Professional Development
CATALOG

2018

FSCJ
Florida State College
at Jacksonville

Enhance your career. Enrich your life.

Table of Contents

About Us

FSCJ believes in the importance of investing in our diverse organization by fostering a culture of positive leadership and growth. Through competency-based training and professional development for all faculty and staff, we gain the ability to hone the knowledge and skills necessary to perform assigned duties and responsibilities, while also forwarding the mission, vision and values of our College.

Training and Organizational Development:

- Supports improved performance through career stages
- Includes both group and individualized learning opportunities
- Advances the skills and knowledge of employees
- Focuses on applicability
- Informs ongoing improvement in role performance
- Utilizes all modalities for accessibility

The Team

(*Standing, left to right*):

Martina Perry - *Training and Development Coordinator*
Lena Gilbert - *Training and Development Specialist*
Barbara Moyer - *Training and Development Specialist*
Marc Boese - *Executive Director of Organizational Development*
Brenda Baldree - *Administrative Assistant II*
Steve Beard - *Training and Development Coordinator*
Mark Peters Jr. - *Faculty Development Specialist*

(*Seated, left to right*):

Paul Hoffman - *Faculty Development Specialist*
Dr. Susan Slavicz - *Director of Academy for Teaching and Learning*
Steven Gunter - *Faculty Development Specialist*
Phillip Delacruz - *Faculty Development Specialist*

Improve your managerial skills and knowledge through the

Managing at FSCJ

certificate program.

The **Managing at FSCJ certificate program** is open to all employees. The purpose of the program is to better equip participants with tools to be effective managers as they supervise the day-to-day operations of staff and faculty. This competency-based program is designed for current managers, as well as any employee interested in future management roles, to provide effective manager training in a student-centered, diverse environment. Participants will learn skills that are directly applicable to supervision at FSCJ. Courses are offered in multiple modalities to meet the needs of our employees.

While we encourage employees to enroll in any of these courses, to obtain the Managing at FSCJ certificate, employees must complete all nine courses.

AFPD 3477 — CONFLICT RESOLUTION

Conflict is an inevitable part of all human relationships and workplace relationships are no exception. However, if managed correctly, conflict can actually be positive and productive. In this training, managers will learn conflict management strategies that will help them prevent and resolve employee conflicts. Additionally, learners will gain tools necessary to effectively handle workplace bullying.

AFPD 4043 — EMOTIONAL INTELLIGENCE

Emotional intelligence (also known as EQ) refers to one's ability to effectively manage their emotions and maintain relationships. It requires effective communication and understanding of other people. Participants will identify their emotional intelligence level, define the term emotional intelligence and participate in activities and best practices that increase emotional intelligence.

AFPD 4044 — CULTURAL SENSITIVITIES

Managing employees in a multicultural workforce is not merely being aware that there are multiple cultures in your department, but it is also the demonstration of behaviors, attitudes and values related to cultural differences. In addition, it is upholding policies related to diversity and managing employees in a way that allows all to work cross-culturally. This course examines the competencies needed to manage with cultural sensitivity. The course will draw upon the College's values, focusing on respect for diversity.

AFPD 5124 — TEAM DEVELOPMENT

In this training, managers will gain the tools necessary to develop highly effective teams by guiding them through each stage of team development, enhancing trust among employees through open communication, and creating synergy.

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AFPD 5218 — COACHING AND EMPLOYEE DEVELOPMENT

Just as athletes need coaches to help them stay motivated and improve their game, employees need coaches to help them grow and develop in their careers. Due to the positive impact that employee development and motivation has on productivity and work quality, it is critical that managers fulfill this coaching role for their employees. In this training, managers will learn how to coach, mentor and empower employees with support and motivational practices to help employees succeed. The class draws on research and key principles that can apply in the workplace.

AFPD 5219 — FOUNDATIONS OF MANAGEMENT

This course will cover the College's history, culture and governance plus key APMs. In addition, we will discuss how to help supervisors navigate the employee lifecycle from employment to separation.

AFPD 5220 — ORGANIZATIONAL COMMUNICATION

This course will explore several areas of communication including verbal, nonverbal, listening, and written communication. Participants will also learn ways to run effective meetings and communicate across the organization.

AFPD 5225 — RESOURCE MANAGEMENT

Resources are the organization's asset. Managing resources to meet incoming demands can be a manager's biggest challenge. Managers must have proper solutions in place to efficiently plan, prioritize and allocate resources to ensure delivery of key initiatives. Departments must maintain agility to maximize utilization, optimize and reallocate resources, and consider departmental needs. This training will focus on how to obtain, manage and allocate resources.

AFPD 5176 — DECISION MAKING

Decision making is a central aspect of management. This process is shared by stakeholders, administrators and business partners. Understanding how decisions are made is paramount to being able to predict, guide and improve the process. While some decisions are general, others require extensive thought and analysis. This training will prepare managers for becoming a better intuitive decision maker. In addition, the course devotes attention to some of the challenges and risks that can impact this process.

To register for any of these courses, please follow the instructions on page 7 & 8. Classes fill fast, so be sure to register early.

All Managing at FSCJ courses are eligible toward the One Percent Salary Incentive. For more information regarding One Percent Salary Incentive please review APM 03-0911.
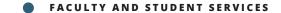
Please visit our website for more information about this program. For general questions, contact hrtraining@fscj.edu.

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COMPETENCY	TRAINING DESCRIPTION
Collaboration	*Develops and maintains responsive, cooperative and mutually beneficial relationships to foster teamwork and collegiality*
Communication	*Promotes clear listening, speaking and writing skills to support the mission*
FSCJ Advocacy	*Maintains a commitment to, and advocates for the mission, vision, values and goals*
Social Justice and Inclusion	*Supports a climate of civility, inclusion and respect for diversity and promotes open access*
Technology	*Focuses on the use of digital tools, resources and technologies*
Organizational Strategy	*Supports the strategic initiatives and elevates student success by offering mission-based knowledge*
Professionalism	*Supports ethical practices and proactive improvement opportunities*
Resource Management	*Develops efficient resource management to support the mission, vision, values and goals*
Assessment and Evaluation	*Provides a variety of formative and summative assessments to improve outcomes in programs, courses and initiatives*
Learner-Centered Teaching Strategy	*Engages students and promotes learning by encouraging active participation*
Scholarship	*Engages with academic research and development*

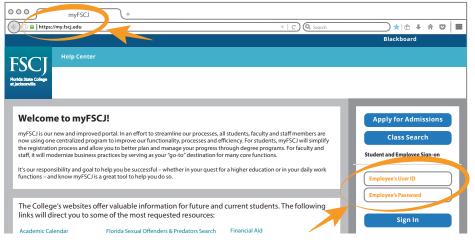● **ALL EMPLOYEE GROUPS**   ● **FACULTY AND STUDENT SERVICES**

Visit training.fscj.edu, our one-stop website for employees to access professional development opportunities at FSCJ. There you will also find helpful training resources related to Campus Solutions so we may all serve our students and help them successfully navigate the new portal, myFSCJ.

How to Register for an AFPD Course

1 Using your employee username and password, log in to my.fscj.edu.

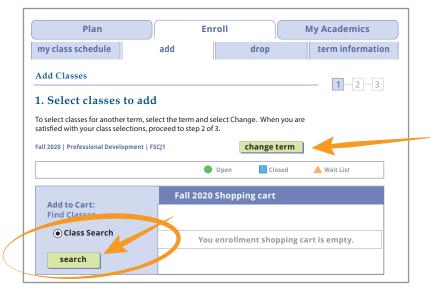**2** Click on "My Academics" and then choose the "Student Center" link.

3 Under the "Academics" section, click on "Enroll."
Note: If you are not enrolled in any classes, you will see a notification that you are not enrolled in classes.

4 To enroll in a professional development course, select the appropriate term (e.g. Fall 2020) with the designation of "Professional Development."

5 To search for a class, make sure that "class search" is selected and click "search."
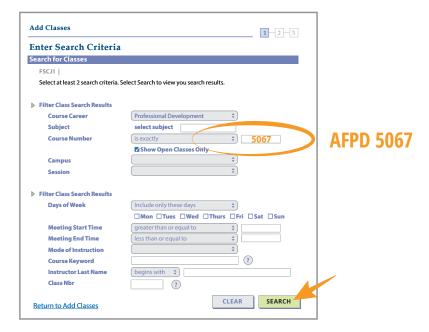

If you have discovered that you have selected the incorrect term, you may click the green "change term" box and it will allow you to change the term.
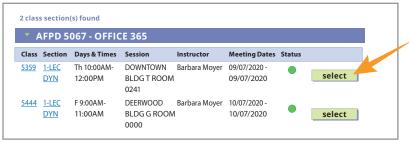
6 **For this tutorial, we will register for class AFPD 5067: Office 365, class number 5359**
Type the class number in the bottom "class number" box and click "search." For this example, we are searching for class number "**5359**."

Add Classes   1—2—3

Enter Search Criteria
Search for Classes
FSCJ1 |
Select at least 2 search criteria. Select Search to view you search results.

▷ Filter Class Search Results
Course Career   Professional Development ▢
Subject   select subject
Course Number   is exactly ▢   5067
                     ☑ Show Open Classes Only
Campus   ▢
Session   ▢

▷ Filter Class Search Results
Days of Week   Include only these days ▢
                     ☐Mon ☐Tues ☐Wed ☐Thurs ☐Fri ☐Sat ☐Sun
Meeting Start Time   greater than or equal to ▢
Meeting End Time   less than or equal to ▢
Mode of Instruction   ▢
Course Keyword   (?)
Instructor Last Name begins with ▢
Class Nbr   (?)

Return to Add Classes   CLEAR   SEARCH
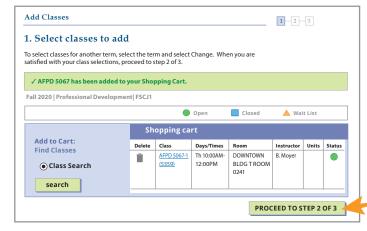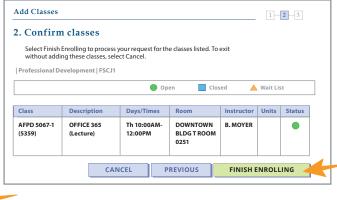
AFPD 5067

7 The next screen will display the chosen class. If this is the correct class, click "select." If not, you can start a new search or modify your search using the green search boxes below.

2 class section(s) found

▾ AFPD 5067 - OFFICE 365

Class	Section	Days & Times	Session	Instructor	Meeting Dates	Status	
5359	1-LEC DYN	Th 10:00AM-12:00PM	DOWNTOWN BLDG T ROOM 0241	Barbara Moyer	09/07/2020 - 09/07/2020	🟢	select
5444	1-LEC DYN	F 9:00AM-11:00AM	DEERWOOD BLDG G ROOM 0000	Barbara Moyer	10/07/2020 - 10/07/2020	🟢	select

8 The next screen will provide an overview and confirmation of your selected class. Click "next" to continue with the registration and your course will be added to your Shopping Cart.

next

9 If the classes in the cart are correct, then click on "Proceed to Step 2 of 3."

Add Classes   1—2—3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ AFPD 5067 has been added to your Shopping Cart.

Fall 2020 | Professional Development| FSCJ1

🟢 Open   🟦 Closed   🔺 Wait List

Shopping cart

Add to Cart:
Find Classes

◉ Class Search

search

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	AFPD 5067-1 (5359)	Th 10:00AM-12:00PM	DOWNTOWN BLDG T ROOM 0241	B. Moyer		🟢

PROCEED TO STEP 2 OF 3

10 The next page serves as the registration confirmation page. To register, click "Finish Enrolling."

Add Classes   1—2—3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

| Professional Development | FSCJ1

🟢 Open   🟦 Closed   🔺 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AFPD 5067-1 (5359)	OFFICE 365 (Lecture)	Th 10:00AM-12:00PM	DOWNTOWN BLDG T ROOM 0251	B. MOYER		🟢

CANCEL   PREVIOUS   FINISH ENROLLING

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COLLABORATION

AFPD 3477 — CONFLICT RESOLUTION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Conflict is an inevitable part of all human relationships and workplace relationships are no exception. However, if managed correctly, conflict can actually be positive and productive. In this training, managers will learn conflict management strategies that will help them prevent and resolve employee conflicts. Additionally, learners will gain tools necessary to effectively handle workplace bullying.

AFPD 4042 — DEALING WITH DIFFICULT PEOPLE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

What is the best approach for dealing with a difficult individual or situation? Join us for the interactive session as we discuss different types of difficult people. We will identify different types of behavior and how to constructively handle situations for a more positive outcome.

AFPD 5082 — TEAM BUILDING

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Inevitably, the workplace is filled with different personality types, all of whom are trying to work together to achieve a common goal for all. By learning how to effectively team build, coworkers can increase work productivity. This is achieved through effective and open communication, respect, support and leadership. Maintaining and enhancing the self-esteem of workers is an integral part of an effective team. Team members and team leaders can become more meaningful contributors to the team and be able to achieve their common goals.

AFPD 5116 — RESILIENCY: SECRETS OF SUCCESSFUL EMPLOYEES

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

An individual's response to an event can make a difference in terms of staying healthy and using the experience in a positive way. What is the secret to resiliency? Find out how to thrive in challenging situations. Participants will leave with tips and techniques for maximizing their own resiliency and making positive change.

AFPD 5118 — ASSERTIVENESS TRAINING

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Express yourself! Learn practical tips for becoming assertive without being aggressive. Value yourself, others and learn new skills and saying "no" without offending others.

AFPD 6402 — CONFLICT MANAGEMENT

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

When people come together they bring their differences with them, and it is inevitable that conflicts will occasionally erupt. The workplace is not an exception. Dealing with interpersonal conflict is an essential job skill. This presentation will encourage employees to identify their individual conflict management styles as well as the characteristics of different styles that represent coworkers. Employing active listening and speaking with intent can increase open and effective conflict resolution as well as lead to a more productive work environment.

COMMUNICATION

AFPD 4020 — ENHANCING COMMUNICATION SKILLS WITHIN THE COMMUNITY COLLEGE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Learn how to use positive communication to improve your interactions. In this workshop participants, will learn how to enrich verbal and non-verbal communication as well as learn some tips on positive phone and email communication.

AFPD 4043 — EMOTIONAL INTELLIGENCE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Emotional intelligence (also known as EQ) refers to one's ability to effectively manage their emotions and maintain relationships. It requires effective communication and understanding of other people. Participants will identify their emotional intelligence level, define the term emotional intelligence and participate in activities and best practices that increase emotional intelligence.

AFPD 5081 — ANGER MANAGEMENT

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Anger is a completely normal, usually healthy, human emotion. This workshop helps participants understand common styles of expressing anger such as passive, aggressive and passive/aggressive. It also explores more effective means of expressing anger and how to respond effectively to other people's anger.

AFPD 5178 — UNDERSTANDING EMOTIONAL INTELLIGENCE

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Studies show that success in the workplace does not necessarily depend on an individual's IQ but more often their EQ or Emotional Quotient. This workshop reviews the importance of understanding your emotional intelligence, and the difference between your EQ and IQ. It also reviews the five basic emotional competencies and strategies for enhancing them.

FSCJ Florida State College at Jacksonville

AFPD 5180 — BEING AN EFFECTIVE TEAM MEMBER

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Team building has been recognized by many organizations as a key factor for providing quality service and remaining competitive in today's market. The strongest team members can contribute in significant ways to their employer's profitability. By improving their own productivity while contributing creative ideas, team members play a key role in helping to retain customers as well as talented team members. This workshop focuses on the purpose of teams, characteristics and individual behaviors that contribute or distract from team success.

AFPD 5217 — HOW TO PRESENT AND BUILD EFFECTIVE PRESENTATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This course will help you overcome your fear of speaking and provide tips on creating professional presentations. If you are tired of sitting in the crowd and are ready to stand in front, sign up for this course and start preparing for your moment to shine! Please bring upcoming presentation topics you need help with.

AFPD 5220 — ORGANIZATIONAL COMMUNICATION

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

Effective communication is central to workplace productivity, collaboration, relationship building, and morale. Many workplace problems can be traced back to poor communication including verbal, nonverbal, listening, written communication. They will also learn ways to run effective meetings and communicate across the organization.

AFPD 5228 — TIPS FOR CREATING PRESENTATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Even if you have great content, it still needs to be presented in a manner that captures and engages the audience. Come learn some basic tips and techniques to make sure your next presentation creates buzz not boredom.

AFPD 6401 — COMMUNICATION IMPROVED

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Effective communication is essential not only for our professional life but for our personal life as well. This interactive workshop focuses on non-verbal communication, active listening and barriers to effective communication. The workshop will explore how we can learn to effectively resolve conflicts more productively and prevent conflict from occurring with greater understanding of our conflict styles and methods of communication.

AFPD 7610 — CONFLICT MANAGEMENT AND DE-ESCALATION TECHNIQUES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This training prepares participants to serve students who may be upset or disgruntled. Through interactive role plays, participants learn positive and appropriate methods to handle these challenging situations.

FSCJ ADVOCACY

AFPD 5156 — MENTAL HEALTH FIRST AID TRAINING

This course counts for 8 non-credit hours of professional development toward the One Percent Salary Incentive.

Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact and overviews common supports. This 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect persons to the appropriate professional, peer, social and self-help care.

AFPD 7582 — MAKING EFFECTIVE REFERRALS TO COLLEGE RESOURCES

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training will provide participants with a general overview of many of the services and resources available at the College so that they can effectively refer students to the resources that they need.

AFPD 7626 — FSCJ 101

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training introduces new Student Services employees to FSCJ and the Student Services division. Participants will learn about FSCJ's mission and vision, points of pride, unique features of each campus, the student enrollment funnel, and they will be encouraged to see how they fit into FSCJ's mission.

FSCJ Florida State College at Jacksonville

SOCIAL JUSTICE AND INCLUSION

AFPD 4044 — CULTURAL SENSITIVITIES

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

Managing employees in a multicultural workforce is not merely being aware that there are multiple cultures in your department, but it is also the demonstration of behaviors, attitudes, and values related to cultural differences. In addition, it is upholding policies related to diversity and managing employees in a way that allows all to work cross-culturally. This course examines the competencies needed to manage with cultural sensitivity. The course will draw upon the College's Values, focusing on respect for diversity.

AFPD 4053 — PREVENTING WORKPLACE BULLYING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

How do you recognize and react to bullies at work? This workshop describes various forms of workplace bullying and how to effectively respond, whether you are the target or a bystander. Practical examples and interactive scenarios will help you maintain a safe and productive work environment.

AFPD 7408 — UNDERSTANDING ADA AND DISABILITY SUPPORT SERVICES

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This course will provide a basic understanding of the Americans with Disabilities Act in a postsecondary educational environment and how students can access Disability Support Services. This training will review the eligibility process, documentation requirements and services that are available to students and how they may impact you in the classroom, the grievance process and OSSD contacts by campus. This course also highlights student support services that are available for the general student population.

AFPD 7632 — DIVERSE STUDENT POPULATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This training is designed to prepare Student Services staff for working with various student segments. This training will heighten the participants' awareness of the challenges and opportunities that these populations face and equip them with the tools needed to properly assist students of diverse backgrounds.

TECHNOLOGY

AFPD 0101 — ORION 101

This course counts for .5 non-credit hours of professional development toward the One Percent Salary Incentive.

Items covered in this workshop include login, logout, basic navigation skills and shortcut tips. An introduction to Artemis and its relation to ORION will be discussed. (Note: This workshop is a prerequisite for other ORION based training including Finance, P Card, Encoding, Registration, ORION reports training.)

AFPD 0181 — IMAGING FOR VIEWERS

This course counts for .5 non-credit hours of professional development toward the One Percent Salary Incentive.

This class will provide the basic understanding of OnBase Imaging software for everyday viewers. Participants will learn to search, view and print documents in imaging.

AFPD 1022 — EXCEL

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Topics covered will include creating an electronic spreadsheet by entering data, formulas and functions, formatting the data, printing, freezing titles and headings, sorting, protecting cells, using the AutoFormat, and creating all types of charts. Creating a grade book by copying and pasting from ARTEMIS class rolls will be demonstrated.

AFPD 1023 — ADVANCED EXCEL

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Topics covered will include using multiple worksheets and workbooks, and working with more advanced formatting options including styles, themes, backgrounds and watermarks. Learn how to create subtotals, create and apply cell names, and work with lists and tables.

AFPD 1066 — SHAREPOINT

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Find out how to establish a SharePoint site for your department. Share announcements, documents, files and much more! Check out this "cloud based" tool and see how you can communicate and share resources with your colleagues.

AFPD 1067 — ADVANCED SHAREPOINT

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop will focus on some advanced features of SharePoint. Learn how to navigate SharePoint as a user and an owner. Find out how to share and upload files, work with security settings and personalize your site. Check out this

"cloud-based" tool and see how you can communicate and share resources with your colleagues. Prior SharePoint training is recommended, but not required.

AFPD 1081 — ONENOTE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Attendees will learn how to use OneNote to create, gather and store all kinds of information — text, images, audio, video recordings, handwritten notes, web content and more — all in one place.

AFPD 1117 — OFFICE 365

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

If you are curious about Microsoft Office 365 and want to learn how to use it, then this is the workshop for you. You will learn how to create documents, presentations and how to collaborate with others online.

AFPD 1156 — SWAY

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

SWAY is a new option that can be used instead of PowerPoint. It allows one to create interesting and more professional looking presentations. Find out how you can incorporate this new option into your work life and create eye catching presentations.

AFPD 1170 — USING SURVEY MONKEY TO COLLECT SUBSTANTIVE FEEDBACK

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop describes how to create and use an online survey to gather feedback to assist with performance improvement. We will discuss the uses and benefits of online surveys. In addition, this workshop includes an overview of the steps to create a survey that will provide valuable and specific feedback, addressing pre-survey planning to analysis of responses. You will leave with the knowledge and tools needed to plan a comprehensive survey.

AFPD 1172 — EXCEL CHARTS AND PIVOT TABLES

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

It can be hard to see the big picture when you have a lot of complex worksheet data that includes text and numbers with column headings. A Pivot Chart can help you make sense of this data. Learn how to use interactive filtering controls to quickly analyze a subset of data. Create charts that provide a picture of what the data represents.

AFPD 1181 — DIGITAL INCLUSION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop is aimed at improving digital inclusion. The workshop will introduce resources, tools, and pedagogy that participants can take back to their classrooms and communities. Specifically, this workshop will address personal knowledge management (PKM) skills; which range from creating, organizing, and sharing content to the more complex accomplishments of networking, critical thinking, and creativity.

AFPD1262 — BLACKBOARD DISCUSSIONS

This course does not count toward the One Percent Salary Incentive.

Create discussion forums and threads. Identify important components of discussion board. Develop and revise discussion questions. Identify useful tools to enhance discussions. Manage discussions. Identify mashups and learn how to enhance discussion forums.

AFPD 1263 — BLACKBOARD TESTS, SURVEYS & POOLS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This module provides instructions for using assignment tools to help create tests and surveys. Participants will also learn how to create, manage and pool test questions that can be used again. Grading processes will also be highlighted.

AFPD 1264 — BLACKBOARD GRADEBOOK

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will be able to identify gradebook components, create and manage assignments, review grade assignment submissions, recognize grade options (i.e. "needs grading", "clear grade", "ignore grade", etc.) and analyze reports.

AFPD 1267 — BLACKBOARD COLLABORATE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will discover this virtual tool in Blackboard to connect with students online. Learn how to use the whiteboard, share your screen, and much more!

AFPD 1117 — OFFICE 365

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Discover how to use create, save, submit and share documents in the "cloud." You can use this resource to share departmental documents or information with a selected group or committee you may be a part. Access your own file in the cloud from anywhere at any time!

FSCJ Florida State College at Jacksonville

AFPD 3111 — DESIGNING E-PORTFOLIOS USING TASKSTREAM

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

AAC&U now refers to portfolios as the 11th high impact practice. This workshop explores the benefits of ePortfolios for students to communicate and showcase skills, experiences and learn. Participants will create their own ePortfolios in Taskstream, a tool available for all faculty, during this workshop and gain practical skills to use portfolios in their own classrooms.

AFPD 3801 — TOOLS TO FACILITATE COLLABORATION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Synchronous and asynchronous tools to promote student collaboration for face-to-face, hybrid, or online courses. Project management tools, such as Trello, can assist students in managing all aspects of collaborating on large group projects asynchronously. Peer review or peer assessment can take place asynchronously through Voice Thread, software that allows participants to engage in personalized discussions. Also, students can initiate synchronous meetings from remote locations with Appear.in, a video chat tool that allows anyone to share his/her screen and requires no account.

AFPD 7069 — ADMISSIONS OPEN LAB

This course does not count toward the One Percent Salary Incentive.

In this open lab participants will get hands-on experience with viewing the Online Admissions Application, accessing admissions data, and viewing residency data in Campus Solutions. Participants will also learn about important business processes related to admissions.

AFPD 7071 — STUDENT RECORDS OPEN LAB

This course does not count toward the One Percent Salary Incentive.

In this open lab participants will be able to practice the term activation and quick enrollment processes. Participants will also learn about viewing Program-Plan data and many other functions related to Student Records in Campus Solutions.

AFPD 7072 — ACADEMIC ADVISING OPEN LAB

This course does not count toward the One Percent Salary Incentive.

In this open lab participants will receive hands-on instruction in reading an academic advisement report, viewing and adding advising notes, and many other Academic Advising functions in Campus Solutions.

AFPD 7074 — CAMPUS SOLUTIONS: OPEN LAB FOR FACULTY

This course does not count toward the One Percent Salary Incentive.

In this open lab session, faculty members will be able to get hands-on experience with entering grades, viewing their class schedule, accessing their class roster and performing other functions in the Campus Solutions Faculty Center.

AFPD 7077 — ADMISSIONS IN CAMPUS SOLUTIONS

This course does not count toward the One Percent Salary Incentive.

In this training, participants will learn about the Admissions module within Campus Solutions. Topics include viewing student admissions data, the application to matriculation process, residency, viewing test scores, readmits, student personal information, etc.

AFPD 7078 — STUDENT RECORDS IN CAMPUS SOLUTIONS

This course does not count toward the One Percent Salary Incentive.

In this training, participants will learn about the Student Records module within Campus Solutions. Topics include viewing student's program/plan, term activating a student, assigning an enrollment appointment, enrolling a student through quick enroll, generating an enrollment verification, etc.

AFPD 7079 — ADVISOR CENTER IN CAMPUS SOLUTIONS

This course does not count toward the One Percent Salary Incentive.

In this training, participants will learn about the Advising module within Campus Solutions. Topics include viewing an unofficial transcript, reading an Academic Advisement Report, viewing student groups, adding advising notes, generating a What-If Report, etc.

AFPD 7080 — INTRODUCTION TO CAMPUS SOLUTIONS

This course does not count toward the One Percent Salary Incentive.

This training provides participants with an overview of Campus Solutions. Topics include navigating the system, academic structure in Campus Solutions, new terminology, adding favorites, setting user defaults, adding comments, service indicators and student checklists, etc.

AFPD 7094 — FINANCIAL AID IN CAMPUS SOLUTIONS

This course does not count toward the One Percent Salary Incentive.

In this hybrid training, participants will learn about the Financial Aid module within Campus Solutions. Topics include viewing a student's financial aid status, viewing a student's need summary, logging financial aid documents, viewing a student's Satisfactory Academic Progress. After completing the online portion of this training, participants will attend the classroom portion of this class to get hands-on practice with the Financial Aid module in Campus Solutions.

AFPD 7095 — CAMPUS SOLUTIONS FOR ADMINISTRATORS

This course does not count toward the One Percent Salary Incentive.

In this course participants will learn how to navigate in PeopleSoft Campus Solutions, and they will gain knowledge and skills related to the admissions, student records, and academic advising areas of Campus Solutions. Other topics include running queries, viewing the instructor/advisor table, and viewing attendance rosters, class rosters and grade rosters.

ORGANIZATIONAL STRATEGY

AFPD 5122 — MILITARY AND VETERANS SERVICE CENTER INFORMATION SESSION

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

Find out the valuable services our Military and Veterans Service Center offers our students. The information will help you answer student inquiries regarding such services.

AFPD 7058 — ASSESSMENT

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

Learn about the various assessments to include Accuplacer College Placement Test (CPT); Scholastic Aptitude Test (SAT); American College Testing (ACT); Test of Adult Basic Education (TABE); General Education Diploma (GED); Information Literacy Assessment; College-Level Academic Skills Test (CLAST); assessment preparation; Academic Skills Requirements for Postsecondary Adult Vocational Programs.

AFPD 7065 — UNIVERSITY TRANSFER AND 2+2 ARTICULATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will learn about resources that are available to assist A.A. degree students in transferring to a university. This training will also provide an overview of the various types of articulation agreements and credit for prior learning options that can help students minimize time-to-degree.

AFPD 7515 — ADMISSIONS APPLICATION AND RESIDENCY TRAINING

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This course will provide an overview of admissions, immigration documentation, and Florida residency for tuition purposes.

AFPD 7533 — ACCELERATED AND CREDIT FOR PRIOR LEARNING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Designed for advisors and anyone assisting students with educational planning, participants will learn the three primary means of acceleration at FSCJ and how students may access them for optimal efficiency. Subjects include accelerated curriculums and Credit for Prior Learning options such as; Portfolio Development, ACE recommendations, and credit by exam. Participants will practice how to respond to typical questions and receive practical guides and mnemonic aids to use when advising students.

AFPD 7560 — ACADEMIC DEGREE PLANNING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will learn about the Excess Credit Hour Surcharge Rule and how it can impact students who plan to transfer to a university. Participants will also walk through the process of developing an Academic Degree Plan and documenting it in PeopleSoft.

AFPD 7571 — DUAL ENROLLMENT

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training is designed to provide advisors with an overview of Dual Enrollment, an understanding of this special population of students and the processes that students must follow in order to participate in the program, and an explanation of the role of Student Success Advisors in the academic advising of Dual Enrollment students.

AFPD 7581 — STUDENT RECRUITMENT 101

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

This presentation, intended for all members of the FSCJ community, provides an opportunity for participants to learn about student recruitment and the impact it has on institutional student enrollment. Join us for this session which outlines the FSCJ community outreach and recruitment strategy.

AFPD 7585 — F1 INTERNATIONAL STUDENT OVERVIEW

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This course is intended to assist enrollment staff and academic advisors effectively serve international students on an F-1 student visa who are enrolled in a degree seeking program at FSCJ. Students on the F-1 visa must comply with several U.S. Immigration regulations regarding their education in order to maintain legal status in the U.S. Many of the necessary regulations as it pertains to admission, enrollment and advising will be covered in this course. (This course is not an immigration overview; it will be very specific to the F-1 visa student.)

AFPD 7595 — ADVISING TECHNIQUES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will learn how to utilize various advising models and techniques in their daily advising practice.

AFPD 7605 — CAREER DEVELOPMENT

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will gain the knowledge and skills necessary to have effective conversations with students about career choices and career decision-making.

AFPD 7606 — ADVISING 101

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This training session provides an overview of several advising-related topics including Developmental Education, Appeals, Course Delivery, Terms and Sessions, Academic Standing, Grade Forgiveness and Course Repeats, among others.

AFPD 7607 — ADMISSIONS APPS/RESIDENCY CASE STUDIES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will have the opportunity to work through case studies and engage in role playing related to admissions application and residency scenarios. The online Admissions Application/Residency training course is a prerequisite for this training.

AFPD 7608 — VETERANS AFFAIRS

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This training provides participants with the knowledge and skills that are necessary to assist military and veteran students in their academic pursuits at FSCJ.

AFPD 7609 — ENGLISH LANGUAGE PROGRAMS

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

This training prepares advisors to accurately advise students in the English for Academic Purposes program on course selection. This training also includes an overview of FSCJ's English Language Programs including English for Speakers of Other Languages, English Language Institute and English for Academic Purposes.

AFPD 7633 — ACADEMIC SUCCESS COACHING

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

In this training, participants will learn about the role of Academic Success Coaches, and how they assist students who are on academic warning, probation or suspension. Participants will leave with a clear understanding of the College's Academic Standing policy and the steps that students should take in order to attain good academic standing.

PROFESSIONALISM

AFPD 3708 — HOW TO BE SMART WITH YOUR GOAL SETTING

This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

In this workshop, participants will learn how to use S.M.A.R.T. goal setting process to set clear, concise and attainable goals. Participants will leave this workshop with the tools needed to identify, establish and manage their personal and professional goals.

AFPD 4040 — MEETING AND EXCEEDING DEPARTMENTAL EXPECTATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants in this workshop will learn how to meet and exceed the daily demands that are place on you. Special emphasis will be on prioritizing your work load and tips on how to overachieve without burning out.

AFPD 4045 — SOUL COLLAGE AND VISUALIZATION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The goal of this workshop is to provide participants with a tool for stress management through guided imagery and visualization and the opportunity to create a finished visual piece that is valuable in self-discovery as it pertains to wellness and imagination.

AFPD 5057 — FERPA BASICS

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course is a required introduction to FERPA (Family Education Rights and Privacy Act) for all college employees. Prior to gaining PeopleSoft Campus Solutions security, all employees must complete this course.

AFPD 5062 — STRESS MANAGEMENT

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

It is natural to become stressed when one believes that demands on time and energy have become too great. This can happen both at home and at work, and can severely limit productivity and effectiveness. This workshop shows the physiological stages of stress development and its harmful effects on the body. It also shows the defining symptoms and the different sources of stress. This useful information is incorporated with helpful stress relievers and imagery techniques.

AFPD 5080 — BUSINESS ETIQUETTE

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

What is business etiquette and what are the potential problems for workplaces that ignore this expectation? This presentation will review skills that staff in all work settings must learn to successfully navigate. Best practices for telephone, cell phone and email communication are reviewed. Dressing for success and avoiding cross-cultural pitfalls are discussed. Professionalism is the key and we will discuss how to successfully achieve this outcome.

AFPD 5145 — **GROW WHERE YOU ARE**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

There may be times when we wish things were different at work. Sometimes it's time for a change and other times it isn't. How do we know when to accept things as they are, or when a change in perspective is needed? Learn about strategies to help gain perspective, re-frame and gain clarity through these situations.

AFPD 5157 — **SELF-CARE — ART WORKS! PART 1**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop is an introduction to and activities in sound and visual arts for self-care.

AFPD 5158 — **SELF-CARE — ART WORKS! PART 2**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The goal of this workshop is to provide participants with an understanding of the value of self-care as it applies to quality of life both professionally and personally. Participants will engage in an expansive array of activities prompting the creation of a personal practice for self-care.

AFPD 5165 — **CIVILITY: PROFESSIONALISM IN THE WORKPLACE**

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop defines what civil behavior is and is not, and clarifies why it is important in the workplace. Participants test themselves to determine if they contribute to a disrespectful culture, understand how to identify what makes a behavior perceived as civil or uncivil, and learn practical ways to create an environment of mutual respect in the workplace.

AFPD 5167 — **MANAGING A MULTI-GENERATIONAL WORKFORCE**

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Supervisors and managers are managing a more diverse generational workforce than ever before. Workers are living longer and are healthier, and some have financial considerations that are keeping them in the workforce longer. On the other end of the spectrum, millennials are also entering the workforce. This workshop reviews the values and work related preferences of different generations, and identifies similar values and generational differences that can cause conflict in the workplace.

AFPD 5174 — **CREATE A DAILY PRACTICE: BE YOUR BEST SELF PART C**

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

The goal of this workshop is to provide participants with an understanding of the value of self-care as it applies to quality of life both professionally and personally. Participants will engage

in an expansive array of activities prompting the creation of a personal practice for self-care. Outcome for participants: Design Daily Practice.

AFPD 5177 — **DEVELOPING A CUSTOMER-FOCUSED ATTITUDE**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

It is critical to evaluate the effectiveness of our customer service skills. Not only do we deal with the external customer, but we also spend time interacting with internal customers, our coworkers. This workshop includes a self-test, which helps participants recognize their strengths and weaknesses in this area. Other topics include dealing with angry or difficult customers, diffusing a difficult situation and "five foundations for a successful customer interaction," which helps participants recognize opportunities for improving customer service and retention.

AFPD 5179 — **CREATING A POSITIVE OUTLOOK**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

If positive energy is so important and we all agree that the research demonstrates that it works, then why aren't people more positive? This workshop provides tools to help participants live life in a more positive way, even when faced with negative people and experiences. They will better understand the causes of negativity, learn how self-talk affects attitudes, and gain tips to be their best selves possible.

AFPD 5181 — **DEVELOPING YOUR PERSONAL STRENGTHS: STRENGTHSFINDER ASSESSMENT AND TRAINING**

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

This year, the FSCJ Author Series is focused on the inspiring story of a man with Tourette Syndrome who learns to overcome it by honing his strengths. Building on this theme, we are offering a faculty and staff workshop about individual strengths, how they are uniquely personal, and how we grow when we discover our own strengths and capitalize on them for self-improvement.

AFPD 6403 — **COPING WITH CHANGE**

Change in the workplace is inevitable. However, a changing environment can often produce stress or anxiety. Change and the resulting stress drive from both positive and negative events. This workshop explores the various stages of change and steps employees can take to achieve acceptance.

AFPD 6404 — **AVOIDING BURNOUT**

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

The irony with burnout is that it happens when an individual tries to work too hard or do too much. It can lead to cognitive

distortion of the importance of an issue or worry. The final stage of the stress response is burnout, which is a concern for employers who desire to maintain their employees' productivity at work. This presentation is designed to inform employees of the physiological and emotional dangers of stress and burnout, as well as assist employees in developing effective coping techniques. Being able to successfully manage can lead to greater effectiveness.

AFPD 7534 — RED FLAGS RULE

This course does not count toward the One Percent Salary Incentive.

FSCJ was required to implement Red Flags Legislation by December 2010. In addition to written policies and procedures, employees must be trained to spot potential cases of identity theft and understand the College's policy of what to do when identity theft is suspected.

AFPD 7540 — PROGRAM INTEGRITY MISREPRESENTATION

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This training discusses the Department of Education's Program Integrity Guidelines regarding Misrepresentation. In this training, you will watch a video consisting of expert testimony, undercover videos gathered by the US Government Accountability Office, and be presented with facts that will be assessed in a brief test at the conclusion of the training. Prior to gaining PeopleSoft Campus Solutions security, all employees must complete this course.

AFPD 7594 — STUDENT SUCCESS CASE STUDIES AND CONVERSATIONS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Imagine a day of walk-in student traffic where you are faced with situations as varied as the students themselves. How do you respond to their particular issues while always maximizing the opportunity to connect with the individual student? In this workshop we will review scenarios, role play, case studies, and together share conversations about how to best serve students.

AFPD 7613 — CUSTOMER SERVICE TECHNIQUES I

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This training is designed to enhance the participants' customer service skills and provide them with basic competencies necessary for effective service to our students.

AFPD 7630 — CRISIS MANAGEMENT IN STUDENT SERVICES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will gain practical tools that they can use to manage crisis situations in Student Services contexts. This training will equip staff to be able to deal with the human side of emergency situations and assist with returning the campus to normal functioning as quickly as possible.

RESOURCE MANAGEMENT

AFPD 1183 — PROCUREMENT CARD TRAINING

This course does not count toward the One Percent Salary Incentive.

College guidelines for those employees whose job description requires them to make or approve requests for the procurement of goods and services by way of P Cards. You MUST have permission from your supervisor to register for this training and receive a P Card.

AFPD 5077 — CROWD MANAGER TRAINING

This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course is for any FSCJ staff member who may be assigned as a Crowd Manager, as part of an assembly/gathering of 50 or more people. The training provides the user with a historical background of the Crowd Manager's code requirements. It also outlines the basic requirements of the fire code and the duties of the crowd manager. At the conclusion of the program, there is a short assessment to test the newly trained crowd manager's knowledge of their responsibilities.

AFPD 5162 — CREATING AND USING PROJECT PLANS FOR BEGINNERS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

As many work assignments actually involve projects, this class will cover the basic project management steps and review some of the project management technology available. Emphasis will be on developing the project charter, project plan, scope document and understanding the time and resources required.

AFPD 5166 — TIME MANAGEMENT AND PRIORITIZATION: HOW TO ACCOMPLISH

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Have you ever wondered, How am I going to finish all of these tasks and responsibilities? This course will discuss time management as the ability to effectively plan and control one's time to achieve goals. In addition, participants will learn about prioritization tools that can help facilitate and support effective time management.

AFPD 5227 — COPYRIGHT ISSUES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

After participating, you will be able to apply copyright laws to the development of online courses and spot copyright / intellectual property issues and red flags related to online courses.

AFPD 7611 — FINANCIAL AID BASICS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This training provides participants with an overview of the financial aid cycle from the submission of the FAFSA to the disbursement of financial aid awards.

ASSESSMENT AND EVALUATION

AFPD 6010 — UNDERSTANDING PROGRAM LEARNING OUTCOMES AND ASSESSMENT

This course is not part of One Percent Salary Incentive.

This workshop will provide faculty with tools for developing their Learning Outcomes and Enhancement Plan (LOEP) including information on student learning outcomes and classroom assessment strategies. Activities and discussion will focus on how to gather, organize and make sense of assessment data and use results to make decisions about day-to-day teaching practice.

AFPD 7627 — BUILDING STUDENT LEARNING OUTCOMES IN STUDENT SERVICES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Student affairs professionals can make significant contributions to student learning through the programs and services that they offer. In order to measure this impact, participants will learn to develop measurable student learning outcomes for Student Services initiatives.

LEARNER-CENTERED TEACHING STRATEGY

AFPD 3044 — WELCOME TO CLASS: CREATING INCLUSIVE CLASSROOMS FOR ALL

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this interactive session, participants will have the opportunity to engage in personal stories, biases and how these impact our interactions with students in our classroom and their learning process. We will discuss social and global trends, as well as implicit bias, microaggressions and how to avoid them.

AFPD 3046 — IDEAS TO SUPPORT STRUGGLING READERS

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

With fewer and fewer requirements for placement test or options for development courses, professors are faced with meeting the needs of struggling adult readers in all courses. Some of these reluctant or struggling readers need small modification to build confidence and skills while others need more structured help. This interactive workshop offers professors an opportunity to 'be' a struggling or reluctant reader and provides 10 ideas to create a rigorous, but reading-friendly academic environment in any course.

AFPD 3108 — CLASSROOM MANAGEMENT TECHNIQUES

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop will offer participants specific suggestions for engaging and managing younger students. The facilitator will show examples of what he/she uses in business classes to encourage engagement and participation and relate concepts to students.

AFPD 3112 — ESCAPE THE DULL CLASSROOM: TOOLS TO ENGAGE YOUR STUDENTS

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Learn to use new online tools to enhance your presence in the classroom (face-to-face and online) and how to create and implement an escape game in your classroom with a simple kit from your campus Library and Learning Commons.

AFPD 3301 — HYBRID TEACHING

This course counts for 8 non-credit hours of professional development toward the One Percent Salary Incentive.

This course focuses on the key characteristics of a hybrid/blended course. Participants will learn how to balance the online and face-to-face components in this workshop. Emphasis will be placed on effective planning and technology implementation.

AFPD 3302 — HYBRID TRAINING CHALLENGE OUT

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This is a challenge-out option for Hybrid Teaching and Learning, AFPD 3301. Faculty with hybrid teaching experience and a good understanding of hybrid learning may be able to use the challenge out process to exempt themselves from taking the full class.

AFPD 3303 — ONLINE AND HYBRID HELP SESSIONS

This course does not count toward the One Percent Salary Incentive.

This help session will assist participants with completing course requirements for the Getting Started in eLearning (AFPD 3420) and Hybrid Teaching and Learning (AFPD 3301) courses. We will review required documents/assignments for completion of these courses. An open lab time will follow with assistance from the facilitator to complete most or all of the assignments for these courses.

FSCJ Florida State College at Jacksonville

AFPD 3420 — GETTING STARTED: ELEARNING

This course counts for 8 non-credit hours of professional development toward the One Percent Salary Incentive.

This course will cover basic issues of online learning such as pedagogy, compliance and Blackboard. This course is designed for those who have never developed nor taught an online class at FSCJ. All participants are welcome to take this course. This course is required before being approved to teach online for the College. This course is offered online.

AFPD 3430 — GETTING STARTED: ELEARNING EXEMPTION

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This course is designed for those who have previously taught online before. Faculty will be required to complete a mastery quiz and submit a checklist for an online course demonstrating mastery of common Blackboard functions. This course is online with open enrollment all term.

AFPD 3707 — VISUAL AND TACTILE LEARNING

This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

By designing and creating written, graphic, digital and 3-D versions of course content, learners actively organize, synthesize and apply subject matter while improving retention and their ability to retrieve knowledge. Examples will be modeled accompanied by a discussion of the benefits of creative and sensory learning.

AFPD 3800 — SOCIAL-EMOTIONAL LEARNING

This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

An introduction to the research supporting the benefits of Social-Emotional Learning in Higher Education. Strategies to promote positive Social-Emotional experiences in face-to-face, hybrid and online modalities.

AFPD 4046 — INTRODUCING HUMAN AGENCY THEORY TO STRUGGLING STUDENTS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Many students struggle to find academic and social success, because they depend more on luck than personal action or responsibility. Alfred Bandura's Theories on Human Agency and Social Cognitive Learning could infuse any learning environment with tools that encourage students to take control of their own learning outcomes and alter their own paths toward graduation. Success is more about understanding how to make things happen, than serendipity or academic prowess. This interactive workshop prepares professors to introduce the Theory of Human Agency and weave it into the fabric of any course.

AFPD 5155 — UNIVERSAL DESIGN IN LEARNING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop will review the theory and practice of Universal Design for Learning (UDL) and how it can be applied in your work with students. The three principles of UDL include providing multiple means of representation (the "what" of learning), multiple means of action and expression (the "how" of learning), and multiple means of engagement (the "why" of learning) will be reviewed. Whether you reach online, hybrid or face-to-face, this training will provide resources to make educational materials accessible and engaging for all.

AFPD 5216 — IMPROVING STUDENT RESEARCH HABITS

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

In this workshop, we will explore the literature around students' research habits. Participants will be introduced to how strategies can be used in the classroom to improve students' research abilities. You will also experience planning a lesson to improve research practices in their discipline.

AFPPD 5226 — WRITING IN THE DISCIPLINES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The Writing in the Disciplines workshop includes an introduction to the research that supports the Writing in the Disciplines approach and "writing to learn," the role of low stakes writing, developing appropriate writing assignments and responding to student writing especially in the context of a STEM classroom. Each workshop participant will leave with a plan for developing a writing assignment that provides students with writing practice and with the tools to provide constructive feedback.

AFPD 6107 — SLS STRATEGIES

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

With the reduced SLS requirement, non-SLS faculty have the opportunity to embed SLS strategies in their courses. Prioritizing, motivation, career planning, assertiveness, professionalism, resourcefulness and emotional intelligence are just some of the skills that can be implemented in non-SLS courses.

AFPD 6232 — COOPERATIVE LEARNING

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Know your subject, but having trouble making your presentations interesting and rich? Learn how to increase the subject-matter retention and confidence of your students with this simple, interactive teaching technique. The class is taught using the same techniques you will want to develop. You will learn to energize and enthuse your students without having to rewrite your lesson plans.

FSCJ Florida State College at Jacksonville

AFPD 6128 — GAMES, PROPS, AND VIDEO CLIPS TO ENERGIZE YOUR CLASS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

This workshop will share creative teaching techniques designed to motivate students to accelerate self-knowledge, explore learning styles, recognize emotional obstacles and stay focused.

AFPD 6165 — THE TALL AND SHORT OF IT: CLASSROOM FACULTY AND LIBRARIANS COMMUNICATE AND COLLABORATE FOR STUDENT SUCCESS

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

By working together, classroom faculty and faculty librarians can ensure student success. Discussion of what classroom faculty would like faculty librarians to be aware of, and what faculty librarians would like classroom faculty to know so students are successful. This course also includes an overview of many of the library resources.

AFPD 6166 — 10 IDEAS TO SUPPORT STRUGGLING READERS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

With fewer and fewer requirements for placement tests or options for development courses, professors are faced with meeting the needs of struggling adult readers in all courses. Some of these reluctant or struggling readers need small modification to build confidence and skills while others need more structured help. This interactive workshop offers professors an opportunity to "be" a struggling or reluctant reader and provides 10 ideas to create a rigorous, but reading friendly academic environment in any course.

AFPD 6788 — LEARNING CIRCLES

This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

Learning Circles are comprised of groups of employees who meet periodically to discuss areas of interest. The circle decides how often to meet and the emphasis for the discussions. This session will serve as an introduction to the concept and also allow participants to make decisions about the structure of their specific learning circles. This semester the following learning circles have been suggested: Completing the dissertation, Bridging writing from our composition course to other General Education Courses, Student engagement past the classroom, and Leadership.

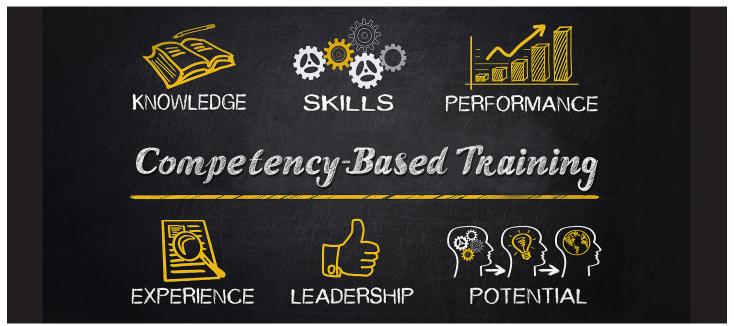**AFPD 6795** — GRADE PAPERS IN HALF THE TIME

This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

High-quality, individualized feedback is essential for effective online teaching. Learn how to use feedback banks, feedback technology, and automated feedback to improve your online comments to students. In the process, you'll also improve your students' experience with online teaching, increasing their learning, motivation, and satisfaction.

AFPD 6797 — CONSTRUCTIVIST LEARNING: ENCOURAGING STUDENTS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The basic philosophy of Constructivist Learning- to encourage students to actively participate in their own learning-will be introduced. Participants will study examples from different disciplines that encourage active participation by students.

AFPD 6799 — ENGAGING STUDENT THROUGH MASTERY LEARNING

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Encouraging students to actively participate in their learning opportunities yields positive results. During this workshop, participants will learn how to build activities based upon mastery learning theory that encourage this participation.

AFPD 7604 — OVERVIEW OF STUDENT SUCCESS

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will learn about the importance of students becoming engaged in campus life while they are in college as well as the resources and opportunities for engagement that are available to students at FSCJ.

AFPD 7625 — LEARNING RECONSIDERED: A COLLABORATIVE MODEL

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will gain an understanding of key principles that are foundational to student development. This training will explore the NASPA/ACPA joint publication, Learning Reconsidered, which argues for the need to educate and prepare the whole student. The publication re-examines conventional teaching and learning in support of student development.

AFPD 7629 — ADVANCED STUDENT ADVOCACY/CASE MANAGEMENT

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

The purpose of this training is to provide participants with the knowledge and skills necessary to guide students through the process of resolving educational, personal and other barriers that challenge the achievement of their academic goals.

SCHOLARSHIP

AFPD 3704 — BRAIN-BASED TEACHING: NEUROPLASTICITY, MEMORY AND RETRIEVAL

This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

Attendees will learn best practices from the field of Educational Neuroscience on how the brain learns, remembers and performs.

AFPD 6164 — USING LEARNING CIRCLES TO CREATE COMMUNITY

This course does not count toward the One Percent Salary Incentive.

Are you working on your doctoral degree? This learning circle will serve as a community of support for people in various stages of their graduate degrees.

AFPD 7614 — STUDENT DEVELOPMENT 101

This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, participants will learn about research-based strategies for fostering students' cognitive, affective and social development. Participants will have an opportunity to engage in dialogue about strategies for creating learning experiences and a learning environment that fosters student development.

AFPD 7628 — ADVANCED STUDENT DEVELOPMENT THEORIES

This course counts for 6 non-credit hours of professional development toward the One Percent Salary Incentive.

This six-part training explores a variety of Student Development theories. Participants will learn how various psychosocial, cognitive, developmental, and theories can assist them in understanding where their students are in their development, and how these theories can be used to guide their practice.

FSCJ Florida State College at Jacksonville

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