

**McPherson College**  
**Faculty Workshop Schedule**  
**Fall 2024**

*For the benefit of our new faculty, please wear your nametags!*

**Tuesday, August 13**                      **Melhorn 112**

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- 8:15** Breakfast items available
- 8:30** Welcome – Kirk MacGregor, Faculty Chair  
Opening reflection – Dave Barrett, Advancement Officer
- 8:45** Welcome and Update – President Michael Schneider
- 9:00** Academic Affairs Update – Matt Skillen, Vice President for Academic Affairs  
Introduction of New Faculty
- 9:30** Amy Beckman, Executive Director, Career and Experiential Learning
- 10:00** Break
- 10:15** Admissions Update – Christi Hopkins, Vice President for Enrollment  
Review of the Orientation Schedule – Ashley Templeton, Director of Student Transitions
- 10:50** Academic Support Services Update – Linda Barrett, Coordinator of Student Success and Engagement;  
Rachael Bruce, Athletic Academic Support Specialist
- 11:15** Break for All Campus Lunch
- 11:30** All Campus Lunch, *Mingenback Theatre*
- 1:00-2:20** General Education Committee

**Wednesday, August 14**                      **Melhorn 112**

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- 8:15** Breakfast items available
- 8:30** Campus Updates – Marty Sigwing, Executive Director of Operations  
Athletics Update – Josh Daume, Director of Athletics
- 9:20** Jenzabar One Integration and Training – Christi Paulsen, ERP Manager
- 10:45** Break
- 11:00** Higher Learning Commission (HLC) Visit Overview – Sandra Hiebert, Director of Institutional Assessment and Academic Compliance
- 11:30** Break for lunch on your own
- 12:45 – 2:00** Required Workplace Trainings: Human Resources and Safety
- **12:45 – 1:05** Brenda Stocklin Smith, Director of Human Resources – drugs in the workplace, anti-discrimination/harassment/retaliation, mandatory reporting of child abuse and neglect, and HIPPA compliance
  - **1:05 – 1:35** Dan Falk, Dean of Students – Title IX

- **1:35 – 1:50** Tricia Hartshorn, Registrar - FERPA
- **1:50 – 2:00** Jeremy Nelson, Director of Facilities – OSHA and blood borne pathogens

**2:00-3:00** General Education Committee

**3:00-4:00** Complete **Risk Assessment and IT Security Trainings** individually. These trainings are required for *all* faculty and must be complete before week’s end. Anyone who does not complete these will need to report Friday morning to do them in person in the Melhorn lab.

IT Security (35 minutes), IT Policies (15 policies to read.)

*Directions to access trainings.*

1. Log into the portal, <https://portal.pii-protect.com/#/login>
2. Navigate to the “Training” tab within “My Dashboard.”
3. Find the training course(s) that you have not yet completed with the minimum required grade.
4. Click the “Watch” button. Please note that you can pause the training and resume where you left off at any time.
5. Click “Final Quiz” to complete the quiz to test your knowledge of what you have learned.

## **Thursday, August 15**

## **Melhorn 112**

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**8:15** Breakfast items available

**8:30** Introduction and update – Aaron Meis, Executive Vice President  
Jamie Pjeski, Director of Advising and Student Success

**9:00** Kristie Sojka, Director of Library Services

**9:30** Break

**9:45** General Education Committee

**11:00** Committees gather to set semester meeting times. Bring your schedules! – Melhorn Conference Room

11:00 FEC

11:10 EPC

11:20 FRC

11:30 FPC

**11:40** Break for lunch on your own

**Afternoon available to complete online workplace trainings and for syllabi and class preparation.**

**4:00** **Sea of Red**

**4:15** New Student Induction Ceremony – Wear academic regalia. RSVP here:

<https://www.cognitofrms.com/McPhersonCollege4/InductionCeremonyFacultyParticipation>

## **Friday, August 16**

## **Melhorn 141**

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Time to work on syllabi and class preparation!

For those who have not completed them, online trainings are required: Report to Melhorn 141.

**Turnitin Training Sessions:**

**1:00 – 2:00** Turnitin Training via Zoom – Session One

*Session one will cover Turnitin inside of Jenzabar, the interpretation of the report, and provide time for q&a.*

**Register for session one here:** <https://turnitin.zoom.us/meeting/register/tjYqf-CtpjloG9JTn345lc-9l6XqqK8raycW>

**2:30 – 3:30** Turnitin Training via Zoom – Session Two

*Session two will cover our grading and feedback tools, AI writing, and even more time for q&a.*

**Register for session two here:**

[https://turnitin.zoom.us/meeting/register/tjYocOyhqzooE9d4M00xK7WZ3eY9yKMn\\_m5y](https://turnitin.zoom.us/meeting/register/tjYocOyhqzooE9d4M00xK7WZ3eY9yKMn_m5y)