

2017-18 ACADEMIC YEAR WELCOME

2017 ORIENTATION ACTIVITIES, August 21 – August 25

Monday, August 21-Thursday, August 24

New Instructor Workshop- For new instructors; participants must be pre-registered through their departments. The workshop will target issues pertaining to teaching, research and service responsibilities associated with being an effective educator at UW-Stout. It will inform instructors about applied education-based technology and will also introduce new employees to key campus policies, payroll and benefit information, the organizational structure, and employee resources, including a first-year cohort program opportunity for the 2017-18 year. Sponsored by the Nakatani Teaching and Learning Center, Learning Technology Services and Human Resources. Room location Ballroom A/B/C, MSC - August 21-24. Contact Information: Renee Howarton, howartonr@uwstout.edu or x5196.

Tuesday, August 22

8:30 a.m.-3:00 p.m. New Department Chair Orientation – Northwoods, MSC
For new Department Chairs and Associate Deans

This session will provide information regarding curriculum, ImageNow, dealing with student issues, human resources and financial management. UWSA General Counsel will also present, answer questions, and provide legal tips about the following topics: open meetings, the hiring process, performance evaluations, and the disciplinary process. Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

[Register For This Session](#)

Wednesday, August 23

8:00-9:00 a.m. New Employee Resource Fair and Refreshments – For all new employees
Great Hall, MSC

New employees will have an opportunity to interact and meet a variety of UW-Stout departments and organizations and learn about the services and opportunities those departments and organizations provide. The Campus Card Office, University Library, University Dining, University Advancement, UREC, Memorial Student Center, Faculty, Academic Staff, and University Staff Senates, Sustainable Stout and more will be represented at the informational fair.

9:00-11:00 a.m. New@UW-Stout Orientation Program – Cedar/Maple Room, MSC
For all new non-instructional employees

The New@UW-Stout Orientation Program will highlight how UW-Stout began, where we are today, and where we are headed. In addition, the program will introduce new employees to the organizational structure, hidden benefits and employee resources. All new employees are encouraged to attend as well as view the three online orientation modules which can be viewed by going to the New@UW-Stout website: <http://www.uwstout.edu/hr/newemployee/>. Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

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Thursday, August 24

8:30 a.m.-2:30 p.m. New Program Director Orientation – Northwoods, MSC
For new Program Directors

This session will provide information regarding curriculum, assessment, ImageNow, and dealing with student concerns. There will also be breakout sessions for undergraduate, graduate, and customized instruction Program Directors. Contact information: Cally Henderson, hendersonc@uwstout.edu or x2289.

[Register For This Session](#)

Friday, August 25

8:30 a.m.-12:00 p.m. Immigration Best Practices; Faculty Complaint Process and Managing Performance Issues, chapter 4 and 6 - Cedar/Maple, MSC
For all Department Chairs and Associate Deans

UW-System General Counsel will be on campus to present and answer questions on immigration, the complaint process (chapter 4 and chapter 6), and managing performance issues.

[Register For This Session](#)

9:00-10:00 a.m. Migrating to the new University Website and StoutCloud – Room 205 Millennium Hall

The university's website is undergoing a complete rebuild, which will include audits of every department's content on the current website. The content audits will help facilitate the migration of internal audience content to StoutCloud, a permissions-based SharePoint Office 365 intranet site. The new uwstout.edu website will utilize a Drupal content management system (CMS) based on structured content that is semantically marked-up. Drupal's content management framework uses a single source model that distributes content to multiple locations. The new website will have a marketing focus to achieve our strategic goals in recruitment, retention, partnerships and fundraising. Learn how your department's content will be audited and migrated to the new website and StoutCloud.

10:30-11:30 a.m. SharePoint@Stout 101 – Room 205, Millennium Hall

This session will provide you with the basics of StoutCloud, StoutForms, OneDrive, and team sites.

2017 OPENING WEEK ACTIVITIES, August 28 – September 8

Monday, August 28

7:30-8:15 a.m. Welcome back, for all UW-Stout Employees

Refreshments will be served in the Great Hall, Memorial Student Center

**8:15-9:30 a.m. Chancellor Meyer's Opening Address and Engagement Session Presentations
Great Hall, MSC**

Chancellor Meyer's welcome and the presentations of the proposed university priorities for 2017–18 will be discussed at the engagement sessions.

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9:45-11:45 a.m. Engagement Sessions

A facilitated discussion will provide all faculty and staff with the opportunity to provide input on the proposed 2017-18 initiatives.

11:45 a.m.-1:00 p.m. Chancellor's Lunch Celebration for all UW-Stout Employees attending the Engagement Sessions

Name tags will be provided during the Engagements Sessions and will serve as a ticket to the lunch.

1:00-3:30 p.m. College/Unit Meetings – (Times vary for each college)

- College of Arts, Communications, Humanities and Social Sciences - 1:00-3:00 p.m. (210 Applied Arts)
- College of Education, Hospitality, Health and Human Sciences – 1:30-3:00 p.m. (208 Heritage Hall)
- College of Science, Technology, Engineering, Mathematics and Management – 1:00-3:00 p.m. (110 Jarvis Hall Science Wing)
- Student Affairs (Student Life Services and Student Services) – 1:00-3:30 p.m. – (112 Jarvis Hall Science Wing)

Tuesday, August 29

8:00 a.m.-12:00 p.m. Curriculum Documentation and Approval Processes using Curriculog – OPEN LAB - 303C Admin. Building or 109 Bowman Hall *For interested faculty and staff*

Drop-in during our Open Lab and receive individualized support from Breanna Baron, Curriculum Manager and/or Eric Konsela, Associate Registrar. No appointment necessary, just walk in at either location. This hands-on consultation is recommended for faculty and staff of all experience levels. Treat this opportunity as an open lab to get a jump-start on curriculum-related submissions for the academic year. Contact information: Breanna Baron, x2424 or Eric Konsela, x5424.

9:00-11:30 a.m. Learning Technology Services OPEN LAB – Room 110, JHSW *For instructors who have taught at UW-Stout in recent semesters/years*

Instructors, do you want to be a technology explorer? Have you ever had a question about how to bring new and exciting innovative technology to your courses? Come to our Open Lab and receive individualized support from your Learning Technology Services Instructional Designer. No appointment necessary, just walk in. Bring your syllabus and files, and build your course. This hands-on consultation is recommended for faculty of all experience levels, from first time instructors to seasoned veterans. All instructors are welcome to receive assistance with instructional design and eLearning tools. LTS will be available to answer any questions about Learn@UW-Stout, My Media, Online Rooms, Collaborate Ultra, eTextbooks, classroom technology including Air Media, and much more. So come on in and let's start the semester with a technology booster shot!

Learning Technology Services is also available for individual and small group consultations, just contact us today at 715-232-5002.

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9:00-11:30 a.m. Benefits Orientation – Unclassified Employees – Northwoods Room, MSC
Eligible employees will be notified to attend

For new unclassified employees, the university benefits package is explained in detail. Contact Mary Kay Sankey, Human Resources, extension 2439, with eligibility questions.

10:00-11:00 a.m. Credit for Prior Learning (CPL) – Cedar, MSC
For program directors, department chairs, faculty and instructional staff

The Credit for Prior Learning (CPL) Committee in conjunction with the 2017 “Credit for Prior Learning Innovations Teams” invite you to join us for a conversation about the ongoing initiatives to strengthen CPL on campus, how CPL fits with your program goals, and advancing the future of CPL at UW-Stout. Progress update from five project teams- the BS in Career, Technical Education and Training, the Counseling Center, BS in Family and Consumer Science Education, BS in Technology Education, BS in Management and the BFA in Game Design and Development - and their approaches to enhancing CPL practices.

Conversation will address questions, needs, and interest in developing CPL practices that address your program and student needs. This session is most appropriate for program directors and chairs, but we welcome contributions from all interested faculty and staff. CPL Committee members: Renee Surdick (STEMM), Linda Young, Kim Martinez (EHHHS), Heidi Gilbertson-Gansberg and Daisy Pignetti (ACHSS). Contact: Renee Surdick, extension 1372 and Linda Young, extension 1787.

10:00 a.m.-12:00 p.m. Creating Welcoming Spaces for LGBTQIA+ Students – Glass Lounge, Price Commons

Are you uncertain how to best support LGBTQIA+ students on campus? Interested in learning tips and strategies to make your services, syllabi and curriculum more inclusive? Join us for an informative session on creating welcoming classroom and service environments for LGBTQIA+ individuals at UW-Stout. Training includes a panel of students who will share personal experiences. Contact: Julie Miller, extension 5622

1:00-2:30 p.m. Academic Department Meetings
Confirm time and location with respective department office.

Wednesday, August 30

8:00 a.m.-3:30 p.m. Curriculum Documentation and Approval Processes using Curriculog – OPEN LAB- 303C Admin. Building or 109 Bowman Hall
For interested faculty and staff

Drop-in during our Open Lab and receive individualized support from Breanna Baron, Curriculum Manager and/or Eric Konsela, Associate Registrar. No appointment necessary, just walk in at either location. This hands-on consultation is recommended for faculty and staff of all experience levels. Treat this opportunity as an open lab to get a jump-start on curriculum-related submissions for the academic year. Contact information: Breanna Baron, x2424 or Eric Konsela, x5424.

9:00-11:00 a.m. General Education (GE) at UW-Stout – Northwoods Room, MSC
9:00-10:00 a.m. GEC members; 10:00-11:00 a.m. Workshop for proposers

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The General Education Committee (GEC) is invited to discuss plans for the year and to orient new members about the GE criteria, as we prepare to review curriculum in the upcoming year. Attendance is strongly encouraged. GE Course proposers are invited to attend the last hour of the session, for GEC assistance with your proposals. For more information, please contact Tina Lee, extension 1100.

9:00-11:30 a.m. Learning Technology Services OPEN LAB – Room 143, Harvey Hall
For instructors who have taught at UW-Stout in recent semesters/years

Instructors, do you want to be a technology explorer? Have you ever had a question about how to bring new and exciting innovative technology to your courses? Come to our Open Lab and receive individualized support from your Learning Technology Services Instructional Designer. No appointment necessary, just walk in. Bring your syllabus and files, and build your course. This hands-on consultation is recommended for faculty of all experience levels, from first time instructors to seasoned veterans. All instructors are welcome to receive assistance with instructional design and eLearning tools. LTS will be available to answer any questions about Learn@UW-Stout, My Media, Online Rooms, Collaborate Ultra, eTextbooks, classroom technology including Air Media, and much more. So come on in and let's start the semester with a technology booster shot!

Learning Technology Services is also available for individual and small group consultations, just contact us today at 715-232-5002.

9:30-10:30 a.m. Office365 Collaboration Tools and Efficiency Practices – Room 205, Millennium Hall

This hands-on session will provide information on how to leverage the variety of Office 365 tools to make collaborative work easier. We will share best practices for how to save, find, and share files. Teams, Groups, and Team Sites tips and tricks will be shared including situations where these tools are best used.

10:30 a.m.-12:00 p.m. Start Some Shift! Intercultural Development Continuum (IDC) Workshop 1 – Cedar/Maple, MSC
For faculty and staff

Improve cultural self-awareness in an interactive session that gives an overview of intercultural development, explains the benefits of developing a proactive approach to diversity and inclusivity, and prepares people to take the IDI* assessment, which gives specific, individualized suggestions on how to expand intercultural competence and improve the campus climate. Contact information: Leni Marshall, marshall@uwstout.edu. *This workshop is sponsored by the Diversity Leadership Team.*

[Register For This Session](#)

*IDI=Intercultural Development Inventory, a valid and reliable method to assess intercultural competence.

12:00-1:00 p.m. Mentoring an Honors Contract – Room 430, Robert S. Swanson Library and Learning Center
For all faculty and staff

Students in the Honors College are required to complete a self-directed project called an "honors contract." Under the mentorship of a professor or other expert, students design and develop the project to add depth and breadth to their studies. Projects may follow a traditional research model that results in a

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paper or presentation, but recent contracts have also involved handcrafting a longbow, learning to quill paper, designing a webpage, developing a curriculum plan, organizing a student conference, and travelling abroad. In this meeting, we will discuss the role of mentors, and seasoned mentors will share their experiences supervising honors students. Mentors come from across campus and need not teach in the Honors College.

12:30-3:00 p.m. **Learning Technology Services OPEN LAB – Room 143, Harvey Hall**
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12:30-4:30 p.m. **Adult Mental Health First Aid Training – Room 39, North Point Dining Center**
&
August 31st
12:30-4:30 p.m.

This workshop will teach participants how to administer first aid in a mental health crisis. The 8-hour training (split between two afternoons: August 30th and August 31st) is part of the Dunn County Mental Health Improvement Project launched to provide adults with knowledge and skills to help individuals ages 16-24 who are experiencing a mental health problem or crisis. The free workshop is limited to 30 people. **Please note: Participants must participant both days.** Contact Information: Chasidy Faith faithc@uwstout.edu or x2468.

[Register For This Session](#)

1:00-2:00 p.m. **SharePoint@Stout 101 – Room 205, Millennium Hall**

This session will provide you with the basics of StoutCloud, StoutForms, OneDrive, and team sites.

1:00-3:00 p.m. **Welcome Academic Staff Members – Glass Lounge, Price Commons**
For all new and current academic staff employees

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The Senate of Academic Staff welcomes current and new academic staff members. The Senate of Academic Staff continues to be an integral part of shared governance at UW-Stout. Attendees will have an opportunity to learn how the Senate of Academic Staff represents and advocates all academic staff at UW-Stout. Contact information: Josiah Ray, rayjo@uwstout.edu or x5280.

Thursday, August 31

9:00-10:00 a.m. Laboratory Safety Training Update – Room 114, Jarvis Hall Science Wing

This session will meet the requirements for the mandatory annual laboratory safety training refresher. All faculty and staff with laboratory responsibilities are required to renew their laboratory safety training annually. This includes all faculty and staff in STEMM and Food & Nutrition programs in CEHHHS. This session is an opportunity to meet that requirement. Attendance is mandatory as we will be focusing on updates and new procedures for UW-Stout in chemical and biological safety. Contact information: Rebecca Hoeftr, hoeftr@uwstout.edu or x2151.

9:00-10:00 a.m. Services and Best Practices that Make Learning More Accessible for UW-Stout Students -- Northwoods, MSC

For instructors, staff and administrators Contact Renee Howarton, NTLC

Sandi Scott, Dean of Students & Director of Housing, Kara James, Disability Services, Kelly Hoyland, LTS, Jamison Patrick, UW-Stout Online, and Bob Butterfield, Instructional Resource Services, will discuss the services they offer students to enhance and support their face-to-face and online learning experiences as well as their larger college experience. This panel discussion is designed to help new and seasoned instructors, administrators and staff members better understand our students' needs and who to turn to when they have questions. Contact information: Renee Howarton, NTLC howartonr@uwstout.edu or x5196.

10:00-11:00 a.m. StoutCloud & Team Sites – Millennium Hall, 205

Intermediate techniques for enhancing your StoutCloud site and managing teams.

9:00-11:30 a.m. Learning Technology Services OPEN LAB – Room 290, Micheels Hall

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10:00-10:30 a.m. Applied Research at UW-Stout – Willow/Walnut, MSC
For all faculty and staff

This session highlights services offered by Research Services for grants and contracts procedures and funding; student research and professional development program information provided. Elizabeth Buchanan, Endowed Chair in Ethics and Interim Director, Office of Research and Sponsored Programs (buchanane@uwstout.edu) (x2477)

10:30-11:00 a.m. IRB at UW-Stout – Willow/Walnut, MSC
For all faculty and staff

This session describes the IRB (Institutional Review Board for the Protection of Human Subjects) process at UW-Stout; required training, protocol form and approval timelines. Elizabeth Buchanan, Endowed Chair in Ethics and Interim Director, Office of Research and Sponsored Programs (buchanane@uwstout.edu) (x2477).

11:30-12:30 p.m. Benefits and Payroll Q&A - Follow-up – Badger Room, MSC
For new unclassified employees

Opportunity to ask additional questions and turn in benefit enrollment forms. Contact Human Resources, extension 2439.

12:30-3:00 p.m. Learning Technology Services OPEN LAB – Room 290, Micheels Hall
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as an open lab to get a jump-start on curriculum-related submissions for the academic year. Contact information: Breanna Baron, x2424 or Eric Konsela, x5424.

1:00-2:30 p.m. Speaking Shift: Intercultural Communication (IDC Workshop 2) – Cedar/Maple Room, MSC

Good communication is crucial to success at work and at home. Collaboration improves when people understand one another, but how each person interprets a set of words can vary widely. Learn about common sources of misunderstandings and breakdowns, and how to be heard and understood more effectively, even when you are speaking with people whose cultural backgrounds are different from your own. For questions, please contact Leni Marshall at marshallel@uwstout.edu. *This workshop is sponsored by the Diversity Leadership Team.*

[Register For This Session](#)

1:00-3:00 p.m. Fostering Quality Curriculum at UW-Stout - Confirm location with respective department office.
For all faculty and instructional academic staff.

Continuous improvement of the curriculum is fundamental to our success at UW-Stout. Join in a workshop, facilitated by department chairs and program directors, regarding enhancing student learning through curricular improvement.

Sunday, September 3

8:00 a.m. Residence Halls Open (Move In), New Student Orientation begins

8:00 p.m.-9:00 p.m. Blue RAH and New Student Evening Social – Johnson Fieldhouse
Sponsored by New Student Orientation and the Involvement Center

Tuesday, September 5

All Day Stout Spirit Day
Show your spirit, generate enthusiasm, and welcome students to campus by wearing UW-Stout apparel, decorating your office, or demonstrating your Stout pride in other creative ways.

5:00-7:00 p.m. Memorial Student Center's Backyard Bash – MSC South Lawn
Students can explore their student organization interests in a carnival like atmosphere with music, free food, and fun! Over 160 student organizations exist, all are hoping to recruit new members. *Sponsored by New Student Orientation and the Involvement Center*

Wednesday, September 6 (Classes Begin)

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Building Key

APPA – Applied Arts
BOWH – Bowman Hall
HARH – Harvey Hall
HERH – Heritage Hall
JHSA – Jarvis Hall Science Addition
JHSW – Jarvis Hall Science Wing
JHTW – Jarvis Hall Technology Wing
JTC– Jeter Tainter Callahan
LST – Louis Smith Tainter
MSC – Memorial Student Center
MICH – Micheels Hall
MLNM – Millennium Hall
PRCM – Merle M. Price Commons
RSSLC – Robert S. Swanson Learning Center/ University Library
SFC – Sports and Fitness Center