

# HARRIS-STOWE STATE UNIVERSITY

## Faculty & Professional Staff 2008 Fall Institute

*Theme: "Strengthening Harris-Stowe State  
University For Our Responsibility in the  
Global Community"*

CELEBRATING 150 YEARS OF  
EXCELLENCE IN EDUCATION



**August 20-22, 2008**

**Dr. Henry Givens, Jr. Administration Building  
Sponsored by Academic Affairs**

# Faculty & Professional Staff 2008 Fall Institute

**Theme: "Strengthening Harris-Stowe State University For Our Responsibility in the Global Community"**

## OVERVIEW:

Welcome to the 2008 Faculty & Professional Staff Institute of Harris-Stowe State University! This year's theme is "Strengthening Harris-Stowe State University for Our Responsibility in the Global Community." Thoughtful reflection has been the major emphasis in the planning of this fall's Institute, with a view toward improving the Institute for both faculty and staff. The program, for example, now contains synopses of each speakers' presentation and contains brief and concise explanations of the break-out sessions. The morning formats have been changed to include more faculty and staff involvement. Other changes include the use of more multimedia, team-building activities, and topics of interest. Also, participants will hear President Givens' "State of the University" address in the Emerson Performance Center—always a key element of the Institute.

Several expectations and thematic focal points should be noted as well. First, we will share and exchange ideas about ways in which to better prepare our students for an increasingly competitive job market. Second, as HSSU becomes stronger in its mission and commitment to serving students, the University needs to make even greater strides in contributing to the advancement of the global community. Third, we will hear from the NCATE team and their accreditation progress in preparation for on-campus site visits and for fulfilling the requirements in support of this institutional milestone. Fourth and last, we will hear about plans to help Haiti schools by donating school supplies. Haiti is one of the poorest countries in the world. Further, only 20 percent of Haitian children complete the 6<sup>th</sup> grade. The goal of this campus-wide initiative is to expand our understanding of how to contribute to the greater world community in which we live.

In addition to these initiatives, we will spend some time discussing what it means to improve ourselves professionally through faculty development awareness and teamwork. We will also examine ways in which to improve our customer service throughout the University. In closing, it is the hope of the committee that this Institute will encourage the Harris-Stowe community to self-reflect and in so doing, will help foster a renewed momentum and enthusiasm for appreciating the role all of us share in preparing our students to compete and excel in an increasingly complex global community.

## MONDAY, AUGUST 18, 2008

**8 a.m.-4 p.m. Faculty Planning and Departmental Meetings**

## TUESDAY, AUGUST 19, 2008

**8 a.m.-4 p.m. Faculty Planning and Departmental Meetings**

## WEDNESDAY, AUGUST 20, 2008

**8 a.m.-8:45 a.m. Continental Breakfast**

Location: Henry Givens, Jr. Administration Building (Room 311-Main Corridor)

### Plenary Session One

*Dr. Dwyane Smith, Presiding*

*Vice President for Academic Affairs*

**9 a.m.-9:30 a.m. Official Opening of the Fall 2008 Semester**

Location: Henry Givens, Jr. Administration Building Mini Auditorium – Room 311

### **Greeting and Remarks**

### **Progress Report from Academic Affairs**

Dr. Dwyane Smith,

Vice President for Academic Affairs

## **Introduction of new faculty and professional staff**

**9:30 a.m. -9:45 a.m. Update: Enrollment Management**

**Presenter:** Ms. LaShanda Boone,  
Executive Director of Enrollment Management

**9:45 a.m. -10 a.m. Each One to Reach One Mentoring Opportunity**

**Presenter:** Dr. Michelle McClure,  
Assistant Vice President for Academic Affairs

**10 a.m. -10:55 a.m. What to Do in a University Crisis**

**Presenters:** Sergeant Brian Haley,  
Assistant Director of St. Louis Metropolitan Police Academy  
Jamalh Bussey, Director of Public Safety

**11 a.m.-11:45 a.m. Providing Optimal Services to the University Community**

**Panel:** Dr. Vicki Bernard,  
Director of Counseling Services  
Mrs. Heather Bostic, Executive Director of  
Title III/Sponsored Programs  
Mr. Jamalh Bussey, Director of Public Safety  
Mr. James Fogt, Co-Coordinator, CIO

**Facilitator:** Mrs. Virginia Malone,  
Director of Human Resources

**Recorder:** Ms. Roslyn Taylor, Educational  
Advisor Education Talent Search

**11:45 a.m. -12 p.m. Break for Welcome Back  
Luncheon and “State of the University  
Address”**  
(Lunch for all faculty and professional staff  
will take place in the Emerson Performance  
Center)

**12 p.m. -1:30 p.m. Welcome Back Luncheon and  
“State of the University Address”**  
**Dr. Henry Givens, Jr., President of Harris-Stowe  
State University**  
**Location: Emerson Performance Center**

**1:45 p.m. -3 p.m. Conversations on NCATE—A Univer-  
sity-wide Agenda**  
Location: Emerson Performance Center  
Facilitators: NCATE Steering Committee  
Dr. Reynaldo Anderson  
Dr. Patricia Johnson  
Dr. Leroy Kemp  
Dr. Linda Kleemann  
Ms. Beverly Wilkins

**3:15 p.m. -4 p.m. NCATE Wrap-Up**  
**Update: Strategic Plan**  
**Presenter:** Dr. George Hiram,  
Executive Vice-President for Administration

**Update: Athletics**  
**Presenter:** Mr. Charles Gooden,  
Executive Assistant to the President

**Recorder:** Ms. LaShonda Clay,  
University Counselor

**6 p.m.-7:30 p.m. Adjunct Faculty Institute**

**THURSDAY, AUGUST 21, 2008**  
**Plenary Session Two**  
**Dr. Linda Kleemann, Presiding**  
**Assistant Professor, Teacher Education**

**8 a.m. -8:45 a.m. Continental Breakfast**  
Location: Henry Givens, Jr. Administration  
Building (Room 311 – Main Corridor)

**9 a.m. -9:15 a.m. Public Relations “Do’s and Don’ts**  
**Presenter:** Mrs. Courtney Jordan, Director  
of Communications, Marketing and Alumni  
Affairs

**9:15 a.m.-9:30 a.m. Technology: Things to Know**  
**Presenter:** Mr. James Fogt, Co-Coordinator, CIO

**9:30 a.m. -10:15 a.m. SunGard Higher Education Review**  
**Ken Wittig, Senior Services Architect**  
**Brad Baumgartner, Account Executive**

**10:15 a.m.-10:25 a.m. Break**

**Recorder:** Mr. Byron Thorton, Educational  
Advisor Education Talent Search

**10:30 a.m. -11:55 a.m. Concurrent Sessions-**  
(Please note: Each session will run for 40 minutes and  
will repeat)  
**Writing and Publishing in Magazines and  
Journals: Tips for Success**  
**Presenter:** Dr. Shareen Kader, Assistant Professor  
Teacher Education  
**Location: HGA 201**

**Best Practices for Teaching Online  
Courses at HSSU**  
**Presenter:** Ms. Theodora Lodato, Instructor,  
Department of Arts and Sciences  
**Location: HGA 204**

**Enhancing Your Personal Brand at HSSU**  
**Presenter:** Nichelle Hardy, Educator  
**Location: HGA 203**

**Finding Success in Student Engagement in the  
Classroom**  
**Presenter:** Dr. Robert Kamkwala, Assistant  
Professor, Busch School of Business  
**Location: HGA 316**

**Work Smarter, Not Harder: Making  
Technology Work for You!**  
**Presenters:** James Fogt, Scott Hartwig,  
Co-Coordination, CIO  
**Location: HGA 315**

**12 p.m.-1 p.m. Lunch** (Lunch will be provided.)

**1 p.m.-1:15 p.m. University-Wide Service Learning Project  
—Haiti Schools**

**1:15 p.m.-1:55 p.m. Panel Discussion--Strengthening the  
HSSU Community**  
Learning Communities, Dr. Eileen O’Brien,  
Dean of Student Affairs  
Morale and Motivation, Dr. George Hiram, Executive  
Vice President for Administration

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**FRIDAY, AUGUST 22, 2008**

Benchmarking for charting progress and success,  
Dr. Patricia Miller, Interim Director of Assessment  
and Accreditation

**Facilitator:** Johndavid Kerr, J.D.,  
Busch School of Business  
**Recorder:** Ms. Shana Sharp, Instructional Grants  
Writer

**2 p.m.-2:15 p.m. Update: Office of Business and  
Financial Affairs**  
Mrs. Andrea Davis, Comptroller

**2:15 p.m.-2:30 p.m. Enrollment Management Procedures**

**2:30 p.m. -2:45 p.m. University Counseling Services**  
**Presenter:** Dr. Vicki Bernard, Director of  
University Counseling

**2:45 p.m. -3 p.m. Update: Grants at HSSU**  
Mrs. Heather Bostic, Executive Director of Title III  
& Sponsored Programs

**3 p.m.-4 p.m. Institutional Standing Committee Meetings**  
**Assessment of Student Learning**  
**Location: Room 307 F**  
Educational Policies  
**Location: Conference Room 204**  
Education and Technology  
**Location: Room 214**  
Rank and Tenure  
**Location: Room 215**  
Business Administration Council  
**Location: Room 203**  
General Education Council  
**Location: Room 316**  
Teacher Education Council  
**Location: Conference Room 208**  
Urban Specializations Council  
**Location: Conference Room 209**

**4 p.m.-4:45 p.m. Re-Group to Discuss Issues and  
Recommendations**  
**Moderator:** Robin Shaw, J.D., Urban  
Specializations  
**Recorder:** Ms. Shana Sharp, Instructional Grants  
Writer

**5 p.m. ADJOURNMENT**

**6 p.m. Adjunct Faculty Institute**

**8 a.m.-8:45 a.m. Continental Breakfast**

Location: Henry Givens, Jr. Administration Building  
(Room 311 – Main Corridor)

**Plenary Session Three**  
**Dr. Leroy Kemp, Presiding**  
**Dean of Teacher Education**

Location: Henry Givens, Jr. Administration Building  
Mini Auditorium – Room 311

**9 a.m. -9:55 a.m. Introduction of Guest Speaker, Dr. Henry  
Givens, Jr., President**  
**Assessment: A University-Wide Agenda**  
**Keynoter: Dr. Marilyn Feldmann, Director of  
Assessment & Accreditation, College of Education**  
**Coastal Carolina University**

**10 a.m.-10:40 a.m. HSSU Highlights: Discussion Panel with  
Alumni From HSSU**

**Panel Members:**

Alvin Cockren (Accounting, Class of 2004)  
Support Systems Cost Analyst, Engineering and  
Logistic Services, Boeing

Benny Lewis (Urban Education, Class of 2006)  
Facility Manager, Emerson Performance Center, HSSU

Aileen Phillips (Teacher Education, Class of 1988)  
Principal, Walnut Grove Elementary School, Ferguson-  
Florissant School District

Jason Ware (Accounting, Class of 2004)  
Project Specialist, 100 Black Men of Metropolitan  
St. Louis Inc.

**Facilitator: Ms. Wanda McNeil, Director of Career  
Services**

**10:45 a.m.-10:55 a.m. Summary and Closing Remarks and  
Institute Evaluations**  
**Dr. Dwyane Smith, Vice President for Academic  
Affairs**

**Recorder: Ms. Miranda Saddler, Student Commu-  
nity Service Facilitator Career Services**

**11 a.m.-12 p.m. Rites of Passage for First-Year Students**  
**Location: Main Auditorium**  
*(All faculty and professional staff are strongly  
urged to attend)*

**12 p.m.-1 p.m. Rites of Passage Reception**  
*(All faculty and professional staff are invited to attend)*

**1 p.m.-2:50 p.m. NCATE Institutional Review (For NCATE & Teacher Education Faculty)**

**Facilitator: Dr. Marilyn Feldman**

**3 p.m.-4 p.m. Deans and Department Chairs Meeting**  
**Location: Henry Givens, Jr. Administration Building, 106**

**SATURDAY, AUGUST 23, 2008**  
**NEW STUDENT ORIENTATION**  
**EMERSON PERFORMANCE CENTER 8 A.M. – 12 P.M.**

**ALL ACADEMIC DEPARTMENTS ARE REQUIRED TO HAVE REPRESENTATION**

**SPECIAL THANKS TO THE  
2008 INSTITUTE PLANNING COMMITTEE**

Dr. Lateef Adelani, Department Chair, Art & Sciences  
Ms. Regina Blackshear, Director, Financial Aid  
Mr. James Fogt, Co-Coordinator, CIO  
Mr. Don Johnson, University Counseling  
Dr. Johndavid Kerr, Assistant Professor, Busch School of Business  
Dr. Linda Kleemann, Assistant Professor, Teacher Education  
Dr. Michelle McClure, Assistant Vice President, Academic Affairs  
Mr. Walter McElroy, Media Specialist  
Mrs. Wanda McNeil, Director, Career Services  
Dr. Eileen O'Brien, Dean of Student Affairs  
Ms. Robin Shaw, Assistant Professor, Urban Specialization

**SPECIAL THANKS TO:**

Dr. Marilyn Feldmann  
Ms. Nichelle Hardy

**WORKSHOPS OVERVIEW**

**Writing and Publishing in Magazines and Journals: Tips for Success**

This workshop will provide helpful tips and recommendations on successful writing for in refereed journals and magazines. This workshop will help demystify the publishing process, as well as encourage faculty and professional staff share their research and stories.

**Best Practices for Teaching Online Courses at HSSU**

This workshop is geared for those who are currently teaching or are interesting in teaching an online course at HSSU. This workshop will focus on providing best practices in successful facilitation of online class. Ms. Theodora Lodato will share her many years of experience and expertise in facilitating online instruction.

**Enhancing Your Personal Brand at HSSU Through Effective Communication**

This session is a must for HSSU faculty and staff interested in strengthening their talents and abilities. Ms. Nichelle Hardy will facilitate this workshop on effective communication.

**Finding Success in Student Engagement in the Classroom**

Studies suggest that student engagement is a significant factor that influences student success and student retention. As a institution focused on student learning, it is critical for HSSU's faculty to engage students in the classroom. This workshop will address best practices that faculty can implement to get our students more engaged in order to increase student success.

**Work Smarter, Not Harder: Making Technology Work for You!**

The goal of technology is to make life easier. This holds true if you know how technology works. This workshop will provide basic, yet useful tips to assist the participant to successfully navigate various Microsoft programs.



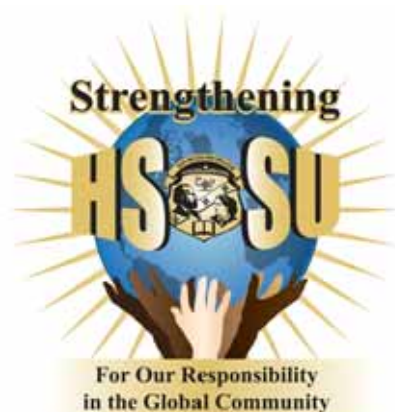
## About Our Speakers...

### **Dr. Marilyn E. Feldmann**

**Director of Assessment and Accreditation,  
Spadoni College of Education, Coastal Carolina University**

Harris-Stowe State University is pleased to welcome Dr. Marilyn E. Feldmann to the 2008 Fall Faculty and Professional Staff Institute. Dr. Feldmann brings a wealth of experience in the areas of assessment and NCATE Accreditation. Dr. Feldman holds a Ph.D. degree in Educational administration from Illinois State University and her M.S.Ed. degree in Educational Administration from Northern Illinois University. She has served as NCATE Coordinator at Cheyney University of Pennsylvania and Director of Professional Education and NCATE Coordinator in the College of Education at Central Michigan University. She has served as chair or member of 42 NCATE teams in 26 states. In addition, Dr. Feldman has served as a consultant on NCATE accreditation to approximately 75 colleges and universities in more than 25 states. As a consultant for AACTE (American Association of Colleges for Teacher Education), she worked with its HBCU project. She is currently serving a three-year term on the NCATE Unit Accreditation Board, which makes all NCATE accreditation decisions.

She is a former high school and college athlete. Dr. Feldman was the first female inducted into Mater Dei Catholic High School Athletic Hall of Fame. Dr. Feldmann is currently Director of Assessment and Accreditation, Spadoni College of Education, Coastal Carolina University, Conway, SC. Since 1987 she has resided in Cullowhee, NC, in the Great Smoky Mountains.



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### **Nichelle M. Hardy, M.A.**

Nichelle Hardy, a St. Louis native is a graduate of Truman State University. She earned her master's in Professional Counseling from Lindenwood University. Ms. Hardy spent many years in higher education before launching her own professional development firm. Ms. Hardy states that her life's compass is to provide professional development for adults.