SUNY SCHENECTADY

MANY VOICES, ONE CALL

New Beginnings

Institute Week Schedule
January 13-17, 2025

Institute Week
Monday, January 13 – Friday, January 17, 2025

Monday, January 13

8:30 - 9:15 a.m.	College-wide Breakfast	Elston Hall, Cafeteria
9:15 - 9:45 a.m.	Welcome and New Staff Introductions	Carl B. Taylor Auditorium
9:45 - 11:00 a.m.	Building AI Agility: Empowering Human Flourishing in the AI Economy	Carl B. Taylor Auditorium
11:00 - 11:45 a.m.	Panel Discussion: AI in Action: Perspectives from Education and Industry	Carl B. Taylor Auditorium
11:45 a.m. - 12:30 p.m.	Lunch on Your Own	
12:30 - 2:00 p.m.	Faculty Workshop AI Fundamentals in the Classroom: Transforming Learning	Begley Learning Commons, Ground Floor
2:00 - 3:30 p.m.	Community of Care Concurrent Workshops: Fostering Inclusion through Digital Content Accessibility • Canva and Accessibility Design in Mind: Designing and Distributing Inclusive Canva Content • Designing Digitally Inclusive Documents in Microsoft Word • TABLES: Accessibility Fundamentals	 Stockade 201 Elston 238 Stockade 203

Tuesday, January 14

8:30 a.m. - 4:00 p.m.	SUNY Civic Discourse Event *RSVP - attendees only*	Van Curler Room
9:30 - 10:30 a.m.	Middle States Update	Stockade 101
10:30 - 11:30 a.m.	Credit for Prior Learning Updates	Stockade 101
11:30 a.m. - 12:30 p.m.	Program Reviews: 2023-2024 Report Out	Stockade 101
12:30 - 2:30 p.m.	Lunch on Your Own	
2:30 - 3:30 p.m.	Using Hyflex Rooms and Technology	Elston 240
4:30 - 6:30 p.m.	Adjunct Orientation	Stockade 101 / Microsoft Teams

Wednesday, January 15

10:00 - 11:00 a.m.	Achieving the Dream: Transforming SUNY Schenectady for Student Success - Past, Present, and Future	Stockade 101
11:00 a.m. - 12:00 p.m.	Understanding Social Styles in the Workplace	Stockade 101
12:00 - 4:00 p.m.	New Student Orientation	

Institute Week

Monday, January 13 – Friday, January 17, 2025

Thursday, January 16

9:00 - 9:55 a.m.	Navigating Disagreement in Academic Discourse	Stockade 101
10:00 - 11:00 a.m.	Opportunities with Cengage Publishing	Stockade 101
11:00 a.m. - 12:00 p.m.	UFP Meeting	Stockade 102
12:00 - 1:00 p.m.	Campus-wide Lunch	Van Curler Room
1:00 - 2:30 p.m.	*Community of Care* Concurrent Workshops: Fostering Inclusion through Digital Content Accessibility • Designing Digitally Inclusive Documents in Microsoft Word • Designing Inclusive Documents in PowerPoint	 Stockade 203 Stockade 205
2:30 - 3:30 p.m.	Division/School Meetings • Business and Professional Programs • Hotel, Culinary Arts and Tourism • Liberal Arts • Math, Science, Technology and Health • Music	 Elston 301 Elston 100 Elston 130 Elston 240 Music 215

Friday, January 17

9:00 - 10:00 a.m.	Violence Prevention in the Workplace 2.0	Stockade 101
10:00 - 11:00 a.m.	Riding the De-Escalator: Dealing Effectively with "Difficult" People	Stockade 101
11:00 a.m. - 12:00 p.m.	Committee Meetings • Academic Policies Committee • Curriculum Committee • Professional Policies, Nominations and Awards Committee • Community and Cultural Events Committee • Student Affairs Committee • Justice, Equity, Diversity, and Inclusion Committee • EITA Committee	 Elston 222Q Elston 245 Elston 234 Elston 230 Elston 132 NA Elston 301
12:00 - 4:00 p.m.	Lunch on Your Own/ Prepare for Spring Semester	

Session Descriptions

Monday, January 13

College-Wide Breakfast
Elston Hall, Cafeteria   8:30-9:15 a.m.

Welcome/New Employee Introductions
Carl B. Taylor Auditorium   9:15-9:45 a.m.
- Ann Fleming Brown, Chair, Board of Trustees
- Dr. Mark Meachem, Vice President for Academic Affairs
- Paula Ohlhous, Executive Director for Human Resources

Morning Keynote
Building AI Agility: Empowering Human Flourishing in the AI Economy
Carl B. Taylor Auditorium   9:45-11:00 a.m.

This keynote will explore the transformative impact of Generative AI on the ways we learn and work. It will provide a strategy for leveraging AI to enhance human capabilities, emphasizing the balance between technological integration and cultivating uniquely human skills. Attendees will learn about AI Agility and its importance in navigating the skills-based economy. This includes developing AI Agility as a foundational competency benefiting students, faculty, and stakeholders throughout the community.
- Todd McLees, Founder of HumanSkills.AI

Morning Keynote Panel Discussion
AI in Action: Perspectives from Education and Industry
Carl B. Taylor Auditorium   11:00-11:45 a.m.

Moderated by Todd McLees, this panel brings together internal early adopters to:
- Share practical experiences with GenAI implementation
- Discuss evolving workforce requirements
- Explore emerging skills needs
- Identify collaborative opportunities between SUNY Schenectady and regional businesses
- Examine AI's potential to drive growth and innovation in the region

Lunch on Your Own   11:45 a.m.-12:30 p.m.

Faculty Workshop
AI Fundamentals in the Classroom: Transforming Learning
Begley Learning Commons, Ground Floor   12:30-2:00 p.m.

As Generative AI reshapes the educational landscape, faculty have a unique opportunity to enhance both teaching and learning. This workshop moves beyond simple AI awareness to practical implementation, helping educators develop sustainable approaches that maintain academic integrity while unlocking new possibilities for student engagement and success. Through hands-on exercises and real-world examples, participants will discover how to leverage AI tools thoughtfully and effectively in their specific disciplines including:
- Prompt design fundamentals for educational excellence
- Strategies for AI-enhanced teaching and learning
- Ethical considerations and best practices
- Hands-on practice with real-world scenarios

Community of Care Concurrent Workshops
Fostering Inclusion through Digital Content
These *Community of Care* Workshops were co-organized by the DEI Professional Development Initiative, the JEDI Committee, and the Office of ADA Transition Services. Computers will be provided, but you can bring your own laptop.

Community of Care Concurrent Workshop
Canva and Accessibility Design in Mind: Designing and Distributing Inclusive Canva Content
Stockade Building, Room 201   2:00-3:30 p.m.

Does your office advertise events, workshops, and reminders with documents designed in Canva? Have you considered best practices in inclusion when creating your content? Whether you use Canva a lot, a little, or want to start, this workshop will provide an overview of Canva and its accessibility options, as well as things to consider when designing and sharing your document. Attendees will have the opportunity to test out Canva's accessibility features on one of their Canva designs and:
- Navigate accessibility features and options in Canva
- Identify best practices in formatting and designing an effective and accessible info-graphic
- Share accessible info-graphics via email This session is best for employees who use or plan to use Canva to communicate to the campus community and beyond.
- Michelle Ragucci, Director of Academic Services

Community of Care Concurrent Workshop
Designing Digitally Inclusive Documents in Microsoft Word
Elston Hall, Room 238   2:00-3:30 p.m.

In this applied-learning workshop, participants will learn best practices in creating and remediating Microsoft Word documents to ensure a digitally accessible experience for all users. Bring an electronic copy of your syllabus or a Microsoft Word document you're working on so that you can apply your learning during this session. Come prepared to work on the documents that matter most to you and get live help. This session is best for employees who use Microsoft Word to build their syllabi or operational documents and files. By the end of this workshop, participants will be able to:
- Identify and resolve common accessibility challenges in Microsoft Word
- Create accessible documents in Microsoft Word
- Remediate Microsoft Word documents to ensure accessibility
- Catia Laird de Polanco, Chief Diversity Officer

Session Descriptions

***Community of Care* Concurrent Workshop TABLES: Accessibility Fundamentals**

Stockade Building, Room 203   **2:00-3:30 p.m.**

In this applied-learning workshop, participants will learn best practices in creating and remediating tables, both in MS Word and Brightspace, to ensure a digitally accessible experience for all users. Bring an electronic copy of a Microsoft Word document with a table and apply session knowledge to make it accessible. Learn to replicate it in Brightspace. This session is best for employees who use Microsoft Word operational documents that incorporate tables or develop online tables in Brightspace. By the end of this workshop, participants will be able to:

- Build accessible tables with Microsoft Word
- Remediate tables in Microsoft Word to ensure accessibility
- Create accessible tables in Brightspace by:
  o Using the HTML (web) Editor
  o Using a work-around o Employing effective and engaging alternatives
- * Woodworking skills are not necessary for this session, but they may help. You might also want to bring your own tools (i.e., a laptop).
- Dave Wolf, Director of Instructional Design and Online Learning

Tuesday, January 14

SUNY Civic Discourse Event* (multi-campus)

Elston Hall, Van Curler Room   **8:30 a.m.-4:00 p.m.**

John Reiff - Director of Civic Learning and Engagement for the Massachusetts Department of Higher Education
*RSVP attendees only

Middle States Update

Stockade Building, Room 101   **9:30-10:30 a.m.**

The tri-chairs will provide updates on the work done during the fall semester and offer a look at the work ahead this spring.

- Mark Evans, Associate Professor
- Cayla Gaworecki, Assistant Professor
- Dr. Hope Sasway, Dean

Credit for Prior Learning (CPL) Updates

Stockade Building, Room 101   **10:30-11:30 a.m.**

The College recently updated its policy and procedures for CPL and has added dedicated website pages for this initiative. In addition, this session will review some of the work done to expand CPL in 2024.

- Dr. Mark Meachem, Vice President for Academic Affairs
- Sarah Wilson Sparrow, Vice President of Workforce Development and Community Education

Program Reviews: 2023-24 Report Out

Stockade Building, Room 101   **11:30 a.m.-12:30 p.m.**

Hear from faculty who recently conducted program reviews to learn program review outcomes and findings. This is a chance for those conducting APRs to ask questions and determine best practices in the APR process. Programs include: Business, Mobile Food Service, Medical Coding and Billing, Early Childhood Education, and Music

Lunch on Your Own   **12:30-2:30 p.m.**

Using Hyflex Rooms and Technology

Elston Hall, Room 240   **2:30-3:30 p.m.**

Visit and preview ELS 240's new setup and have IT show you how to maximize use of the new space.

Adjunct Orientation

Microsoft Teams/Stockade 101   **4:30-6:30 p.m.**

Topics include Starfish, Brightspace, Student Success and general SUNY Schenectady guidelines from the Deans.

At 5:15 p.m., there will be a discussion of SEIU policies, and information from the SEIU leadership.

- Division/School Deans
- Sean Collins, SEIU Representative

Wednesday, January 15

Achieving the Dream: Transforming SUNY Schenectady for Student Success – Past, Present, and Future

Stockade Building, Room 101   **10:00-11:00 a.m.**

This presentation provides an in-depth look at the Achieving the Dream (AtD) work here at SUNY Schenectady, exploring its mission and impact on student success. It highlights key successes, lessons learned, and how our partnership with AtD has shaped practices to improve equity and outcomes. Finally, it examines the future of Achieving the Dream and its role here at SUNY Schenectady.

- Mark Bessette, Assistant Dean of Financial Aid & Student Access
- Cayla Gaworecki, Assistant Professor
- Jessica Gilbert, Dean of Academic Affairs

Understanding Social Styles in the Workplace

Stockade Building, Room 101   **11:00 a.m.-12:00 p.m.**

As a component of Occupational Wellbeing, this training is designed to help participants identify different social styles and how they influence interactions in the workplace. The training helps participants understand their social style as well as the styles of their colleagues by learning about each of the four styles and how they interact at work.

Presented by Capital EAP through Human Resources

New Student Orientation   **12:30-4:00 p.m.**

Thursday, January 16

Navigating Disagreement in Academic Discourse

Stockade Building, Room 101   9:00-9:55 a.m.

This panel presentation will explore strategies for managing contentious dialogue around topics that may challenge personal beliefs, religious views, or political ideologies in higher education. Presenters will address the complexities of fostering respectful dialogue and constructive disagreement when discussing sensitive issues as part of our mission to ensure academic rigor and inclusivity. Attendees will learn practical strategies for framing difficult conversations, promoting understanding, and ensuring that disagreements lead to deeper intellectual engagement and collaborative learning. Each presenter will briefly share their experiences and strategies before the session opens for a Q&A and general discussion. This session is designed for instructional faculty but all are welcome.

· Dr. Babette Faehmel, Professor
· Sean Mullen, Counselor I & SUNY Civics Fellow
· Catia Laird de Polanco, Chief Diversity Officer

Opportunities with Cengage Publishing

Stockade Building, Room 101   10:00-11:00 a.m.

Learn about faculty development opportunities and faculty research opportunities with Cengage. In addition, learn more about Cengage Unlimited as an option to provide unlimited access to textbooks for our students.

· Amanda Stitt, Cengage Publishing

UFP Meeting

Stockade Building, Room 102   11:00 a.m.-12:00 p.m.

College-Wide Lunch

Elston Hall, Van Curler Room   12:00-1:00 p.m.

Come enjoy lunch and meet our Transfer Partner representative from SUNY Oneonta. You can ask more about their programs and pathways for our students.

Community of Care Concurrent Workshops
Fostering Inclusion through Digital Content

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Community of Care Concurrent Workshop
Designing Digitally Inclusive Documents in Microsoft Word

Stockade Building, Room 203   1:00-2:30 p.m.

In this applied-learning workshop, participants will learn best practices in creating and remediating Microsoft Word documents to ensure a digitally accessible experience for all users. Bring an electronic copy of your syllabus or a Microsoft Word document you're working on so that you can apply your learning during this session. Come prepared to work on the documents that matter most to you and get live help. This session is best for employees who use Microsoft Word to build their syllabi or operational documents and files.

By the end of this workshop, participants will be able to:

· Identify and resolve common accessibility challenges in Microsoft Word
· Create accessible documents in Microsoft Word
· Remediate Microsoft Word documents to ensure accessibility
· Catia Laird de Polanco, Chief Diversity Officer

Community of Care Concurrent Workshop
Designing Inclusive Documents in PowerPoint

Stockade Building, Room 205   1:00-2:30 p.m.

In this applied-learning workshop, participants will learn best practices for creating accessible Microsoft PowerPoint documents to ensure an accessible experience for all users, both in-person and online. We will work on a PowerPoint document together from scratch, or you can bring one you're working on so that you can apply your learning during this session. This session is for anyone who uses PowerPoint in-person or online for presentations, lectures, and notes.

By the end of this workshop, participants will be able to:

· Identify and resolve common accessibility challenges in Microsoft PowerPoint
· Enhance accessibility for in-person presentations
· Ensure accessibility for online presentations and notes
· Megan Hall, Professor

Division/School Meetings

BPP: Elston Hall, Room 301 HCAT: 2:30-3:30 p.m.
Elston Hall, Room 100 Liberal Arts:
Elston Hall, Room 130 MSTH:
Elston Hall, Room 240 Music:
School of Music, Room 215

Session Descriptions

Friday, January 17

Violence Prevention in the Workplace 2.0
Stockade Building, Room 101   **9:00-10:00 a.m.**

· Paula Ohlhous, Executive Director for Human Resources

Riding the De-Escalator: Dealing Effectively with "Difficult" People
Stockade Building, Room 101   **10:00-11:00 a.m.**

Learn the reasons why interactions escalate, and practical, actionable steps you can take to ameliorate (and prevent) those circumstances. A demonstration of these techniques will be presented.

· Robyn King, Director of Wellness and Support Services

Committee Meetings
                       11:00 a.m.-12:00 p.m.

Academic Policies: Elston Hall, Room 222Q

Curriculum Committee: Elston Hall, Room 245

Professional Policies, Nominations and Awards Committee: Elston Hall, Room 234

Community and Cultural Events Committee: Elston Hall, Room 230

Student Affairs Committee: Elston Hall, Room 132

EITA Committee: Elston Hall, Room 301

Lunch on Your Own/
Prepare for the Spring Semester   12:00-4:00 p.m.