

Summer and Fall 2010 Workshop Schedule

Course / Training	Attendees	Date	Time	Location	Course Description	Organized By	Presented By
JUNE/JULY/AUGUST 2010							
Slide Conversion Overview	All faculty	To be Arranged with Kathleen Tetlock Multimedia			Multimedia provides a slide conversion service to faculty who wish to convert their image collections into digital format. The form for this service can be found at the Multimedia help site: anna.nscad.ns.ca/help	Kathleen Tetlock	Multimedia Staff
First time or previous (Anyone who had been a Chair more than 3 years ago) New Division Chairs	All new Chairs/Outgoing Chairs	As Needed To be Scheduled with the Dean			One-on One Transitional meeting with outgoing and incoming Chairs and the Dean to explore and discuss Roles and Responsibilities of the Chair, as well as ongoing or incomplete items.	Christine Holzer Hunt	Christine
Campus Guides workshop 1	All Full time, Pro-Rated, Part Time and Sessional faculty,	To be Arranged by the Division Chair with Tanja Harrison			Tutorials in how to set up and use <i>Campus Guides</i> Classroom Software.		
Teaching Dossier Workshop	All ICA's applying for RPT status; and All RPT's who will be reviewed during the 2010 and 2011 year	July 27 2010	9:00am – 12Noon	D 500 Duke/Granville Campus	Workshop for Regular Part time faculty on developing a teaching Dossier. The workshop will assist Regular Part time faculty with preparing for Teaching Performance Monitoring by the Dean; as well as preparing all applicants for Regular Part time status review. Questions to be considered include: What is a teaching dossier and why should you make one?	Christine Holzer Hunt	Karin Cope

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					<p>This workshop will try to answer your questions about the teaching dossier component of the collective agreement, then engage you in a series of directed activities designed to help you to get started compiling your teaching dossier. We'll consider what sorts of materials might reasonably go into a teaching dossier--for example, these might include samples of instructional materials, outcomes of independent study courses, samples of student evaluations, information about your professional development or other activities that contribute to your teaching practice, etc--and consider various ways of assembling or presenting them.</p> <p>You should expect to leave the workshop with some ideas about what a teaching dossier is, a rough outline of what you might include in your own dossier, and some drafts of a statement about your teaching practice.</p> <p>Attendance is not mandatory but is highly recommended.</p>		
SEPTEMBER 2010							
Due Diligence	All employees at all levels at NSCAD	Wednesday, September 1, 2010	1PM - 4:00PM	D440 (Bell Auditorium)	<p>This mandatory workshop for all employees and provides a basic understanding of due diligence and how it works for you and your organization. A discussion of the rights and responsibilities of all employees/employer in the workplace and what they mean will occur. This workshop provides participants with an overview of the Nova Scotia Occupational Health & Safety Act and regulations. Participant will receive the appropriate tools to view safety in the workplace as a continuous practice.</p>	Keera Buchanan	Safety Services Nova Scotia

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Unit II Supervisors Workshop	Division Chairs Unit II Directors VP Academic Academic Administrators	Thursday, September 2, 2010	8:30am – 12:30 PM	Press II Granville Campus	Overview of responsibilities for Unit II supervisors, including processes, budgeting and new colleague computer system, leave approval, communication, Occupational Health and Safety, Unit II Collective Agreement overview. Includes Question and Answer period.	Keera Buchanan	Keera Christine Anne M. Alex Doyle Bonnie Sands Sharon JL
New faculty Orientation for Fall 2010	New full time/Pro-Rated faculty New ICA's	Thursday, September 2, 2010	1:30 PM – 4:00 PM	D 500 (The Boardroom)	This welcome orientation session provides an overview of NSCAD policies, registration, and counseling information, library resources, email, multimedia and galleries. This session also offers a question and answer period for all new to NSCAD teaching faculty.	Christine Holzer Hunt	Christine David Smith James Moy Keera Tanja H. Kathleen T Laurelle Levert Tonia D. Rebecca Young
AV equipment use for meetings and classes	All Faculty	Thursday, September 2, 2010,	4:00 PM – 5:00 PM	Granville Campus Multimedia N320f	Will provide training on how to set up data projectors, computer audio kits, and lap tops for classroom use	Kathleen Tetlock	Multimedia Staff
Bell Orientation	All Faculty	Tuesday, September 7, 2010	11am-12noon	Granville Campus Bell Auditorium D440	Provides an overview of the equipment and facilities for faculty teaching in Room D440	Kathleen Tetlock	Multimedia Staff
Student Orientation	All new Students	Monday September 7, 2010	8:00am – 5:00pm	Port Campus	Provides overview to the first year of school. What you need to know, equipment and tools required, processes, occupational health and safety.	Laurelle Levert	SUNSCAD & Student Services Team

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ARTstor and FADIS	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	Wednesday, September 8	12:00 Noon – 1:00 PM	Multi Media Theatre Granville Campus	Brief Overview of ATstor and FADIS	Christine Holzer Hunt	Rebecca Young
ARTstor and FADIS	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	September 15	12:00 Noon – 1:00 PM	Port Campus Room P 205	Brief Overview of ARTstor and FADIS	Christine Holzer Hunt	Rebecca Young
Copyright	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	Wednesday, September 15, 2010	10:00 AM - 12:00 AM	Multimedia	This session provides an update to the copyright landscape at educational institutions in Canada, an overview of current copyright compliance on campus, and offers a forum to discuss on online resources for teaching.	Christine Holzer Hunt	Tanja Harrison
Refworks	All Faculty	Wednesday, September 22	Noon – 1:00 PM	Multi Media Theatre Granville Campus	Brief Overview of Refworks;	Christine Holzer Hunt	Tanja Harrison
Focus on Students with Disabilities	All Full time Faculty, RPT's, ICA's Student Services Department	Tuesday September 28, 2010	Noon – 1 PM This is Confirmed with Bill	D 500 The Boardroom	Topics to be covered: Definition of disability Legal issues and the duty to accommodate Types of disabilities and the Environmental barriers they present Designing a more accessible classroom	Christine Holzer Hunt	Bill Travis, NSCAD University

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	All Technicians All Tutors		Travis		NSCAD specific issues re: Students with Disabilities <ul style="list-style-type: none"> - Class note takers / recording of lectures - Universal Instructional Design and “ArtStor” - Attendance Policy and disability Student Issues in Studio Settings: Chemical Sensitivities, Colour Blindness, Etc.		
Refworks	All Faculty	Wednesday, September 29	Noon – 1:00 PM	Port Campus Room P 205	Brief Overview of Refworks;	Christine Holzer Hunt	Tanja Harrison
OCTOBER 2010							
Focus on Students in Crisis	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	Tuesday October 5, 2010	Noon -1:00 PM	D 500 Granville Campus	An overview of the main considerations which need to be taken into account when talking with students in distress, especially in terms of listening, assessing the seriousness of the distress, advising and referral. There will also be an opportunity to discuss difficult examples.	Christine Holzer Hunt	Victor Day & Sheila Mac Neil
Academic Integrity	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	Tuesday October 12, 2010	Noon -1:00 PM	D 500 Granville Campus	This session presents issues surrounding plagiarism, and offers a forum for a discussion regarding plagiarism detection and prevention strategies.	Christine Holzer Hunt	Tanja Harrison
Focus on Diversity	All Full time, Pro-Rated, Part Time and Sessional faculty, Tutors & Markers	Thursday, October 21, 2010	Noon -1:00 PM	Multi Media Theatre Granville Campus	For individuals who wish to increase their understanding of diversity and multiculturalism; and how to promote equity in working relationships.	Christine Holzer Hunt	Stephanie Mason, Event Officer, MANS

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Pension Information Session	All employees registered in the Pension Plan	Thursday, October 28 th , 2010	12noon – 1:00pm	D 500	This session will provide information on a new fund option available to NSCAD pension contributors called Income Plus. Will also provide a review on “How to Build your own Portfolio” and planning accordingly for your retirement future.	Keera Buchanan / Joint Benefits Committee	David Henry Manulife Financial
NOVEMBER 2010							
Basic PowerPoint for PC	All Staff or faculty	TBA	TBA	Granville Campus N320f (Computer Lab A)	Learn how to use Power Point for presentations	Kathleen Tetlock	Multimedia Staff
KeyNote for Mac	All Mac users	TBA	TBA	Granville Campus N320f (Computer Lab A)	Learn the basics of KeyNote	Kathleen Tetlock	Multimedia Staff
Individual Project-based Tutorials for Faculty and Staff	Faculty or Staff	TBA	TBA	Multimedia	Faculty or Staff who need an introduction to software (like Photoshop, Illustrator, InDesign, Final Cut, Word, PowerPoint, Keynote) or equipment (like scanners, camcorders, audio recorders) can arrange one-to-one workshops to complete specific projects	Kathleen Tetlock	Multimedia Staff
DECEMBER 2010							
Harassment and Discrimination Workshop	All faculty and staff	Multiple sessions to be held December	Wednesday, Dec 8 - 2pm-4pm Thursday,	Multi Media Theatre – tbc D 500	This is a <u>mandatory session</u> for anyone who has not attended a workshop in the last two years. This session will provide a review of the NSCAD Harassment and Discrimination Policy and answers questions on how to address Harassment or Discrimination concerns.	Keera Buchanan	Francine McIntyre

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		8 th or December 9 th	Dec 9 – 9am -11am				
New faculty Orientation for Winter 2011	New full time/Pro-Rated faculty New ICA's	December 17, 2010	1:00 PM – 1:00-4:00 PM	D 500 Granville Campus	This welcome orientation session provides an overview of NSCAD policies, registration, and counseling information, library resources, email, multimedia and galleries. This session also offers a question and answer period for all new to NSCAD teaching faculty.	Christine Holzer Hunt	Christine Keera Tanja H. Kathleen T Laurelle Levert Tonia D. Bernadette

Updated CH August 26, 2010

Culture as Business workshop

I am writing to announce a 2-day workshop, entitled "Culture as Business", that will be presented in Halifax on the weekend of October 23-24 (as well as a dozen other locations across Canada in 2010-2011). The workshop is for artists, musicians, writers, actors, dancers, and anyone else looking to make a living in the cultural sector.

Items covered include:

- Career options & lifestyle implications
- The economics of culture
- Hard skills (Finance, Budgeting, Accounting, Taxes)
- Soft skills (Contracts, Copyright/IP, Negotiation, Marketing & Promotion, Professional Communication)
- Long-term planning (Statistical Resources, Market Research, Strategic Planning)

By the end of the weekend, participants will have the beginnings of a comprehensive business plan, something that they can literally take to the bank.

Registration is \$250/person for two days, with a reduced price of \$200/person for groups of 5 or more individuals. I would also be happy to arrange for a custom session for you (perhaps 3 hours) on Thursday 21 or Friday 22 October. For further details, or to register online, please see <http://cultureconsult.ca/>