

## 2021 Faculty Development Week

Locations are in Speare 113 (CITL) unless otherwise noted (highlighted in yellow).

### Monday, Aug 9

- 9:00 – 10:15 am Welcome to the 2021-2022 Academic Year  
Summary of AA accomplishments, introductions of new faculty & staff, and major goals. This presentation will also provide an update on plans to reopen campus for the Fall 2021 semester, along with potential restrictions and contingency plans.  
*Doug Wells, Vice President for Academic Affairs, Location: Speare 113 (CITL)*
- 10:25 – 11:15 am Strategies for engaging students in your courses  
Panelists discuss various initiatives that have engaged students in their courses and assisted with improving their performance  
*Panelists: Caitano da Silva (Department of Physics), Michaelann Tartis (Department of Chemical Engineering), Mehrdad Razavi (Department of Mineral Engineering), Location: Speare 113 (CITL)*
- 11:25 am – Noon Online instructional strategies I plan to keep!  
Panelists discuss some instructional strategies they implemented for online instruction that they will continue using as they re-engage students in person-to-person instruction.  
*Panelists: Julie Ford (Department of Mechanical Engineering), Rita Kuo (Department of Computer Science and Engineering), Location: Speare 113 (CITL)*
- Noon – 1:00 pm **Break**
- 1:00 – 4:00 pm Learning management software and classroom technology  
Open-house for instruction/demonstration of Canvas course management software, iClickers, and other classroom technology. Drop in anytime.  
*Curtis Warren/ACT; Location: Speare 23*

Drop-in Parallel Sessions (no reservations needed): available for all personnel (faculty and staff) on Monday, August 9

- 10:00 – 11:00 am Zoom Training Session  
Open-house for instruction/demonstration of Zoom. Drop in anytime: person-to-person or by zoom.  
*Rob Hepler/ACT; Location: Cramer 107 or by Zoom*
- 2:00 – 3:00 pm Zoom Training Session

Open-house for instruction/demonstration of Zoom. Drop in anytime: person-to-person or by zoom.

*Rob Hepler/ACT; Location: Cramer 107 or by [Zoom](#) (a different [Zoom link from the morning session](#))*

1:00 – 2:30 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, Vice President for Student Life, Dean of Students, and Title IX Coordinator. Location: Speare 113 (CITL)*

***Tuesday, Aug 10***

9:00 – 9:30 am

Student Support Services – Part I

Panelists discuss some of the support structures that are available to students, including tutoring, peer mentoring, and the writing center.

*Panelists: Sophie Bauer, Circulation/OSL Coordinator; Annemarie Pearson, Writing Center Director; Location: Speare 113 (CITL)*

9:35 – 10:25 am

Student Support Services – Part II

Panelists discuss intervention strategies (e.g., what are some signs faculty should look for, particularly early on; is it too early to intervene) and assisting students with accommodation requests.

*Panelists: Elaine DeBrine Howell, Associate Dean for Student Success; Theresa Kappel, Disability Case Manager; Location: Speare 113 (CITL)*

10:30 am – Noon

Student mental health

How to help students who appear to have mental health issues and/or deal with disruptive behavior. Resources available and stress reduction techniques.

*Angela Gautier, Director of Counseling Services, Location: Speare 113 (CITL)*

Noon – 1:00 pm

**Break**

1:00 – 1:50 pm

[Assessment of student learning](#)

This workshop will focus on program level assessment.

*Panelists: Corey Leclerc, Dean of Engineering; Aly El-Osery, Dean of Graduate Studies; Michael Jackson, Associate VP for Academic Affairs, Location: Speare 113 (CITL)*

2:00 – 3:00 pm

Engaging Graduate Students: Recruitment through Graduation

An overview of recruitment and mentoring strategies, targeted for growing your graduate program.

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

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2:00 – 3:00 pm Zoom Training Session

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**Wednesday, Aug 11**

9:00 – 9:45 am Grant Writing 101

Resources available at NMT to support proposal work, overview of the proposal submission process.

*Van Romero, VP for Research; Judy McShannon, Manager of Research Development, Location: Speare 113 (CITL)*

9:45 – 10:00 am **Break**

10:00 – 11:00 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.

*Panelists: Chelsey Hargather (Department of Materials Science), Pabitra Choudhury (Department of Chemical Engineering), Nicole Hurtig (Earth and Environmental Science), Location: Speare 113 (CITL)*

11:00 – 11:10 am **Break**

11:10 am – Noon New Mexico Tech Office for Research

Ethical, responsible and safe research practices lead to improved productivity, higher quality research outputs and a more positive work environment. An overview of the services and support provided by the New Mexico Tech Office for Research will be

discussed including export controls, industrial security, laboratory safety, IRB, and IACUC processes. Join the compliance and safety professionals for a discussion on how we can work together to help you foster responsible research practices, and avoid pitfalls that could land you on the wrong side of regulatory and disciplinary processes.

*Mikell Coleman, Director of Research Compliance; Ruth Horowitz, Hazardous Materials and Laboratory Safety Officer; Loretta Reinicke, Industrial Security Specialist and Facility Security Officer; Troylyn Zimmerly-Armijo, Research Compliance Officer; Location: Speare 113 (CITL)*

Noon – 1:00 pm

**Break**

1:00 – 2:00 pm

[Research Ethics and Compliance](#)

Presenters will discuss research ethics and responsible research practices along with some forthcoming programming that will assist individuals in preparing their research proposals and in complying with funded award requirements.

*Mikell Coleman, Director of Research Compliance; Troylyn Zimmerly-Armijo, Research Compliance Officer; Chris ChoGlueck, Responsible Conduct of Research Faculty Advisor and Department of Communication, Liberal Arts, and Social Sciences, Location: Speare 113 (CITL)*

2:10 – 3:00 pm

[Compliance and Safety Consultations](#)

Presenters will be available for one-on-one or small group sessions with NMT faculty and staff on research ethics, safety and compliance. Possible topics include developing responsible conduct of research (RCR) plans and laboratory safety plans. Please email [research.compliance@nmt.edu](mailto:research.compliance@nmt.edu) with consultation topics requests.

*Mikell Coleman, Director of Research Compliance; Ruth Horowitz, Hazardous Materials and Laboratory Safety Officer; Troylyn Zimmerly-Armijo, Research Compliance Officer; Chris ChoGlueck, Responsible Conduct of Research Faculty Advisor and Department of Communication, Liberal Arts, and Social Sciences, Location: Speare 113 (CITL)*

[Drop-in Parallel Sessions](#) (no reservations needed): available for all personnel (faculty and staff) on Wednesday, August 11

10:00 – 11:00 am

[Zoom Training Session](#)

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2:00 – 3:00 pm      Zoom Training Session  
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**Thursday, Aug 12**

9:00 – 9:50 am      Zoom Training Session  
Open-house for instruction/demonstration of Zoom. Drop in anytime.  
*Rob Hepler/ACT; Location: Zoom*

10:00 – 10:50 am      Banweb  
This presentation and hands-on workshop includes a review of its functionality (looking up class schedules, lists of advisees, alternate pins or APINs, transcripts, advisee mid-term grades) and an overview for assigning grades (e.g., entering mid-term and final grades, how S/U works, when grades are due)  
*Heather Juarez, Associate Registrar*  
Please RSVP to ensure there is sufficient technology available for this workshop.  
**NOTE:** this will be in **Gold 245** and you will need to have a working Banner PIN and Academic Computing Lab password. Please bring your photo ID if you need to have your password reset.

11:00 am – Noon      Degree Works  
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.  
*Brian Borchers (Department of Mathematics)*  
Please RSVP to ensure there is sufficient technology available for this workshop.  
**NOTE:** this will be in **Gold 245** and you will need to 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 – 1:30 pm      FERPA training  
Legal constraints on student information (how to stay out of trouble). *James Scott, Registrar, Location: Speare 113 (CITL)*

[FERPA Handout](#)

1:40 – 3:10 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 Phaijah, Vice President for Student Life, Dean of Students, and Title IX Coordinator, Location: Speare 113 (CITL)*

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***Friday, Aug 13***

**Sessions for Department Chairpersons (all are welcome, but chairpersons are the target audience)**

9:00 – 9:50 am      Updates from Academic Affairs  
Discussion of progress made on policies and procedures (e.g., DAR and PAR reporting, tenure and promotion, sabbatical), scheduling, forthcoming deadlines (e.g., calendar of deadlines).  
*Panelists: Doug Wells, VP for Academic Affairs; Steve Simpson, Dean of Arts and Sciences; Corey Leclerc, Dean of Engineering; Michael Jackson, Associate VP Academic Affairs, Location: Speare 113 (CITL)*

[Calendar of important dates for Department Chairpersons](#)

*Please continue to send updates and corrections to [michael.jackson@nmt.edu](mailto:michael.jackson@nmt.edu)*

10:00 – 11:15 am      Fundraising and Friendraising: The importance of alumni relationship building and donor stewardship  
This session will cover:

- Basic fundraising do's and don'ts
- Enhancing alumni relationships through events and newsletters

- Donor stewardship including planned visits and thank you notes
- How Advisory Boards can help with fundraising efforts
- News on the NMT Comprehensive Campaign
- Updates on the 2021 Year End Appeal - ***Give Back to Your Department***

*Lisa Majkowski, Associate Director for Advancement, Location: Speare 113 (CITL)*

11:25 am – Noon

Strategies for Managing Department Budgets

Information about department budgets will be presented, including how funds in various budgets may be used, how to avoid common errors and issues, tips for tracking budgets and spending, along with a discussion of what informs decisions regarding start-up costs and offers.

*Shari Montazeri, Academic Affairs Financial Administrator, Location: Speare 113 (CITL)*

***Cancelled: Will be rescheduled at a later date. As a reminder, department chairpersons and their Administrative Assistant (as well as other appropriate individuals) are invited to attend this meeting.***

**Session for Early Career Faculty (all are welcome, but early career faculty are the target audience)**

11:00 am – Noon

Successfully navigating tenure

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?

*Doug Wells, VP for Academic Affairs; Steve Simpson, Dean of Arts and Sciences; Corey Leclerc, Dean of Engineering; Ken Minschwaner (Department of Physics); Michael Hargather (Department of Mechanical Engineering), **Location: Speare 116***

**For Everyone**

Noon – 1:30 pm

Reception

Congratulations recent retirees; Welcome new faculty & staff; **Location: grass area south of Brown Hall; tables and chairs will be available**

## **A requested topic we did not have time to create a session for was on letters of recommendation.**

Some tips for Letters of Recommendation from the [\*Mayfield Handbook\*](#): Writing Letters of Recommendation

The *Mayfield Handbook* is a compilation of suggestions and style tips useful for all types of writing. The following is from its “Writing Letters of Recommendation” section.

Before writing the letter:

- In most cases, agree to write a letter of recommendation only if you can honestly write a supportive letter. If you cannot portray an individual positively, decline to write the recommendation.
- Ask for a current resume and as complete a description as possible of the position or program to which the person is applying.
- Assemble and review all other relevant information you may have about the person you are recommending. It is often easy to overlook some important accomplishment.

Writing the letter:

- Present the person truthfully but positively. A recommendation that paints an unrealistic picture of a candidate may be discounted. A recommendation that focuses on negative qualities may do more harm than intended.
- Tailor the recommendation to the position. A letter recommending an individual for a job as a summer camp counselor should contain different information from that in a letter recommending the same individual for a job as a STEM professional.
- Begin the letter by describing how you know the individual you are recommending and the specific contexts upon which you are basing your evaluation. In what situations have you known the individual? For how long? How closely?
- Present the individual's general qualities relevant to the position along with one or two detailed examples. Including vivid detail will make the recommendation much more effective.

Other sources of information

- NSF Graduate Research Fellowships:  
[https://www.nsfgrfp.org/reference\\_writers/tips/](https://www.nsfgrfp.org/reference_writers/tips/)
  - <https://www.e-education.psu.edu/writingrecommendationlettersonline/node/156>
- Goldwater Foundation:  
<https://goldwater.scholarsapply.org/letter-writing-guidance-recommenders/>

- Better Letters: Equitable Practices for Writing, Reading, and Soliciting Letters of Recommendation:  
[https://drive.google.com/file/d/1frm2\\_RnKGbXBuF5-DLtDWUhH1tSo6Tdb/view](https://drive.google.com/file/d/1frm2_RnKGbXBuF5-DLtDWUhH1tSo6Tdb/view)
- Avoiding Gender Bias in Letters of Recommendation: University of Arizona's Commission on the Status of Women:  
[https://csw.arizona.edu/sites/default/files/avoiding\\_gender\\_bias\\_in\\_letter\\_of\\_reference\\_writing.pdf](https://csw.arizona.edu/sites/default/files/avoiding_gender_bias_in_letter_of_reference_writing.pdf)