

## Non-Instructional Duty Day

Meetings and Workshops  
Pensacola Campus - January 4, 2019

Date/Time	Title	Presenter(s)	Location	Course#/Section#
8:00 a.m. – 10:00 a.m.	Department Meetings			
10:30 a.m. – 11:30 a.m.	Pensacola State Faculty Association General Meeting Bldg. 20 Rm. 2051			
11:40 a.m. – 12:20 p.m.	Lunch Break			
12:30 p.m. – 1:30 p.m.	<a href="#">Harassment and Bullying in the Workplace: How to Prevent, Report, and Respond</a> (Credit Type – LOI)	Lynsey Listau	Bldg. 20 Rm. 2051	D01034/9808
12:30 p.m. – 1:30 p.m.	<a href="#">Academy of Teaching Excellence presents: Learning Can Be Fun for Everyone! Engaging Your Students with Turning Point</a> (Credit Type – POL, CUR, DLT)	Barb Reitz	Bldg. 96 Rm. 9663	D01111/9809
12:30 p.m. – 1:30 p.m.	<a href="#">Using Zoom to Engage with Your Students</a> (Credit Type – DLT)	Scott Schackmann Vasanth Ramachandran Susan Stanton	Bldg. 21 Rm. 2152	D01112/9810
12:30 p.m. – 3:30 p.m.	<a href="#">Canvas Basics</a> (Credit Type – DLT)	Holly Vaughn	Bldg. 20 Rm. 2064	D00611/9811
1:45 p.m. – 2:45 p.m.	<a href="#">Handling Student Conduct Issues</a> (Credit Type – CLM)	Ruth Davison	Bldg. 20 Rm. 2051	D01067/9812
1:45 p.m. – 2:45 p.m.	<a href="#">Crime Prevention and Awareness</a> (Credit Type – LOI)	Sean Fagan	Bldg. 96 Rm. 9663	D00884/9813
1:45 p.m. – 2:45 p.m.	<a href="#">FERPA – What you Need to Know</a> (Credit Type – LOI)	Susan Desbrow	Bldg. 20 Rm. 2052	D00717/9814
1:45 p.m. – 2:45 p.m.	<a href="#">Test Construction</a> (Credit Type – (TAM)	Julia Ruengert	Bldg. 20 Rm. 2033	D00617/9815
3:00 p.m. – 4:00 p.m.	<a href="#">Finding and Using Open Educational Resources</a> (Credit Type – CUR)	Christopher Levesque	Bldg. 96 Rm. 9663	D01079/9816
3:00 p.m. – 4:00 p.m.	<a href="#">Preventing Workplace Violence</a> (Credit Type – LOI)	Lynsey Listau	Bldg. 20 Rm. 2051	D01113/9817
3:00 p.m. – 4:00 p.m.	<a href="#">Academy of Teaching Excellence presents Benefits of Massage/Wellness &amp; Chair Massage Demonstration</a> (Credit Type LOI)	Sonja McCall-Strehlow	Bldg. 12 Rm. 1252	D01114/9818

**Category Key:** Curriculum and Instruction (CUR) – Psychology of Learning (POL) – Tests and Measurements (TAM) – The Community College (CCP)  
Classroom Management (CLM) – Learning Technologies (DLT) – Issues Affecting Higher Education (LOI)

### Register Information

1. You can register for in-service workshop via [Spyglass](#);
2. Please note the section number as it will make the registration process a little easier;
3. After logging into Spyglass, select the “Register” button from the list on the left;
4. Select “S” - EMPLOYEE SPD (under the **Spring** semester,) and click the “Continue” button;
5. Type the workshop section number in the / box and click the “Add Now” button;
6. Be sure to confirm your workshop selections before leaving Spyglass.

**Note:** If you are a new instructor and have trouble logging on to Spyglass, you most likely will need to fill out the non-credit application first.  
The Information and form can be found at the link below:

<http://www.pensacolastate.edu/spd/#psc-my-training-spd>

## Think Training... *Think SPD*

For additional information and questions about upcoming professional development opportunities  
**Contact: Juanita Scott, Director, Staff Professional Development at (850) 484-1953**