not doing so. The course includes information on appropriate computer use by faculty or other staff and students. Current UO, State, and Federal complaint procedures will be reviewed.

Date: Tuesday, September 8

Time: 9:00 am – noon

Locations: Maple Room, EMU

- Click on the following link to [register for this course](#), or contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

New Employee Orientation

New Employee Orientation Website

Check out the new online learning resource: <http://odt.uoregon.edu/neo>

A key to the successful start for any new employee is access to information that will help them understand the organization they have joined. Toward that end Organizational Development and Training in Human Resources has developed a new website to support departmental efforts to orient new employees to the university culture and practices. This website is composed of five parts that will help both new and existing employees find information related to the following areas:

- About the UO (history, culture, strategic directions)
- Getting started (what you need to know, who you need to know, and navigating the UO)
- UO benefits and advantages (employee benefit packages and advantages of working at the UO)
- Work support services (offices and services that help employees do their jobs)
- Work/life balance resources (resources to help employees with work/life issues)

The NEO website is a simple, easy to use website that is offered to assist in your efforts to give new employees a clear roadmap as they begin navigating through the University of Oregon culture and practices. We welcome your feedback on this new resource and hope you'll contact Pam Farmer (pfarmer@uoregon.edu) if you have comments or questions.

General information session for new employees

Presenter:

Chris Lonigan, HR Employment Manager and other key university administrators

Target audience: All new UO employees

Are you new to the University? Are you wondering what it is that you've joined? This half-day workshop is designed for new administrative and classified employees; however, new or current faculty and other employees are also welcome to attend. It is designed to acquaint participants with the organization, structure and philosophy of the University of Oregon.

Date: Tuesday, October 6

Time: 8:30 am – noon

Location: Walnut Room, EMU

- **To register** for this course contact Human Resources at hrodt@uoregon.edu, 463 Oregon Hall, 346-2955.

Teaching and Learning

Teaching Effectiveness Program

Online Instruction: Initial Course Design

Facilitator:

Robert Voelker-Morris, Faculty Consultant, Teaching Effectiveness Program

Target audience: all UO faculty, GTFs and others on campus who teach

This unit focuses on the first steps to developing an online course. Instructors will:

- Formulate their course structure into a flowchart and navigation map.
- Integrate their course design, goals, and objectives into a web-based site navigation plan.
- Revise the course design in order to create maximum accessibility for all students.

Dates: June 22 – August 16

(You will enroll on the TEP Blackboard site to work through this unit independently any time June 22-August 16. You may contact Robert (rmorris1@uoregon.edu) at any time for help.)

- **To register** for this course contact Georgeanne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Online Instruction: Discussion Boards

Facilitator:

Robert Voelker-Morris, Faculty Consultant, Teaching Effectiveness Program

Target audience: all UO faculty, GTFs and others on campus who teach

This unit focuses on developing/facilitating online discussion boards. Instructors will:

- Develop directions for student access to Blackboard's discussion board.
- Design a discussion forum assignment.
- Field-test a specific discussion forum assignment.
- Create a discussion participation rubric that assesses the quality of contributions.

Dates: June 22 – August 16

(You will enroll on the TEP Blackboard site to work through this unit independently any time June 22-August 16. You may contact Robert (rmorris1@uoregon.edu) at any time for help.)

- **To register** for this course contact Georganne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Clicker Introduction

Presenters:

JQ Johnson, Scholarly Communications and Instructional Support
Robert Voelker-Morris, Teaching Effectiveness Program

Target audience: all UO faculty, GTFs and others on campus who teach

Join us for an introduction to the what, how, and why of using iClickers. This session is an introduction to iClicker basics. We'll explore the benefits and challenges, how clickers are being used in a wide range of disciplines, and their impact on student learning.

Dates: Friday, August 7

Time: 10:00 –11:30 am

Location: Proctor 42

- **To register** for this course contact Georganne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Teaching Support for New (or Experienced) Instructors

Facilitator:

Georganne Cooper, Director, Teaching Effectiveness Program, Academic Learning Services

Target audience: all UO faculty, GTFs and others on campus who teach

Series 1

- June 23 – Build a relationship with your students that increases motivation to learn
- June 24 – Facilitate lively and productive discussions
- June 25 – Handle grading issues, manage your workload, use effective strategies for difficult situations with students

Date: June 23 – 25

Time: 9:00 - 9:50 am

Location: 64 PLC

Series 2

- June 30 – Build a relationship with your students that increases motivation to learn
- July 1 – Facilitate lively and productive discussions
- July 2 – Handle grading issues, manage your workload, use effective strategies for difficult situations with students

Date: June 30 – July 2

Time: 10:00 – 11:50 am

Location: 64 PLC

- **To register** contact Georganne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Book Group: Teaching With Your Mouth Shut

Facilitator:

Georganne Cooper, Director, Teaching Effectiveness Program, Academic Learning Services

Target audience: all UO faculty, GTFs and others on campus who teach

This group will be discussing *Teaching With Your Mouth Shut* by Donald L. Finkel.

- June 25 – Chap. 1,2 - Teaching With Your Mouth Shut, Let the Books Do the Talking
- July 9 – Chap. 3,4 - Let the Students Do the Talking, Let Us Inquire Together
- July 23 – Chap. 5, Reader's choice - Speaking With Your Mouth Shut: The Art of Writing

Date: Thursdays
Time: 1:00 – 1:50 pm
Location: 64 PLC

- **To register** contact Georgetanne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Teaching the Large Class

Facilitator:

Georgetanne Cooper, Director, Teaching Effectiveness Program, Academic Learning Services

Target audience: all UO faculty, GTFs and others on campus who teach

- Either June 23 or June 30 - Holding students accountable for class preparation
- Either July 7 or July 14 - The interactive large class

Date: Tuesdays
Time: 1:30 – 2:20 pm
Location: 64 PLC

- **To register** for this course contact Georgetanne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Summer Instructor Support

Facilitator:

Leslie Rutberg, Faculty Consultant, Academic Learning Services

Target audience: all UO faculty, GTFs and others on campus who teach

This workshop is a primer for discussion leaders who are just beginning or a brush-up for those who feel they could be squeezing more use out of the discussion section. We will explore how to facilitate and encourage conversations between students, help students connect your discipline to their lives, help students identify the most vital concepts in the course and design activities that engage students in the practice of the discipline. The six weeks of this workshop are divided into two-week topic sessions as follows:

- July 2 and 9 - **Discussion for Understanding**: Using learning goals to help students build critical thinking skills, understands and retain core concepts.
- July 16 and 23 - **Keeping Discussions Lively**: Design fun and surprising activities that feel like play.
- July 30 and August 6 - **Reflective Writing in Discussion**: Use reflective writing to produce more thoughtful discussions or engage shy students.

Date: Thursdays, July 2 – August 6
Time: 11:00 – noon or 2:00 – 3:00 pm
Location: 51 PLC

- **To register** for this course contact Georgetanne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Disciplinary Habits of Mind: Engaging Students in Authentic Learning

Facilitator:

Leslie Rutberg, Faculty Consultant, Academic Learning Services

Target audience: all UO faculty, GTFs and others on campus who teach

When students leave your course, what do they really know about the work and values of your discipline? Do they see you as a collector and distributor of data within a content area, gathering bits of information about a favorite author, or architect, or time, period, or cancer gene? Does the work they turn in indicate that all they've done is collect information without thinking critically about how to use it? When we use class time to deliver conclusions and polished arguments, students get very little information about how conclusions and arguments are made.

For example, we all agree that critical thinking is vital to student success in our courses. But do we ever talk about what that means? Does critical thinking look the same in every discipline? Would a critical essay about Rachel Carson's *Silent Spring* look the same in a journalism class and an environmental studies class? Each discipline has specific areas of interest, specific questions it asks of the world, a particular process for evaluating information, and a unique criterion for argumentation.

This workgroup will meet every week to articulate these specific habits of mind and develop assignments that help students to practice thinking like a professional in your discipline. Feel free to come to every session or drop-in when you want to re-think a particular lesson plan.

Date: Mondays, July 13 – August 10

Time: Noon – 1:00 pm

Location: 51 PLC

- **To register** for this course contact Georgeanne Cooper, gcooper@uoregon.edu, Teaching Effectiveness Program, 64 PLC, 346-2177, <http://tep.uoregon.edu>.

Work and Family Services

Understanding Credit Reports and Scores

Presenter:

Casey Foltz, Oregon Community Credit Union

Target audience: all UO faculty, administrators and staff

Beginning with the basics of what credit is and how it works, participants will examine an actual credit report to learn how to understand and strengthen their credit report score. We will discuss different items on the report and how each impacts the report. Finally, we will dispel common myths about credit reports and discuss how to overcome negative items.

Date: Wednesday, July 15

Time: Noon – 1:00 pm

Location: Alsea and Coquille Room, EMU

- Click on the following link to [register for this course](#), or contact kcooks@uoregon.edu in Human Resources, 463 Oregon Hall, 346-2939.



UNIVERSITY OF OREGON

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