

2023 Professional Development Week for Faculty and Staff
Locations are in Speare 113 (CITL) unless otherwise noted (highlighted in yellow)

Monday, Aug 7

- 9:00 am – Noon(?) Welcome to the 2023-2024 Academic Year
Summary of AA accomplishments, introductions of new faculty & staff, and major goals. Following this introduction will be a review of AA's budget and a Q&A.
Michael Jackson, Interim Vice President for Academic Affairs. Location: Workman 101
- Noon – 1:00 pm Break
- 1:00 – 1:40 pm Canvas, Dropout Detective, and Evaluation Kit
An overview of the basics associated with use of these programs from a faculty perspective.
Curtis Warren, LMS Administrator, ACT. Location: Speare 23
- 1:45 – 4:00 pm Learning management software and classroom technology: Open House
Open-house for instruction/demonstration of Canvas (NMT's Learning Management System) and other classroom technology. Drop in anytime – no appointment needed.
Curtis Warren, LMS Administrator, ACT. Location: Speare 23
- 2:00 – 3:30 pm Important updates for Administrative Assistants
An overview of changes that impact administrative assistants in departments and programs. Items that will be discussed include department budgets and reconciliation, forms and approval processes, tuition remission, purchasing, etc. Department Chairpersons, Program Directors, and others are welcome to attend.
Nicole Bunning, AA Financial and Administrative Manager; Leslie Rosenthal, AA Accounting Analyst. Location: Speare 113 (CITL)

Tuesday, August 8

- 9:00 – 9:50 pm Tips for being an effective academic advisor for undergraduate students
Join our panel of NMT faculty and staff who have experience in serving as an academic advisor and can offer tips and guidance on engaging students using effective advising practices.
Elaine DeBrine Howell, Dean, Student Success Initiatives; Steve Simpson, Dean, College of Arts and Sciences; Jamie Kimberley, Mechanical Engineering. Location: Speare 23

10:00 – 10:50 am Dropout Detective
Dropout Detective is a plug-in for Canvas whose goal is to assist in proactively identifying students who have disengaged from their courses or who are struggling. Please consider attending this session to learn more about the program, how it works, how advisors can use this information to assist students, and what instructors need to do so the program is effective (e.g., use an up to date grade book in Canvas).
Elaine DeBrine Howell, Dean, Student Success Initiatives; Curtis Warren, LMS Administrator, ACT. Location: Speare 23

11:00 am – Noon Academic Advising with Degree Works
A brief overview of Degree Works, along with connecting prior advice on academic advising with these systems. Degree Works is NMT's software for auditing degree requirements. This session will be a hands-on introduction to the system for faculty who advise undergraduate students.
Elaine DeBrine Howell, Dean, Student Success Initiatives. Location: Speare 23

NOTE: Prior to this session, please ensure you have a working Banner PIN and Academic Computing Lab password. Please bring your photo ID if you need to have your password reset.

Noon – 1:00 pm Break

1:00 – 1:50 am Program Review
For all departments and degree programs undergoing a program review this year, please have at least one member of your group attend this meeting to review the data that is available, what will be needed, and the proposed timeline.
Michael Jackson, Interim Vice President Academic Affairs. Location: Speare 113 (CITL)

Program Review for 2023-2024

Fall 2023

- Mathematics (all degree programs, Undergraduate and Graduate);
- Earth and Environmental Science (all degree programs, Undergraduate and Graduate)

Spring 2024

- Biology (all degree programs, Undergraduate and Graduate including Biomedical Sciences);
- Chemistry (all degree programs, Undergraduate and Graduate);
- CLASS (all degree programs, Undergraduate and Graduate);
- Computer Science (all non-CS degree programs such as Information Technology and Management, Undergraduate and Graduate including the Associate of Science in Business);
- Physics (all degree programs, Undergraduate and Graduate).

Other trainings

9:00 am – 5:00 pm

Faculty Training on Smart Classroom Technology (including Zoom)

If you would like to sign up for training on **Classroom Technology**, use this [link](#) to submit your availability (day, time, and classroom) with this Google form. A member of ACT will schedule the meeting in the appropriate location.

For instructors who would like to set up their classroom's system such that their **Zoom** classroom or meeting records automatically once started, please fill out the information in this [link](#). Faculty will need to create a zoom meeting link for one class/meeting session (ACT will then use this link as the recurring class/meeting link for the entire semester). If you have any questions, please contact ACT for more information (575-835-6688; act@nmt.edu).

Wednesday, August 9

9:00 – 9:50 am

Reasonable Accommodations: What you may do and what you must do

An overview of the interactive accommodation process at NMT will be discussed. This includes how students request accommodations, examples of accommodations that could be requested, and strategies faculty can use to assist students. The purpose for having it be an interactive process will also be discussed. While faculty have the ability to discuss what would be a reasonable accommodation, we are required to engage in the interactive process and to provide a reasonable accommodation to students with a documented need (as determined by Student Access Services).

Theresa Kappel, Student Access Services. Location: Speare 113 (CITL)

10:00 – 11:15 am

Inclusive practices in the classroom and beyond

The student body we teach today is not the same as the student body who entered college just five years ago. This session focuses on inclusive teaching practices and teaching approaches that strive to address the needs of all students. As an educator, your role in promoting a culture of equity and inclusion is an important one – you have the opportunity to help ensure that students have equitable chances for academic success in your course(s) and to help them feel a sense of belonging in your classroom and on our campus.

*David Greene, Vice President for Student Life & Chief Diversity Officer.
Location: Speare 113 (CITL)*

11:20 am – Noon

How the Dean of Students can assist faculty and Students

An overview of various ways the Dean of Students can assist faculty (e.g., absentee notifications, withdrawals without prejudice). This includes a brief overview of NMT's Behavioral Intervention Team (BIT) – where individuals can go to report concerns and what is done with the

information that is reported.

Jennifer Chapman, Dean of Students. Location: Speare 113 (CITL)

Noon – 1:00 pm

Break

1:00 – 1:50 am

Training for Search Committee Members

Overview of NMT's search process for committee members and departments conducting faculty searches during the 2023-2024 academic year.

Michael Jackson, Interim Vice President Academic Affairs. Location: Speare 113 (CITL)

2:00 – 3:30 pm

Review of what you need to know about Title IX

This session provides a review of faculty responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, resources available for students, faculty, and staff.

Peter Phaiah, Associate Vice President for Student Life and Title IX Coordinator. Location: Speare 113 (CITL)

Note: NMT requires all new employees to receive Title IX training within the first 30 days of their hire/start date.

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Thursday, August 10

9:00 – 9:50 am

Advising and mentoring Practices for Graduate Students

An overview of advising and mentoring strategies for graduate students.

Aly El-Osery, Dean of Graduate Studies. Location: Speare 113 (CITL)

10:00 – 10:50 am

Success Stories

Join our panel of NMT faculty who have successfully applied for external grant funding. Along with discussing elements of their proposals that

resonated with reviewers, they will discuss some of the challenges they faced and how they were overcome.

Taffeta Elliott, CLASS; Dan Jones, Earth and Environmental Science and NCKRI; Doug Wells, Physics. Location: Speare 113 (CITL)

11:00 – 11:50 am

Intellectual Property

This session will include an overview of the Office of Innovation Commercialization (OIC) and provide NMT faculty guidance on protecting their intellectual property before publicly disclosing their innovations and research. This session will also highlight the benefits of filing for a patent and pathways to commercialize NMT innovations and create industry partnerships to further faculty inventions.

Mike Doyle, Vice President for Research; Myrriah Tomar, Executive Director of Office of Innovation Commercialization. Location: Speare 113 (CITL)

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Friday, August 11

9:00 – 9:50 am

Successfully navigating promotion – for individuals seeking promotion from Associate Professor to Professor

Overview of the NMT promotion process with feedback on key issues prior promotion committees have looked for in faculty portfolios.

Panelists: Michael Jackson, Interim Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Corey Leclerc, Dean, College of Engineering; Aly El-Osery, Dean of Graduate Studies; Ken Minschwaner, Physics. Location: Speare 113 (CITL)

10:00 – 10:50 am

Successfully navigating tenure – this session is for probationary faculty, who are often also seeking promotion from Assistant Professor to Associate Professor

Overview of the NMT tenure process. How to get the most from your annual reviews, and how to integrate common themes observed from prior successful tenure cases? Probationary faculty and committee chairpersons reviewing an individual's final tenure packet are encouraged to attend.

Panelists: Michael Jackson, Interim Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Corey Leclerc, Dean, College of Engineering; Aly El-Osery, Dean of Graduate Studies; Caitano da Silva, Physics. Location: Speare 113 (CITL)

11:00 – 11:50 am

Q&A with AA Administration

Overview of the NMT tenure process. How to get the most from your annual reviews, and how to integrate common themes observed from prior successful tenure cases?

Panelists: Michael Jackson, Interim Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Corey Leclerc, Dean, College of Engineering; Aly El-Osery, Dean of Graduate Studies. Location: Speare 113 (CITL)

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Other Events – Scheduled at the Macey Center on Friday, August 11

1:30 – ≈ 2:30 pm Faculty and Staff Convocation, please RSVP (link is in the Thu, Aug 3, 9:22 AM email).

≈ 2:30 – 3:30 pm Ice Cream Social

≈ 3:30 – 5:00 pm Welcome Reception (includes cash bar)