From: University Wide Notices
To: University Wide Notices
Subject: University-Wide Notices for 1/15/18
Date: Monday, January 15, 2018 5:05:54 PM
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University Wide Notices

Here is a list of today's notices:

- Career Center News Spring 2018
- Learning Insights - Creating a Flow of Assessment Data for Continuous Improvement
- FCTL the Institute on Inclusion and Inclusive Classrooms Starts January 19
- HLC Quality Initiative Community Open Forums
- Blackboard Training: FSU @ Grand Rapids

To view our University Wide Notice (UWN) Procedures, please click here.

Career Center News Spring 2018

Center for Leadership, Activities and Career Services

CLACS Career Center

Spring 2018 Services and Schedule

Services and Programs

- Student and alumni assistance through all phases of career development
- HANDSHAKE – Ferris State University's recruiting platform (Found in MyFSU)
- BIG INTERVIEW- online video preparation tool (Found at on the bottom left of the CLACS webpage. https://ferris.edu/HTMLS/administration/studentaffairs/CLACS/career-center/index.htm
- Employer relations and recruitment events
- Internship and job search assistance
- Graduate school research
- Assistance with verbal and written communication of career competencies
- Review of Resumes, CVs, Cover Letters, Profiles, e-Portfolios
- Career planning and employment transition
- Help with Federal and State employment processes
- Job Shadowing and Soft Skills Certification Programs
- Workforce trends, career and salary research
- Class presentations, workshops, and events

Career Peer Advisors

Meet our team of **Career Peer Advisors** that will facilitate our ***What's Up? Walk Up.*** to assist students with resumes, referrals, workshops and presentations around campus. These three students belong to the SHRM student organization and underwent a resume and cover letter review and interview process to be selected. There is a GPA requirement and dedicated hours that each have committed to maintaining. These students receive access to resources and additional training relevant to their future careers by volunteering their services in support of the CLACS Career Center services and events. A special thank you to Professor Carol Rewers for helping launch and support the Career Peer Advisor program!

Tanner Wilson is a senior in Human Resource Management and will be graduating in May 2018. He is very involved as a leader of several RSOs and the founding member of Fit Dawgs. He has completed two corporate internships and has been involved with the Career Center Advisory Council for four years; currently serving as the Chair.

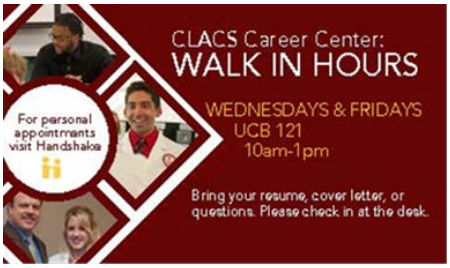
Karmin Edgerly is a sophomore in Human Resource Management who came to Ferris State University with an array of customer service and sales experience. She also serves our country as a Private First Class in the Army National Guard and has strong leadership experience as a squad leader of her platoon. She is majoring in Human Resource Management.

Nicholas Krave is a senior in Human Resource Management and will be graduating in May 2018. He is involved with SHRM and the President of a large fraternity on campus. Nick has performed a corporate internship where his suggestions helped in an overall improvement of training and moral within a large retail establishment. Nick is always seeking ways to encourage positive changes in individuals and the organizations that he serves.

Career Center Walk in Hours

New Schedule

Wednesdays and Fridays, 10:00am – 1:00pm, University Center 121 (CLACS). Bring your resume, cover letter, or questions. CLACS Professional staff will be on hand to assist you!



What's Up? Walk Up.

This program consists of "pop up" career services at various locations and times around campus. Hosted by our CLACS Career Peer Advisors, students will be able to receive basic services, resume reviews, referrals, and resources. Peer Advisors are trained to help students with HANDSHAKE and BIG INTERVIEW, schedule appointments with CLACS professional staff, give class presentations, and promote upcoming employer recruitment events.

handshake in MyFSU

Ferris State University
Center for Leadership, Activities and Career Services

Certificate Programs

Employers seek employees who have soft skills and understand the job. What better way to demonstrate this than to complete the ***Soft Skills e-Training Course*** or participate in a ***Job Shadowing Experience***? The CLACS Career Center is offering these opportunities for students to enhance their skills at their own pace. We will do the legwork and help you achieve certificates of completion. Students can sign up through OrgSync.

Soft Skills Registration: https://orgsync.com/18438/forms/264203
Job Shadowing Registration: https://orgsync.com/18438/forms/264223

Social Impact Project

A combination of a Community Service and Job Fair, followed by a presentation by Hannah Brencher, Founder of More Love Letters.

Community Service and Job Fair, 3pm – 7pm
Various Community Service Organizations will be present to share volunteer, internships, and employment opportunities. Come by and see how you can make a difference!
University Center, 2nd Floor

Hannah Brencher, Founder of More Love Letters, 7pm – 9pm
https://www.youtube.com/watch?v=LVFVaWCV1TE
University Center, Room 202

Hannah Brencher's mother always wrote her letters. So when she felt herself bottom into depression after college, she did what felt natural -- she wrote love letters and left them for strangers to find. The act has become a global initiative, The World Needs More Love Letters, which rushes handwritten letters to those in need of a boost.

If you happen to discover a random envelope addressed "For Someone Special," it was intended for you! Please open it, read it, and share it.

Industry Recruitment Days!

The CLACS Career Center wants to help students locate employment, present their very best, and land great jobs. Please encourage students to attend these recruitment sessions.

Networking and Reverse Career Fair – College of Business

- February 5th, 11am-3pm, University Center Building 202
- A Reverse Career Fair allows RSOs to showcase their organization and members to employers. If your Registered Student Organization is interested in participating, sign up at https://orgsync.com/18438/forms/293484 or contact NicholasSmith@ferris.edu

Employer Expo - School of Engineering Technology: CAD & Tool Design, Computing, Design, Electrical, Industrial Technology, Manufacturing, Mechanical, Plastics, Product Design, Rubber, Surveying, Welding

- February 8th, 11am-3pm, University Center Building 202
- Employers will share tips for job seekers via video chats.

Escape Room & Employer Expo - School of Engineering Technology: School of Automotive and Heavy Equipment, School of Built Environment, Architecture, Facilities Management, Construction, HVACR

- February 12th, 11am-3pm, University Center Building 202
- The Escape room will engage students in a short series of puzzles, riddles, and challenges that help increase their odds of obtaining an incredible employment opportunity!

Networking and Reverse Career Fair – College of Arts and Sciences, College of Health Professions, College of Education and Human Services, College of Pharmacy, and Michigan College of Optometry

- February 12th, 11am-3pm, University Center Building 202
- A Reverse Career Fair allows RSOs to showcase their organization and members to employers. If your Registered Student Organization is interested in participating, sign up at https://orgsync.com/18438/forms/293484 or contact NicholasSmith@ferris.edu

To find a list of attending employers, log into HANDSHAKE as a student, select "Events", select the one you want to see, and "View employers".

- Students can easily access HANDSHAKE by clicking on the icon in MyFSU.
- Faculty/ Staff can access HANDSHAKE by selecting their "Employee" tab in MyFSU, selecting the Briefcase icon, selecting the HANDSHAKE icon, and then signing in with their ferris.edu email. It will ask you to create a password. For assistance, please contact CLACS.

Students should dress in professional attire and bring a bunch of resumes! For assistance with your resume, interviewing skills, what to wear, or any other career related questions contact CLACS@ferris.edu or visit the University Center Suite 121 on Wednesdays and Fridays between 10am - 1pm.

Tips to help students prepare for employment

- Encourage students to visit the CLACS Career Center during Walk-in Hours
- Introduce students to HANDSHAKE- Ferris State University's recruiting platform
- Assign students to complete a practice interview via BIG INTERVIEW
- Inform students about First Ladies Attic for professional attire
- If you are requiring your classes to see the CLACS Career Center for resume or interview assistance, please email MicheleAlbright@ferris.edu with a heads up. This allows us to provide better service for all of our clients.

For additional information regarding any of these services or activities, please visit HANDSHAKE, the University's calendar, or the Center for Leadership, Activities and Career Services.

ANYONE WITH A DISABILITY WHO NEEDS SPECIAL ACCOMMODATIONS TO ATTEND THESE EVENTS SHOULD CONTACT 231-591-2685 or CLACS@FERRIS.EDU AT LEAST 72 HOURS IN ADVANCE. FERRIS STATE UNIVERSITY IS AN EQUAL OPPORTUNITY INSTITUTION. FOR INFORMATION ON THE UNIVERSITY'S POLICY ON NON-DISCRIMINATION, VISIT WWW.FERRIS.EDU/NONDISCRIMINATION.

handshake

Michele "Mickey" Albright, MS-CTE, BS-HRM, GCDF
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Learning Insights - Creating a Flow of Assessment Data for Continuous Improvement

January 15, 2018
Issue 29
Authors: Mandy Seiferlein, MPA Director of Assessment
Lisa Meny, Pharm.D. Associate Professor &
Chair of Accreditation & Assessment Committee
College of Pharmacy

The Insight
Establishing a "flow" for assessment data that can be replicated for a wide variety of assessment activities.

Implications
The "flow" increases consistency, communication and collaboration related to the use of assessment data.

"The flow provides the basic structure for data review and steps can be added to best meet the needs of a specific use."

Creating a Flow of Assessment Data for Continuous Improvement

The College of Pharmacy's faculty-approved assessment plan takes a comprehensive approach to assessment – spanning educational outcomes, structures and processes – for the purposes of continuous quality improvement. Due to the comprehensive nature of the plan (*and the sheer volume of assessment data!*) working through the data can be daunting. As a result, establishment of a standard flow for assessment data that could be replicated for a wide variety of assessment activities was highly desired. The aim of this issue of *Learning InSights* is to describe the flow of assessment data developed by the college's Accreditation & Assessment Committee (AAC) to serve as a model for shared governance in the use of assessment data for continuous improvement.

Figure 1 illustrates the template established by the AAC to solidify procedurally how data is shared, evaluated and acted upon. This model draws heavily on the AAC, a standing committee established by faculty-approved bylaws and consisting of faculty, administrative and student representatives.

Figure 1: Flow of Assessment Data Template

The flow provides the basic structure for data review and steps can be added to best meet the needs of a specific use. For example, when used this fall semester to evaluate results of the college's annual faculty survey, the AAC elected to add a College-wide Townhall. This step enabled the AAC to present the quantitative survey data to the faculty through a guided discussion that solicited qualitative feedback to identify potential root causes of flagged items. Although the flow can be time intensive, the benefits are great and include:

- Clarification of roles and responsibilities to prepare, review & act on data
- Consistency in approach to reviewing, reporting, & acting on data
- Collaboration – faculty, administrators and students working together
- Increased transparency & communication re: the use of assessment data

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FCTL the Institute on Inclusion and Inclusive Classrooms Starts January 19

Institute on Inclusion and Inclusive Classrooms

Fridays – January 19, and 26, February 2, 16, and 23
12 – 3 PM
FLITE 405 (except January 26 will be held in FLITE 304)
Facilitators: Kemi Fadayomi and Todd Stanislav

The conversations and work we do in the **Institute on Inclusion and Inclusive Classrooms** will lead to practical and useful skills, ideas, and knowledge, and enable us to:

1. Identify aspects of our identities and describe how they influence or shape our responses, interactions, and perceptions of others;

2. Describe and use with increasing ease words, phrases, and concepts relevant to diversity and inclusion; and
3. Integrate or enhance methods and approaches that create increasingly more inclusive learning environments and experiences for students and others.

The **Institute on Inclusion and Inclusive Classrooms** is a space for faculty – non-tenure track, tenure-track, and tenured alike – to explore inclusion- and diversity-related topics that impact us as educators and members of other communities. We will explore learning barriers encountered by students and other topics such as social identity, intersectionality, microaggression, stereotype threat, and power and privilege. We'll have candid, respectful, and inspiring conversations on complex topics.

Where: FLITE 405 (except for January 26 in FLITE 304)
When: 12 - 3 PM
5 sessions in Spring 2018 – January 19 and 26 and February 2, 16, and 23

How: Through readings, videos, and engaging with guest speakers and each other, we will create more inclusive learning environments and experiences for our students and others.

There's more! Faculty who participate fully and complete the work associated with the **Institute** will be eligible to receive a $800 Professional Development Incentive.

RSVP to 231-591-3826 or fctl@ferris.edu to register for this faculty learning community.

If you have a disability and require accommodation to participate in this event, please contact Laurie Daniels, Secretary III, at (231)591-2440 or LaurieDaniels@ferris.edu to request accommodations at least 72 hours in advance.

Laurie Daniels
Faculty Center for Teaching and Learning
Retention and Student Success
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HLC Quality Initiative Community Open Forums

FERRIS STATE UNIVERSITY

HLC Quality Initiative Community Open Forums

January 2018

As part of Ferris State University's reaffirmation of accreditation process, the institution is required to undertake a quality improvement project. Launched in January 2017, each academic college and unit has initiated a quality improvement project in each of three areas: learning, retention, and learning environment. By spring 2019, we will report on our success and lessons learned to HLC and be provided feedback before our next reaffirmation visit during the 2020-21 academic year.

Community Open Forums

All members of the University community are invited to attend the **HLC Quality Initiative Project Update Forums** during the week of January 22. The leadership of each college and project team will have an opportunity to share an update on their projects, and share early lessons learned. Light lunch items will be available.

- **Monday, January 22 at 12 p.m. in UCB 217**
  Colleges of Arts and Sciences, Health Professions, Optometry, and Pharmacy
- **Tuesday, January 23 at 12 p.m. in UCB 217**
  Colleges of Business, Engineering Technology, and Education and Human Services
- **Wednesday, January 24 at 12 p.m. in UCB 217**
  Kendall College of Art and Design, Extended and International Operations, Retention and Student Success, and FLITE

Visit www.ferris.edu/hlc/qualityinitiative/news.htm for more information.

Jennifer Hegenauer
Executive Director of Research, Planning and Assessment &
Project Manager for the HLC Quality Initiatives
Extended and International Operations | Ferris State University
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Blackboard Training: FSU @ Grand Rapids

Blackboard Instructional Tools (Phase 2): FSU @ Grand Rapids

Date: Monday, January 22, 2018
Time: 6:00 pm - 9:00 pm
GRCC Room: ATC 174 Computer Lab
Facilitator: Jackie Hughes

This workshop highlights some of the Blackboard instructional tools that have the potential to enhance student learning. Participants will learn how to use groups, discussion boards, journals, blogs, wikis, and other collaboration

tools. Participants will also learn how to create and use rubrics to grade collaboration assignments.

Please Note: Faculty teaching web-enhanced or online courses must complete both Blackboard Basic (Phase1) training AND Blackboard Instructional Tools (Phase 2) training in order to request Blackboard course shells.

RSVP for Blackboard Phase 2 training by phone at (231) 591-2808 or by Email at eLearning@ferris.edu.

Blackboard and Other One-on-One Technology Assistance: FSU @ Grand Rapids

Dates: Monday, January 22 **and** February 12, 2018
Times: 1:00 pm - 5:00 pm both days
GRCC Room: ATC 182 D – Workspace 2
Facilitator: Jackie Hughes

If you would like to meet to discuss your particular questions about anything related to Blackboard, feel free to schedule a time segment anytime between 1:00 pm and 5:00 pm.

RSVP for your one-on-one time slot by phone at (231) 591-2808 or by Email at eLearning@ferris.edu.

Blackboard Grade Center: FSU @ Grand Rapids

Date: Monday, February 12, 2018
Time: 6:00 pm - 8:00 pm
GRCC Room: ATC 174 Computer Lab
Facilitator: Jackie Hughes

This is an in-depth workshop on all the components of the Grade Center. Participants will learn how to create, configure, and manage the grade center columns, weighted grades, grading schemas, grading periods, and categories. We will also explore color codes and smart views. This workshop is most useful when the participant has a Blackboard course with students enrolled. Please bring a copy of your syllabus.

RSVP for Grade Center training by phone at (231) 591-2808 or by Email at eLearning@ferris.edu.

Jackie Hughes, Instructional Technology Coordinator
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Activator * Positivity * Responsibility * Maximizer * Developer

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