Professional Development
CATALOG

FSCJ Florida State College at Jacksonville

Enhance your career. Enrich your life.

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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
- Customized on-demand training can be arranged to meet department–specific needs

Training and Organizational Development Team

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Executive Director of Organizational Development

Ms. Martina Perry
Associate Director of Training and Organizational Development

Dr. Susan Slavicz
Director of Academy for Teaching and Learning

Mr. Steve Beard
Training and Development Coordinator

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Faculty Development Specialist

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Faculty Development Specialist

Mr. Mark Peters Jr.
Faculty Development Specialist

FSCJ | Florida State College at Jacksonville

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.

Required Courses

AFPD 3477 – **Conflict Resolution**
AFPD 4044 – **Cultural Sensitivities**
AFPD 5124 – **Team Development**
AFPD 5218 – **Coaching and Employee Development**
AFPD 5219 – **Foundations of Management**
AFPD 5220 – **Organizational Communication**
AFPD 5225 – **Resource Management**
AFPD 5231 – **Decision Making Through Assessment and Evaluation**
AFPD 5232 – **Emotional Intelligence - Management Certificate**

Technology Certificate Program

The **Technology Certificate program** was designed to help faculty and staff advance their technology skills. The program provides opportunities for advancement in various forms of technology, specifically for higher education environments.

To successfully complete the program, participants must complete 12 hours of required courses and eight hours of elective courses.

Required Courses:

AFPD 1117 – **Office 365**
AFPD 1048 – **Windows 10**
AFPD 1066 – **SharePoint**
AFPD 1081 – **One Note**
AFPD 1081 – **ARC**
AFPD 1156 – **SWAY**

Electives Courses:

AFPD 1022 – **EXCEL**
AFPD 1043 – **Adobe Acrobat**
AFPD 1067 – **Advanced SharePoint**
AFPD 1181 – **Digital Inclusion**
AFPD 3114 – **Canvas at FSCJ: Basic Training**
AFPD 8010 – **Libraries & Copyright**

Administrative Assistant Certificate Program

The **Administrative Assistant Certificate program** is tailored to support the learning and proficiency of administrative professionals. Offering a mixture of topics related to technology, communication and interpersonal skills, the program was created to develop FSCJ's administrative professionals for growth and advancement.

To successfully complete the program, participants must complete the four-hour Cornerstone course, select and complete eight hours of core courses, select and complete four hours of electives, and complete the four-hour Capstone course.
Note: All coursework must be complete before the Capstone Course

Cornerstone Courses:

AFPD 4063 – **Career Path: Strategies for Success**

Capstone Courses:

AFPD 6808 – **Strategic Professional Development**

Core Courses:

AFPD 4064 – **Pests: What They Are and How They Invade Your Time**
AFPD 4065 – **How to Communicate with Your Boss**
AFPD 4066 – **Be an Owl. Tips on Effective Business Writing**
AFPD 4067 – **How to Navigate Your Supervisor's and Department's Calendar (Office 365 Outlook)**
AFPD 5180 – **Being a Star Team Player**
AFPD 5182 – **How to Work with Your Boss**

Active Learning Certificate Program

The **Active Learning Certificate program** is an open access, self-paced program that focuses on engaging student through active learning practices. Participants will gain skills to better support and communicate with students.

To successfully complete the program, participants must complete four hours of required courses, 10 hours of core courses and a two-hour practicum.

Required Courses:

AFPD 3048 – **Foundation Course: Andragogy and Metacognition**
AFPD 3073 – **Service Learning: Gaining Competence in Social Justice and Inclusion Through Service Learning and Community Engagement**

Choose Five Courses Below (10 Hours)

AFPD 3108 – **Classroom Assessment Techniques**
AFPD 3111 – **Designing EPortfolios**
AFPD 3112 – **Escape the Dull Classroom: Tools to Engage your Students**

Active Learning Certificate Program (Cont'd)

AFPD 3707 – **Visual and Tactile Learning**
AFPD 5155 – **Universal Design in Learning**
AFPD 5216 – **Improving Students Research Habits**
AFPD 5226 – **Writing in the Disciplines**
AFPD 6128 – **Games, Props, and Video Clips to Energize your Class**
AFPD 6232 – **Cooperative Learning in the College Classroom**
AFPD 6797 – **Constructivist Learning: Encouraging Students**
AFPD 6799 – **Engaging Students Through Mastery Learning**
AFPD 7614 – **Student Development 101**

Practicum Courses (2 Hours)

AFPD TBD – **Practicum** (*Note: All other courses must be completed prior to enrollment in this course*)

Communications Certificate Program

The Communications Certificate is a collaborative program designed to provide professional development focused on improving communication to foster inclusion, empathy, and relational work and learning environments. This is a self-paced, open access program.

To successfully complete the program, 10 hours of required courses and 10 hours of elective courses must be completed.

Required Courses (10 Hours):

AFPD 4020 - **Enhancing Communications Skills Within the College**
AFPD 4084 - **Web Communication and Procedures**
AFPD 4085 - **Introduction to Marketing and Communications**
AFPD 4631 - **Physical Communications: Mail and Print Shop**
AFPD 5217 - **How To Present and Build Effective Presentations**
AFPD 5236 - **Communication Improved Conflict Reduced**
AFPD 5876 - **Collaborating With Colleagues**

Elective Courses (10 Hours)

AFPD 3801 - **Tools to Facilitate Collaboration**
AFPD 4042 - **Dealing with Difficult People**
AFPD 5060 - **Communicating Effectively Through Interactions**
AFPD 5080 - **Business Etiquette**
AFPD 5081 - **Anger Management**
AFPD 5155 - **Universal Design in Learning**
AFPD 5178 - **Understanding Emotional Intelligence**
AFPD 5180 - **Being an Effective Team Member**
AFPD 5220 - **Organizational Communication**
AFPD 5228 - **Tips for Creating Presentations**
AFPD 5232 - **Emotional Intelligence - Management Certificate**
AFPD 6806 - **Effective Communication**
AFPD 7610 - **Conflict Management and De-escalation Techniques**
AFPD TBD - **Creating a Culture of Hospitality**
AFPD TBD - **FSCJ Communication: Rules and Procedures**

Leadership Academy

The **FSCJ Leadership Academy training program** is designed to enhance leadership skills and build upon existing components of the professionalism competency to propel employees toward being effective leaders. Improved leadership skills foster better employee engagement and retention while supporting the Mission, Vision and Values of the College. In addition to coursework, participants will complete a 360 degree survey and StrengthsFinder assessment.

The program will entail 33 hours of course participation beginning with the Foundations of Leadership session and participants will have the opportunity to work with a mentor. This program is cohort-based and applications are accepted at the beginning of each Fall Term.

Required Courses (33 Hours)

AFPD 4068 – **Legal Issues for Leaders**
AFPD 4069 – **FSCJ Advocacy Project for Leaders**
AFPD 4080 – **Strategic Planning**
AFPD 4081 – **Cultivating Talent**
AFPD 4082 – **Mentorship**
AFPD 4083 – **Building Relationships and Creating Communities**
AFPD 5186 – **Effective Communication for the Leader**
AFPD 5234 – **Foundations of Leadership**
AFPD 6807 – **Understanding Self and Others**

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 FSCJ Certificate 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 these programs.

For general questions, contact hrtraining@fscj.edu.

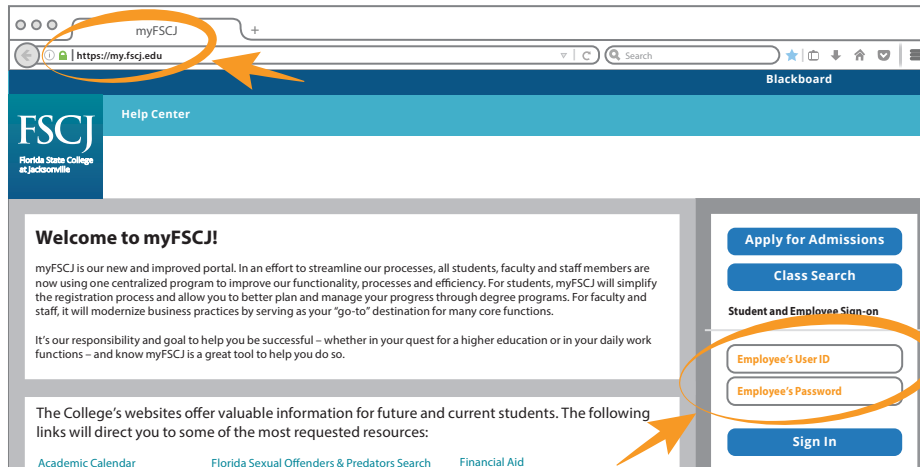| COMPETENCY	TRAINING DESCRIPTION
Collaboration	Develops and maintains responsive, cooperative and mutually beneficial relationships to foster teamwork and collegiality
Communication	Promotes clear listening, speaking and writing skills to support the mission
FSCJ Advocacy	Maintains a commitment to, 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

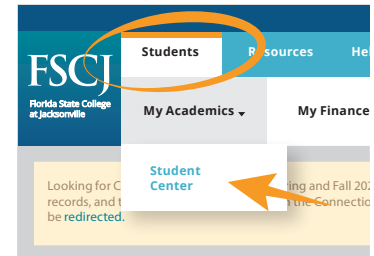● ALL EMPLOYEE GROUPS ● FACULTY AND STUDENT SERVICES

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

FSCJ Florida State College at Jacksonville

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

Welcome to myFSCJ!

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your "go-to" destination for many core functions.

It's our responsibility and goal to help you be successful – whether in your quest for a higher education or in your daily work functions – and know myFSCJ is a great tool to help you do so.

The College's websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

Academic Calendar   Florida Sexual Offenders & Predators Search   Financial Aid

Apply for Admissions
Class Search
Student and Employee Sign-on
Employee's User ID
Employee's Password
Sign In

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

Students   Resources   He
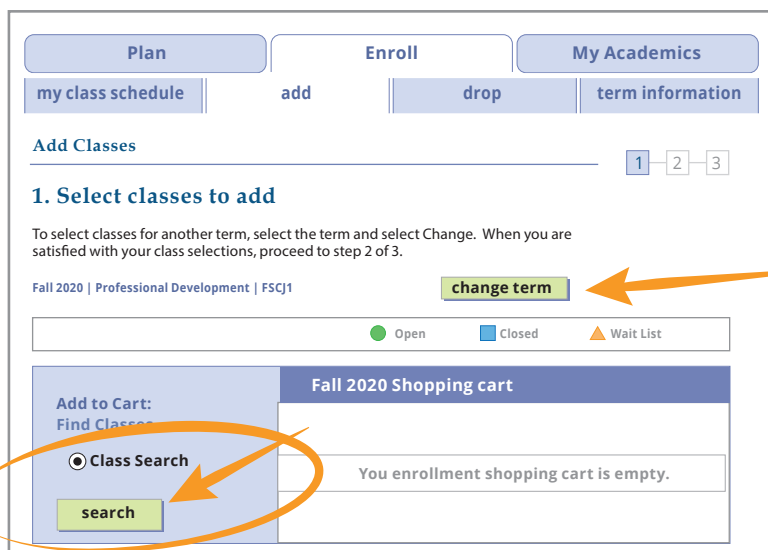My Academics ▾   My Finance
Student Center

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.

Student's Center

▾ **Academics**

Plan
Enroll
My Academics

ⓘ You are not enrolled in classes.

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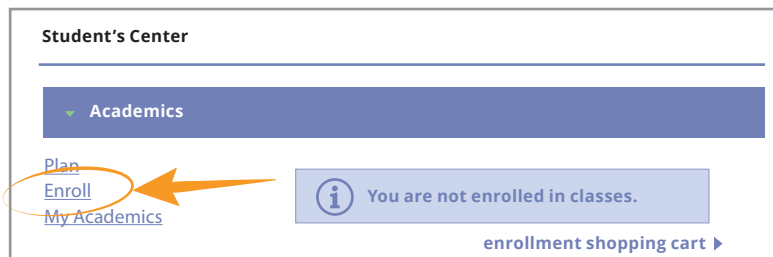
4 To enroll in a professional development course, select the appropriate term (e.g. Fall 2020) with the designation of "Professional Development."

| Plan | Enroll | My |
| my class schedule | add | drop |

Add Classes

Select Term

Select a term then select Continue.

	Term	Career	Institution
○	Fall 2020	College Credit	FSCJ1
◉	Fall 2020	Professional Development	FSCJ1

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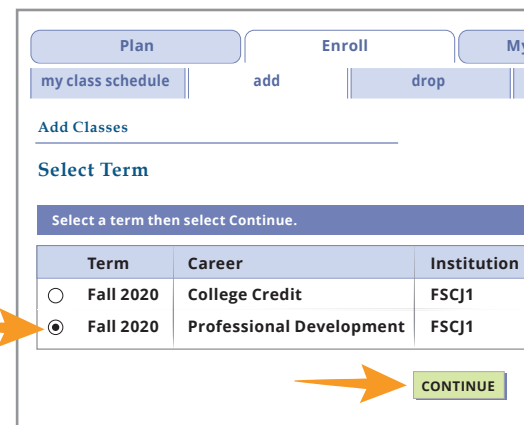
5 To search for a class, make sure that "class search" is selected and click "search."

| Plan | Enroll | My Academics |
| my class schedule | add | drop | term information |

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.

Fall 2020 | Professional Development | FSCJ1   change term

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.

● Open   ▨ Closed   ⚠ Wait List

Add to Cart:
Find Classes
◉ Class Search
search

Fall 2020 Shopping cart

You enrollment shopping cart is empty.

FSCJ **Florida State College at Jacksonville**

6 For this tutorial, we will register for class AFPD 5067: Office 365, class number 5067
Enter the course number and click "search." For this example, we are searching for class number "**5067**."

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	

AFPD 5067

▷ **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

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 |

Add to Cart: Find Classes

Shopping cart

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

◉ Class Search

search

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

FSCJ Florida State College at Jacksonville

COLLABORATION

AFPD 3477 — CONFLICT RESOLUTION

This course counts for 3 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 5124 — TEAM DEVELOPMENT

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

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. All activities online

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 5876 — COLLABORATING WITH COLLEAGUES

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

This training provides ways to improve collaboration with colleagues. Participants will explore how to get the most out of collaboration.

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 3479 — RISKS OF SOCIAL MEDIA SHARING

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

This course alerts users to the security problems that can arise from common social media usage even when posting information that is personal. It includes a series of five scenarios presented as actions/decisions an employee can make when using popular social media platforms and the potential consequences of each. Users will gain an understanding of how to use social media safely and securely without putting the organization at risk.

AFPD 4010 — CUSTOMER SERVICE

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

Customer Service. How can we best serve students in person, on the phone, and via email? What can we do to provide excellent service to fellow staff members? How can we help to foster an atmosphere of collegiality and professionalism? Please join us for an interactive session about customer service at the college.

FSCJ Florida State College at Jacksonville

Communication (Continued)

AFPD 4020 — ENHANCING COMMUNICATION SKILLS WITHIN THE 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 1 non-credit hour 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 4061 — SETTLING EMPLOYEES IN UNSETTLING TIMES
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

In today's world, we are bombarded with social media and news updates about horrific and terrifying events. As managers, we need to learn how to support employees in finding meaning in their personal and professional lives, so they can place these events in their proper perspective. Topics include how to talk to children about these events, how to stay engaged at work, how to respond to co-worker comments and coping strategies.

Note: this is not an appropriate intervention for a current crisis such as an employee death, robbery, or recent traumatic event in the workplace. Rather, it is a global presentation to help employees living in uncertain times.

AFPD 4065 — HOW TO COMMUNICATE WITH YOUR BOSS
This course counts for 2 non-credit hour of professional development toward the One Percent Salary Incentive.

Communication is an essential skill in the workplace. Without effective communication, the workplace can be chaotic. It can also impact workplace relationships. Unfinished tasks or misunderstandings can lead to conflict and often step from lack of communication. This course focuses on strategies for effective communication and building an effective working relationship with one of the most important people in your office, your boss. All activities online.

AFPD 4084 — FSCJ WEB COMMUNICATIONS AND PROCEDURES
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course covers the rules and procedures for websites laid out by the FSCJ Web team. Learn about fscj.edu, how to get things on the website, and other information you need to understand how the College handles websites and communications.

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 5186 — EFFECTIVE COMMUNICATION FOR THE LEADER
This course counts for 1 non-credit hour of professional development toward the One Percent Salary Incentive.

This course describes how to communicate more effectively in the electronic age. It covers three aspects of communication: verbal, electronic and teleconference/video conferencing. Participants will obtain more information on these communication methods and connecting with others.

AFPD 5217 — COACHING AND EMPLOYEE DEVELOPMENT
This course counts for 5 non-credit hours of professional development toward the One Percent Salary Incentive.

In this training, managers will learn how to coach, mentor, and empower employees with support and motivational practices in order to help employees succeed. The class draws on research and key principles that can be applied in the workplace.

AFPD 5218 — 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 5 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.

Communication (Continued)

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 5236 — COMMUNICATION IMPROVED - CONFLICT REDUCED

This course counts for 2 non-credit hours 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. It explores how we learn to effectively resolve conflict more productively and prevent conflict from occurring with a greater understanding our conflict styles and methods of communication.

AFPD 6806 — EFFECTIVE COMMUNICATION

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

This course is an overview of how to communicate more effectively verbally and electronically, and it is designed to strengthen your knowledge of verbal communication and digital forms like email, Skype, WebEx and Collaborate. As more of our communication becomes electronic, how we talk and present ourselves through email and electronic meetings is more important than ever.

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.

SOCIAL JUSTICE AND INCLUSION

AFPD 3073 — GAINING COMPETENCE IN SOCIAL JUSTICE

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

What is social justice and how does it impact me? How does it impact our students? This session will explore social justice values and its impact on our society and our students.

AFPD 4044 — CULTURAL SENSITIVITIES

This course counts for 2 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 4047 — CULTURAL SENSITIVITIES FOR STUDENT ENGAGEMENT

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

This workshop will address the opportunity we all have to engage students from various cultures. This interactive workshop focuses on ways to integrate inter-cultural sensitivity into a class and you will leave with practical applications of the concepts presented.

Social Justice and Inclusion (Continued)

AFPD 4052 — SOCIAL JUSTICE AND INCLUSION AT FSCJ

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

This workshop will provide an overview of the social justice and inclusion core competency. The goal of this workshop is to answer the following questions: What does it mean to be competent in social justice and inclusion at FSCJ? How does one become competent in this area? Participants will define social justice and inclusion and identify ways to develop this competency in their everyday work at FSCJ.

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 4086 — TECHNICAL ASSISTANCE WORKSHOP FOR THE NATHAN H. WILSON ENDOWMENT FOR MINORITY STUDENT SUCCESS AND RETENTION

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

Technical Assistance Workshop for the Nathan H. Wilson Endowment for Minority Student Success and Retention. The workshop will review the application process for Nathan H. Wilson Endowment for Minority Student Success and Retention funding. Participants will learn about the endowment's purpose and sharpen their proposal writing skills.

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

TECH HELP

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

Drop in to your campus FRC to get assistance with questions about technology, blackboard, myFSCJ, syllabus builder, mobile devices, Microsoft Office and a whole lot more. Prior registration is not required.

OPEN LAB: CANVAS MIGRATION ASSISTANCE

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

Scheduled to assist instructors with migrating their course content from Blackboard to Canvas. Prior registration is not required.

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.

AFPD 1023 — ADVANCED EXCEL

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

Topics include using multiple worksheets and workbooks, and working with more advanced formatting options such as 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.

Technology (Continued)

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 1085 — CREATING GRAPHICS: INTRODUCTION TO PHOTOSHOP

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

In the course, we'll look at Photoshop basics for creating graphics and handling graphic file conversion as well as some of the free programs available.

AFPD 1102 — MEDIASPACE

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

Learn how to use MediaSpace, the College's video portal, where you can securely create, upload, share, search, browse and watch live and on demand videos, presentations, screencasts and other rich content anytime anywhere.

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 1171 — HOW TO HOST A VIDEO CHANNEL ON YOUTUBE (BASICS)

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

In this class, we will learn the basics of setting up a YouTube account, develop an understanding of the YouTube channel interface, customizing a channel for a viewing audience, optimizing video for easy upload, uploading a video, posting a video, configuring for privacy, and more.

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 1174 — CREATIVE GRAPHICS CREATION WITH CANVA

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

This course will help you create eye catching graphics, posters, social media icons, announcements and much more! You can even use these graphics in Blackboard and your classes. The course will concentrate on a free, easy to use, online graphic creation resource called Canva.

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.

AFPD 1188 — DIGITAL DISTRACTION — WHEN TECHNOLOGY TAKES OVER

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

Digital distraction or "information addiction" is a timely topic that can help employees increase their awareness of their time spent online whether engaging in social media, surfing the internet, gaming, checking messages compulsively, spending time on dating sites, etc. When does technology move from being a tool to taking over a person's life? This seminar increases awareness of this modern dilemma while sharing specific strategies for employees to consider in order to experience a more balanced life.

Technology (Continued)

AFPD 1184 — EXCEL VLOOK-UP

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

This workshop covers the general functions of VLOOK-UP. This Excel options enables users to search for a lookup value in a section of your spreadsheet. This is function makes searching for spreadsheet information easier.

AFPD 1185 — ENCODING INFORMATIONAL WORKSHOP

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

This is an informational workshop about encoding. The presenter will explain the encoding process and connection to courses/reports. Participants will obtain knowledge about encoding and how it impacts their department.

AFPD 1186 — EDUCATIONAL VIDEO: A COMPLETE GUIDE TO EVERYTHING YOU NEED TO KNOW

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

This complete guide will touch on everything you need to know about video, getting it off the camera, formats, uploading it to MediaSpace and YouTube and so much more.

AFPD 1270 — USING MULTIMEDIA

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

With the ubiquity of instructional videos on YouTube and educational sites, and with the many tools currently available for instructors to make their own multimedia lessons, how much thought do we give to how effectively we utilize multimedia? In this workshop, we will discuss some assumptions and debates related to how multimedia is expected to improve students learning, and we will examine some of the principles of effective multimedia.

AFPD 1424 — VIDEO QUIZZES

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

Easily create interactive video quizzes from your video lectures, screen captures, YouTube videos and more. Quizzes can be used in your online, hybrid or face-to-face courses.

AFPD 3081 — USING MOBILE LEARNING (mLEARNING)

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

Though most people constantly use mobile devices, how often are they actually using their devices for learning? In this workshop, we will consider some of the ways mLearning is defined and used in various disciplines. We will look at types of assessments for mLearning and consider ways to implement it. All Activities Online.

AFPD 3088 — HELPDESK AT YOUR DESK

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

Participants will learn the answers to the most frequently asked tech support questions. This workshop will empower end users to be able to quickly resolve issues that occur habitually when using technology at FSCJ.

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 3114 — CANVAS AT FSCJ: BASIC TRAINING

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

This session will provide an introductory training on the Canvas Learning Management System. It is intended to be a hands-on workshop that will provide attendees with an opportunity to become accustomed to Canvas user interface, as well as learn how to build, manage, and grade course content and communicate with students.

AFPD 3522 — VIDEO EDITING ADVANCED

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

Want to learn more about advanced video editing techniques beyond the basics? Attend this session for tips and tricks.

AFPD 3523 — HOW TO IMPROVE PODCASTS AND VIDEO VOICE OVERS

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

Learn professional tips and trick to improve your vocal delivery for class, videos and/or podcasts.

AFPD 3525 — MAKING CONTENT EASY: PODCASTS, VLOGS AND MORE

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

Learn everything you need to know about podcasts: recording, editing and uploading. Also, learn tips about professional delivery and ways to make them more interesting.

AFPD 3526 — VIDEO EDITING BASICS

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

Learn how to edit video and learn about what free editing tools are available to you.

Technology (Continued)

AFPD 3528 — IMPROVING YOUR VIDEO LECTURES
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this hands-on class, we will go through shooting and uploading a video lecture and learn easy ways to make them more professional.

AFPD 3529 — YOUTUBE: A COMPLETE GUIDE
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this course we will learn how easy it is to use YouTube. We will create a channel, upload a video and learn how to manage the settings.

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 4090 — VIDEO DISCUSSION BOARDS
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will learn some of the causes for students not fully engaging in online discussions. The workshop will review key principles of collaborative learning theory and of student self-regulation, connecting those principles to the qualities of video discussions that can improve student engagement. During the workshop, attendees will share a video discussion created with one of the tools demonstrated.

AFPD 5229 — INFORMATION LITERACY FOR HIGHER EDUCATION: A NEW DIRECTION
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 overview of the newly adopted (2016) Association of College & Research Libraries (ACRL) Framework for Information Literacy for Higher Education and an awareness of how those changes can be applied. Participants in the workshop will be introduced to the ACRL Framework, consider applications of the Framework by various disciplines and discuss in-class library instructional needs.

AFPD 7069 — CAMPUS SOLUTIONS ADMISSIONS PROCESS
This course does not count toward the One Percent Salary Incentive.

In this training, participants will gain hands-on experience with utilizing the Online Admissions Application Administrative Entry, accessing admissions data, reviewing external education, guiding students through the admissions process, updating students' personal information, etc. (Formerly titled Admissions Open Lab.)

AFPD 7071 — CAMPUS SOLUTIONS REGISTRATION
This course does not count toward the One Percent Salary Incentive.

In this training participants, will gain hands-on experience with term activation, enrolling students, assigning enrollment appointments, utilizing the enrollment request search, etc. (Formerly titled Student Records Open Lab.)

AFPD 7072 — NAVIGATING AN ADVISING SESSION
This course does not count toward the One Percent Salary Incentive.

In this training participants, will gain the skills necessary to advise a student using relevant tools in Campus Solutions. This training provides hands-on instruction in generating Academic Advisement Reports, reviewing course history, viewing a student's unofficial transcript, adding Advising Notes and Comments, etc. (Formerly titled Advising Open Lab.)

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 7075 — RUNNING QUERIES - CAMPUS SOLUTIONS
This course does not count toward the One Percent Salary Incentive.

In this training, participants will learn how to search for and run queries in Campus Solutions.

AFPD 7077 — ADMISSIONS IN CAMPUS SOLUTIONS
This course does not count toward the One Percent Salary Incentive.

This online training provides an overview of the Admissions functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face training: AFPD 7069 Campus Solutions Admissions Process.

AFPD 7078 — STUDENT RECORDS IN CAMPUS SOLUTIONS
This course does not count toward the One Percent Salary Incentive.

This online training provides an overview of the Student Records functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face trainings: AFPD 7071 Campus Solutions Registration and AFPD 7081 Campus Solutions Program Plan.

Technology (Continued)

AFPD 7079 — ADVISOR CENTER IN CAMPUS SOLUTIONS

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

This online training provides an overview of the Advising functions within Campus Solutions. To obtain security, participants must also complete the following face-to-face training: AFPD 7072 Navigating an Advising Session.

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, new terminology, adding favorites, setting user defaults, adding comments, service indicators and student checklists, etc.

AFPD 7081 — CAMPUS SOLUTIONS PROGRAM/PLAN

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

This training provides an in-depth review of how program/plans function in PeopleSoft Campus Solutions. This training is an opportunity to have questions answered related to discontinued programs, program/plan changes, or any other program/plan topic.

AFPD 7092 — SELECTIVE ADMISSIONS PROCESS

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

In this course, participants will learn about the selective admissions process in Campus Solutions.

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.

AFPD 7641 — RESIDENCY — CAMPUS SOLUTIONS

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

In this training participants will learn about entering residency data in Campus Solutions. Topics that will be covered include residency official page, residency appeal page, residency self-report page, entering residency comments, immigration and citizenship, and updating the residency checklist.

AFPD 7642 — CURRICULUM IN CAMPUS SOLUTIONS

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

This training provides participants with an overview of the course catalog in Campus Solutions and an introduction to class scheduling.

AFPD 7648 — EARLY ALERTS AND SYMPLICITY OVERVIEW

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

Symplicity provides work-flow management solutions for processes such as early alerts, advising appointment scheduling, career services, accommodation tracking, conduct intervention management, and much more to improve the student experience. In this training, faculty will gain an overview of Symplicity, with specific emphasis on submitting and managing Early Alerts. (Formerly titled Symplicity for Faculty.)

♜ 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 5129 — FOUNDATIONS OF MANAGEMENT

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

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.

Organizational Strategy (Continued)

AFPD 5230 — ACHIEVE THE DREAM, DATA SUMMIT
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

In this summit we will review student demographic and success data followed by a discussion about retention, completion, and job placement/transfer data.

AFPD 5233 — FACULTY DATA SUMMIT
This course counts for 3 non-credit hours of professional development toward the One Percent Salary Incentive.

The faculty data summit will allow participants to review the College's equity statement, learn about pedagogy and equity, see the demographic grade analytics dashboard, and have interdisciplinary discussions based off data in the demographic grade analytics dashboard.

AFPD 5256 — ACHIEVE @ FSCJ EQUITY TOWN HALL
This course counts for 2 non-credit hours of professional development toward the One Percent Salary Incentive.

Achieving the Dream (ATD) believes that access to a high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. As we continue our work surrounding equity at FSCJ, this Town Hall is intended to help stakeholders begin and continue to identify and implement equity-minded policies, practices and behaviors to promote achievement.

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; 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 7581 — STUDENT RECRUITMENT AND ADMISSIONS 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 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 7607 — ADMISSIONS APPLICATIONS/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. AFPD 7069 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.

Organizational Strategy (Continued)

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 4055 — STRATEGIC PROFESSIONAL DEVELOPMENT: ALIGNING YOUR STRENGTHS AND GOALS

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

This hands-on workshop will provide participants with an overview of the College's competencies, as well as information on tools that professionals may use to identify strengths and opportunities for improvement. Participants will leave this workshop with identified and clearly written professional goals, aligned with appropriate action strategies, to help create a strategic professional development plan.

AFPD 4062 — MANAGEMENT/LEADERSHIP SKILLS

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

This workshop reviews fundamental management and leadership skills. Included are key factors in relationship building, essential communication and listening skills, as well as performance reviews and conducting performance advisory meetings. It benefits employees who have recently been promoted to a management position, as well as those with little or no formal management training.

AFPD 4063 — YOUR CAREER PATH

This course counts for 4 non-credit hour of professional development toward the One Percent Salary Incentive.

Knowing your strengths is an asset to any job in which you serve. This analysis is valuable information for it can help you with identifying your top skills and working with tasks accordingly. Employees should share their analysis of strengths with supervisors which can help with determining new career goals and contribute to employee growth. This course offers assessments to help you discover your strengths and traits which can help to make informed decisions regarding your career path. All Activities Online.

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 5059 — MIND YOUR OWN BUSINESS: CONFIDENTIALLY, RUMORS AND GOSSIP

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

Rumors are flying. Staff at your organization talk about each other and share confidential issues related to other employees. Gossip can spring up in your organization for a variety of reasons. The organization should care because gossip decreases productivity and creation, it distracts people for their work, it creates dividers between those who work together, and it can cause pain and resentment to people who are the targets. Gossip consumes much more time at work than one thinks. Rumors, gossip and discussing confidential information are a performance issue.

AFPD 5062 — STRESS MANAGEMENT

This course counts for 1 non-credit hours 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.

FSCJ Florida State College at Jacksonville

Professionalism (Continued)

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 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 5120 — MANAGING STRESS AND OVEREATING

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

We all have stress in our lives, and many of us handle it with overindulgences in our favorite foods. One well-know author says that life causes obesity, food is the vehicle and we become the victim. This workshop helps participants understand their emotional relationship with food, as well as identify effective strategies to combat stress eating.

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 5149 — COPING WITH CHANGE

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

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 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 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.

FSCJ Florida State College at Jacksonville

Professionalism (Continued)

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.

Participation in this workshop will include:
- Developing an understanding of one's own strengths
- Developing an understanding and appreciation of the strengths of other
- Growing more knowledge in ways to grow and maximize one's strengths for performance
- Connecting with others and creating a sense of community

AFPD 5182 — WORKING THROUGH STRESSFUL CHANGING TIMES

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

Change is all around us, and without it, we would be stagnant as individuals and organizations. We all respond effectively to what we call "change." This workshop focuses on what change means for employees and the individual and helpful tools to adjust and adapt to change.

AFPD 5183 — HOW TO WORK WITH YOUR BOSS

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

Are you managing your boss or is your boss managing you? This question may seem silly to you but it is a valid one. Knowing how to manage your boss can make your job easier. Reflect on how well you work with your boss. It is a blissful experience? Or is it sometimes a hectic experience?

This workshop will focus on useful tips for running day to day operations while being mindful of your boss's expectations. So, don't let your boss manage you; manage your boss! All activities online.

AFPD 5185 — GENERAL LABORATORY SAFETY TRAINING

This course does not count toward the One Percent Salary Incentive

This training has been developed to provide an overview of safe laboratory protocols for laboratory managers, coordinators, faculty and staff working in the science or health programs.

AFPD 5231 — DECISION MAKING THROUGH ASSESSMENT AND EVALUATION

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

Decision making is a central aspect of virtually every management and business activity. Important decisions are made by managers every day and this process is also 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.

The purpose of this training is to equip managers with effective practices, raise awareness regarding potential pitfalls, and tools 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. All activities online.

AFPD 5232 — EMOTIONAL INTELLIGENCE - MANAGEMENT CERTIFICATE PROGRAM

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

This is a basic introduction to the subject of Emotional Intelligence (EI). The course will cover the history and main constructs of EI. In addition, participants will learn to understand their own EI level and how to make helpful changes. All Activities Online.

AFPD 5257 — SUCCESSFUL TECHNIQUES FOR BEGINNING THE CHANGE PROCESS

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

We are surrounded by change and many times change is positive. However, the way we prepare for and handle change can make a big difference in how successfully change is implemented. Using Mentor Commons, we will combine several helpful videos about steps in the change process with timely exercises and quizzes to create a powerful learning experience. Dylan says, these times they are a Changing. Let's be sure that change works for us.

Professionalism (Continued)

AFPD 6403 — COPING WITH CHANGE

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

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 6804 — MINDFULNESS (PART I)

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

This workshop reviews the principles and benefits of mindfulness. What is it? How is it different from other things we have heard about how to help manage stress? Mindfulness is a practice being utilized by athletes, students, soccer moms, employees in all kinds of settings and is starting to gain traction as a very practical tool that can yield important outcomes. Why are so many finding it helpful improving their happiness, health, and productivity? This seminar includes general information about mindfulness and an introduction to activities that help participants learn how to apply helpful, stress-reducing practices in their daily lives.

AFPD 6805 — MINDFULNESS EXPERIENCE (PART II)

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

Mindfulness can improve concentration, focus, health, efficiency, accuracy and reduce stress. Participants will receive an overview of Mindfulness and why it is a popular topic as our society grapples with the exhaustion of multi-tasking. The facilitator will guide participants through several experiential exercises.

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 1192 — 25LIVE TRAINING FOR REQUESTERS

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

This 25Live training course for Requesters shows how to request a room or resource for scheduling and introduces you to more of the features available with FSCJ's new scheduling interface.

25Live is a Campus-wide Class and Event Scheduling software program that is web based.25Live® enables event planners and academic schedulers to search dates and venues and schedule campus space and resources all in one program. All Activities Online.

AFPD 1193 — 25LIVE TRAINING FOR USERS

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

This 25Live training course for Users covers the basic features and how to navigate FSCJ's new scheduling software. You will learn about the dashboard and how to look up room availability, events and so much more.

25Live is a Campus-wide Class and Event Scheduling software program that is web based.25Live® enables event planners and academic schedulers to search dates and venues and schedule campus space and resources all in one program. All Activities Online.

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 5162 — RESOURCE MANAGEMENT

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

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 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 3087 — OUTCOMES ASSESSMENT BASICS

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

Participants will be introduced to basic concepts in outcomes assessment including learning outcomes, measure design and continuous improvement.

AFPD 3091 — CLASSROOM ASSESSMENT TECHNIQUES

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

This course provides the instructor with techniques that informally assess student learning. Students will submit their own plan for implementing some of these strategies in their courses.

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.

Assessment and Evaluation (Continued)

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 1232 — ONLINE LIBRARY RESOURCES

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

This course provides an overview of free, quality, library resources that you can use in your classroom to engage students, whether your class meets online, hybrid, or face to face. Participants will navigate the catalog and selected databases, and learn how to integrate videos and e-books into Blackboard course content. Useful learning objects and tools will also be highlighted.

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 3048 — ANDRAGOGY AND METACOGNITION: USING RESEARCH TO GUIDE YOUR TEACHING

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

Recent in the fields of andragogy (the method and practice of teaching adult learners) and metacognition (understanding of one's own thought processes) lend insight into the efficacy of various classroom techniques. In this workshop, we explore various strategies that you and your students can use to see remarkable learning gains. All Activities Online.

AFPD 3080 — INTRODUCTION TO ZOTERO FOR ACADEMIC RESEARCH & WRITING

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

Zotero ("your personal research assistant") is a free software program that helps you collect and cite your research. It integrates with your browser and MS Word to seamlessly insert in-text citations and bibliographies, and collects and organizes books, articles, videos and web pages you save while searching.

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 3302 — HYBRID TRAINING

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

This course is designed to help participants become familiar with the blended learning environment. The course contains readings and resources about the preparation and facilitation of a hybrid course and the flipped classroom concept. This training is required for faculty who have an interest in teaching hybrid.

Learner Centered Teaching Strategy (Continued)

AFPD 3304 - ACTIVE LEARNING PRACTICUM

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

Participants in the Active Learning Practicum will demonstrate their knowledge and use of active learning techniques to create changes in their instruction.

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 3530 — CREATING AN ACADEMICALLY AND CIVICALLY ENGAGED CULTURE THROUGH SERVICE LEARNING

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

Throughout this interactive session, Ms. Betsy Ward, Former Executive Director of the Utah Campus Compact, will engage faculty and staff in a dialogue about fostering academic and civic engagement among FSCJ's diverse students. Considered a high-impact educational practice by the American Association of Colleges and Universities, service learning is an instructional strategy that integrates meaningful community service with academic goals and critical reflection to enrich the student learning experience and to teach civic responsibility. Sometimes, however, it can be challenging for faculty to integrate service learning into courses and programs with previously defined learning outcomes and assessments; it can also be challenging for students with work and other life responsibilities to engage in service. Coupling research with practical strategies for integrating service learning into virtually any college course, Ms. Ward will share insights into how we at FSCJ can create both an academically and a civically engaged culture through service learning.

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 3902 — THE INSIDER'S GUIDE TO CREATIVE COMMONS

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

The goal of this workshop is to increase participant knowledge regarding the history, purpose, and licenses of Creative Commons and develop faculty strategies for using the resource to find open educational resources.

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 4087 - FACULTY MENTORING THAT WORKS

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

How valuable are one-on-one relationships with new faculty? Gain fresh perspectives and new ideas about using your own experiences to inspire and support new colleagues.

Learner Centered Teaching Strategy (Continued)

AFPD 4092 — STUDENT MENTORING THAT WORKS

This course counts for 1.5 non-credit hour 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 uses in business classes to encourage engagement and participation and relate concepts to students.

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 5184 — PROMOTING STUDENT SUCCESS IN MATH

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

This workshop provides best practices for math instruction, with an emphasis on experiential learning and strategies that help Deaf and hard-of-hearing students. This workshop is supported by the DeafTEC grant at FSCJ, intended to serve as a resource for high schools and colleges that educate Deaf and hard-of-hearing students in Science, Technology, Engineering and Mathematics (STEM)-related programs on how to best accommodate Deaf college students or those with hearing loss. This project is in partnership with Rochester Institute of Technology and the National Science Foundation.

AFPD 5202 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART I

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

Participants will explore the research-based principles and practices that form the foundations for excellence in honors education. Topics include personalized academic and career advising focused on the whole student; instructional strategies for creating an academically rigorous student learning experience; integrating service learning into honors education; and developing leader-like scholars and scholarly leaders through co-curricular learning.

AFPD 5203 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART II

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

In this interactive workshop, participants will gain insights into the human brain, meta-cognitive learning strategies, and brain-based teaching practices designed to foster integrative learning.

AFPD 5204 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART III: DESIGNING AN ENGAGING HONORS COURSE

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

Throughout this workshop, participants will explore strategies for designing an engaging honors course whose syllabus reflects a balance of rigor and relevance. Topics include applying stated course learning outcomes and assessments to the construction of an honors syllabus; developing grading standards for honors students; and constructing rubrics and other assessment tools for honors class sections.

AFPD 5205 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART IV: COHORT-BASED LEARNING, COOPERATIVE LEARNING AND TEAM TEACHING

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

Throughout this workshop, participants will explore strategies for creating an academic and social learning community composed of students, faculty, and staff. Topics include the facilitation of cohort-based learning, cooperative learning, and team teaching, as well as student life and leadership activities.

AFPD 5206 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART V

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

As an integral component of the redesigned Honors Program, service learning entails course-based learning, meaningful community service, and critical reflection about the service. In this workshop, participants will explore strategies for integrating service learning into honors classes.

AFPD 5207 — DISTINGUISHED HONORS FACULTY CERTIFICATE PROGRAM: PART VI

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

Throughout this workshop, participants will explore strategies for creating an academic and social learning community composed of students, faculty, and staff. Topics include the facilitation of cohort-based learning, cooperative learning, and team teaching, as well as student life and leadership activities.

Learner Centered Teaching Strategy (Continued)

AFPD 5216 — IMPROVING STUDENT RESEARCH HABITS
This course counts for 1.5 non-credit hours of professional development toward the One Percent Salary Incentive.

Participants will be introduced to strategies to improve student research abilities. Techniques will include classroom activities and collaborative strategies with librarians.

AFPD 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.

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 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.

Participants will identify good, effective feedback for written assignments and possible strategies to develop a feedback bank. Participants will also develop strategies to use in their own courses to give effective feedback to students while saving time.

AFPD 6797 — ENGAGING STUDENTS THROUGH CONSTRUCTIVIST LEARNING
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 STUDENTS 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 6866 — INCORPORATING LIBRARY & TUTORING TOOLS THAT SUPERCHARGE STUDENT SUCCESS (PART II)
This course counts for 1 non-credit hours of professional development toward the One Percent Salary Incentive.

This session will provide informative overviews of a wide array of LLC academic support tools, including the new Brainfuse online tutoring platform, faculty referrals in Accudemia, navigation of the new Mango library catalog, course reserves, OER course materials, LibChat and LibAnswers, and much more that all faculty can incorporate into their curriculum.

Learner Centered Teaching Strategy (Continued)

AFPD 7604 — STUDENT LIFE AND DIVERSITY PROGRAMS

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.

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 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 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 7649 — THEORIES OF STUDENT TRANSITION

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

In this training participants will learn about student development theories of transition and how these theories can inform practice in Student Services. Topics include Schlossberg's Transition Theory and Tinto's Theory of Departure.