

HLC Accreditation Evidence

Title: Staff Professional Development

Office of Origin: VP of Instruction

Professional Development Instructional Support Staff 2015 - 2016

ACADEMIC ADVISORS – GREAT BEND - PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
February, 2015	All advisors granted access- GB/FR/online	Advisement Development Course Shell -online	Accessibility granted to all advisors in training and continuing advisors. Training for new advisors and resources and scenarios for continuing advisors View sample documents from within course shell here G:\WS_SSS\Judy\HLC
June, 2015	Nicole Berger- Advisor & VA specialist- Great Bend campus	U.S. Department of Veterans Affairs- Certifying Official Veteran's Workshop- Wichita, KS	VA benefits policies, procedures and updates
August, 2015	All advisors invited- GB/FR/online	Professional Conference Days- Great Bend/Go-To meeting	Various workshops and presentations
Sept, 2015	All advisors invited- GB/FR/online	Degree Works Training Sessions (2)- Great Bend/Go-To meeting	Training on mechanics and capabilities of the Degree Works degree audit system.
October, 2015	All advisors invited- GB/FR/online	Degree Works Training Sessions (2)- Great Bend/Go-To meeting	Training on mechanics and capabilities of the Degree Works degree audit system.
October, 2015	Great Bend advisors	KSU Advisor Meet and Greet Workshop- Great Bend	KSU academic advisors set up workshop on our campus to outline recent updates to programs and entrance requirements.
November, 2015	Fort Riley advisors	Degree Works Training Session-via phone/PC	Degree Works training
November, 2015	All advisors invited- GB/FR/online	Degree Works Training Session- Great Bend/Go-To meeting	Training on mechanics and capabilities of the Degree Works degree audit system.
November, 2015	All advisors	Fall Advising Newsletter-email	Information and reminders regarding Advisement Scanned newsletters available: G:\WS_SSS\Judy\HLC
December, 2015	Great Bend advisors	KSU Social Work presentation-Great Bend	Informational workshop providing information about KSU's transfer program
January, 2015	Great Bend advisors	KU transfer workshop-Great Bend	KU academic advisors offered workshop on campus to outline updates to programs and entrance requirements
February, 2015	Megan Chambers- FR Advisement Coordinator Kelly Lindsay-FR Academic Advisor Sicilee Lansbury-FR Academic Advisor Karen Kratzer-GB Advisement Coordinator Kevin Bailey-GB Academic Advisor	NACADA Region 7 Conference- Manhattan, KS	Conference notes located at: G:\WS_SSS\Judy\Professional Development
March, 2016	Great Bend advisors	McPherson College Transfer Presentation	McPherson College offered a presentation providing information about transfer requirements, scholarships and programs
March, 2016	All advisors	Spring Advisement Newsletter-email	Information and reminders regarding Advisement Scanned newsletters available: G:\WS_SSS\Judy\HLC

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
June, 2016	 Lisa Peterson- Testing Coordinator- GB Sherri Henry- Academic Advisor-GB 	Collegeboard Accuplacer Conference-Las Vegas, NV	Accuplacer usage, utilization and coming updates. https://accuplacer.collegeboard.org/professionals/national-conference/program
June, 2016	 Arlette Stratton-Certifying Official- FR Nicole Berger-Advisor/VA Specialist-GB 	U.S. Department of Veterans Affairs- Certifying Official Veteran's Workshop- Wichita, KS/Kansas City, KS	VA benefits policies, procedures and updates
August, 2016	All advisors invited- GB/FR/online	Professional Conference Days- Great Bend/Go-To meeting	Various workshops and presentations including two sessions presented by GB Advising- The new face of advising. Presentation Handouts- Advisement Process Chart and Degree Works for Advisors can be found here: G:\WS_SSS\Judy\HLC
August, 2016	All WTCE advisors and faculty invited- GB/FR/online	WTCE Faculty Forum- Great Bend/Go-To meeting	Departmental updates shared with WTCE faculty and advisors. Handout from advisement update located here: G:\WS_SSS\Judy\HLC
Sept, 2016	All advisors invited- GB/FR/online	Collegeboard Accuplacer Workshop-BCCC Host location	Workshop open to regional community colleges to prepare for Accuplacer transition Workshop schedule can be found here G:\WS_SSS\Judy\HLC
Future Opportunities			
October, 2016 Fall 2016 Fall 2016 Spring 2017 Ongoing Ongoing	Goal to make accessible to all advisors in all locations	 Advisement Newsletter DegreeWorks training follow up Student self-Enrollment workshop(s) Advisement Newsletter Continuing Advisor Training Development on Course shell-Goal-2017 Completion Continuing Advisor Evaluation Development on Course shell-Goal-2017 Completion 	

Academic Advisors (Fort Riley) - PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
September 11, 2015		Kansas Academic Advising Network (KAAN) Annual State Conference	ALLIES for Advising: Advisors Learning, Leading, Integrating & Education Students
	 Fort Riley Academic Advisors: Emily Harper Sicilee Lansbury Kelli Lindsay 	Fort Hays State University Hays, Kansas	http://www.kansasadvising.com/2015/09/allies-for- advising-advisors-learning.html
February 29- March 2, 2016	Megan Chambers, Advisement CoordinatorFort Riley Academic Advisors:	National Academic Advising Association (NACADA) Annual Region 7 Conference	ALLIES for Advising: Advisors Learning, Leading, Integrating & Education Students
	-Emily Harper -Sicilee Lansbury -Kelli Lindsay	Manhattan, Kansas	http://www.nacada.ksu.ed u/Events- Programs/Events/Region- Conferences/Region- 7.aspx
September 9, 2016	 Megan Chambers, Advisement Coordinator Fort Riley Academic Advisors: Emily Harper Sicilee Lansbury 	Kansas Academic Advising Network (KAAN) Annual State Conference University of Kansas- Edwards Campus Overland Park, Kansas	Red, White & Move: Variations on Transition Efforts (VOTE) http://www.kansasadvising.com/p/home -page.html
February 26-28, 2017	 Megan Chambers, Advisement Coordinator Fort Riley Academic Advisors: Emily Harper Sicilee Lansbury 	National Academic Advising Association (NACADA) Annual Region 7 Conference Tulsa, Oklahoma	Crossroads of Advising http://www.nacada.ksu.edu/Community/Regions /Region-7.aspx

ADULT EDUCATION – PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
April, 2015	Chris Lemon – Coord. Adult Education Luke Seitz – Instructional Specialist	Kansas Department of Corrections Case Management 101 Wichita, KS	40 Hour Required DOC Training Case Management Basics Effective Practices in Corrections
April, 2015	Chris Lemon – Coord. Adult Education Luke Seitz – Instructional Specialist	Commission on Adult Basic Education Annual Conference Denver, CO	Attended various sessions detailing best practices in Adult Education; new learning strategies to tackle the 2014 GED.
October, 2015	Chris Lemon- Coord. Adult Education	U.S. Department of Education Improving Reentry Education Annual Meeting Washington, D.C.	
April, 2016	 Luke Seitz – Instructional Specialist Ash Norton – Instructional Specialist Kathryn Jackson – Instructional Specialist Jamie Buehler – Instructional Specialist 	Commission on Adult Basic Education Annual Conference Dallas, TX	Conference Program G:\AdultEd\Professional Development\Training Notes\COABE Conference notes located at: G:\AdultEd\Professional Development\Conference Details\COABE\Notes
July, 2016	Chris Lemon – Coord. Adult Education	Corrections Education Association Annual Conference Long Beach, CA	Conference Program G:\AdultEd\Professional Development\Training Notes\CEA
Various	Jamie Buehler	Differentiated Instruction and Lesson Planning (5 Hours) Learn To Achieve: • Learning Disabilities and Accommodations (1 Hour) • Professional's Guide to Education Adults (1 Hour) Adult Career Pathways • Designing Contexualized Instruction (2.5 Hours) • ACP: Integrating Career Counseling and Planning (3 Hours) • Building Strategic Partnerships (1.5 Hours) English Language Learner University • Principles of Second Language Teaching (3.5 Hours) • The Role of Culture (3 Hours) Teaching Excellence in Adult Literacy • Formative Assessment Writing – 2015 • Formative Assessment Math – 2015 College and Career Readiness Standards • English Language Arts/Literacy: Train the Trainer Workshop I • English Language Arts/Literacy: Train the Trainer Workshop II Competency Based Education	Training Details G:\AdultEd\Professional Development\PD Details\LINCS Training Catalog
Various	Kathryn Jackson	Differentiated Instruction and Lesson Planning (5 Hours) Integrating Technology in the Adult Education Classroom (4 Hours) Introduction to Teacher Effectiveness and Induction (1 Hour) Principles of Learning for Instructional Design (2 Hours) Motivating Adult Learners to Persist (2 Hours)	Training Details G:\AdultEd\Professional Development\PD Details\LINCS Training Catalog

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
		Learn To Achieve: Professional's Guide to Educating Adults (1 Hour) Learning Disabilities and Accommodations (1 Hour) Adult Career Pathways Designing Contextualized Instruction (2.5 Hours) Building Strategic Partnerships (1.5) Developing Effective Bridge Programs (2.5 Hours) Engaging Employers in Adult Career Pathways (2 Hours) Integrating Career Counseling and Planning (3 Hours)	
Various	Ash Norton	Differentiated Instruction and Lesson Planning (5 Hours) Motivating Adult Learners to Persist (2 Hours) Principles of Learning for Instructional Design (2 Hours) Introduction to Teacher Effectiveness and Induction (1 Hour) College and Career Readiness Standards Math: Institute 1 English Language Arts: Institute I	Training Details G:\AdultEd\Professional Development\PD Details\LINCS Training Catalog
Various	Luke Seitz	Differentiated Instruction and Lesson Planning (5 Hours) Principles for Learning for Instructional Design (2 Hours) Introduction to Teacher Effectiveness and Induction (1 Hour) College and Career Readiness Standards Math: Institute 1 English Language Arts: Institute I	Training Details G:\AdultEd\Professional Development\PD Details\LINCS Training Catalog

ATHLETIC TRAINING PROFESSIONAL DEVELOPMENT COMPILATION

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
Fall 2016	All Faculty and Instructional Support Staff	Online Anti-Harassment and Title IX Training (Supervisors completed the Supervisor's Course)	Mandatory Anti-Harassment and Title IX Training
June 25-28, 2014	Ken Henderson, Head Athletic Trainer	National Athletic Trainers' Association (NATA)	Clinical Symposia and Athletic Training Expo
November 15, 2014	Ken Henderson, Head Athletic Trainer	Athletic Trainer 360	Strength Training Anatomy
June 5-6, 2015	Ken Henderson, Head Athletic Trainer	Kansas Athletic Trainers Society	Wichita Sports Medicine Symposium
June 12, 2015	Ken Henderson, Head Athletic Trainer	NATA	 A Practical Guide to Collecting Patient Outcomes Developing and Utilizing Clinical Outcomes Databases in Clinical Practice Foundational Concepts of Clinical Outcomes Assessment and Strategies for Implementations
June 23-26, 2015	Ken Henderson, Head Athletic Trainer	NATA	Clinical Symposia and Athletic Training Expo
June 23-26, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	BOC NATA	 NATA Clinical Symposia Long Term and Cumulative Effects of Concussion: What do We Know and What Cane We do?
November 27, 2015	Ken Henderson, Head Athletic Trainer	NATA	 Dehydration causes muscle cramping: Myth or Fact?
December 7, 2015	Ken Henderson, Head Athletic Trainer	NATA	Concussion as a Public Health Issue
December 29, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	 Evidence-Based Examination of the Knee and Thigh ACL and PCL Injuries, Surgeries, and Rehabilitation Exertional Heat Illnesses
December 30, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	The Neuroscience of Sprains, Strains, Pain and Sports Performance
December 31, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	Evidence-based Treatment of the Hip
December 31, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	 Returning the Injured Athlete to Sports: Foot, Ankle, and Orthotics
December 31, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	Evidence-Based Examination of the Foot and Ankle
December 31, 2015	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	Concussion in Sport
June 8, 2016	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	Returning the Injured Athlete to Sports: New Concepts in ACL Rehabilitation
June 21, 2016	Jonathan Lovercamp, Assistant Athletic Trainer	MedBridge Education	Rotator Cuff and Labral Pathology: Presentation and Post-Operative Rehabilitation
Spring 2016	All Faculty and Instructional Support Staff	Run, Hide, and Fight Training Great Bend Campus	Campus Safety Procedures

FINANCIAL AID PROFESSIONAL DEVELOPMENT COMPILATION

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
March, 2015	Myrna Perkins, Director of Financial Aid	Higher Learning Commission Annual Conference Chicago, IL	Accreditation Information http://annualconference.hlcommission.org/Archive/archive.html
			Conference notes located at: G:\ESFA\Financial Aid\Archived Information\Training\HLC Conference
April, 2015	Whitney Asher, Assistant Director of Financial Aid	Ellucian Live Annual Conference New Orleans, LA	Banner Student Information System http://www.ellucian.com/ ellucianlive/
April, 2015	Samantha Thier, Financial Aid Officer	KASFAA Spring Conference	Conference notes located at: State Association Conference http://www.kasfaa.org/docs/toc_confer
			ences.html Conference notes located at: G:\ESFA\Financial Aid\Archived
December, 2015	 Myrna Perkins, Associate Dean of Student Services/Director of Financial Aid Whitney Asher, Assistant Director of Financial Aid 	Federal Student Aid Conference Las Vegas, NV	Federal Updates http://fsaconferences.ed.gov/
			Conference notes located at: G:\ESFA\Financial Aid\Archived Information\Training\FSA Conference
April, 2016	 Myrna Perkins, Associate Dean of Student Services/Director of Financial Aid 	Higher Learning Commission Annual Conference Chicago, IL	Accreditation Information http://annualconference.hlcommission.org/Archive/archive.html
			Conference notes located at: G:\ESFA\Financial Aid\Archived
April, 2016	 Whitney Asher, Assistant Director of Financial Aid Latisha White, Financial Aid Program Support & Compliance Officer 	Ellucian Live Annual Conference Denver, CO	Banner Student Information System http://www.ellucian.com/ ellucianlive/
April, 2016	Shanda DeYoung, Financial Aid Risk Management & Compliance Officer	KASFAA Spring Conference Manhattan, KS	Conference notes located at: State Association Conference http://www.kasfaa.org/docs/toc_conferences.html
			Conference notes located at: G:\ESFA\Financial Aid\Archived

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
June, 2016	 Myrna Perkins, Associate Dean of Student Services/Director of Financial Aid Whitney Asher, Assistant Director of Financial Aid Latisha White, Financial Aid Program Support & Compliance Officer Shanda DeYoung, Financial Aid Risk Management & Compliance Officer Samantha Thier, Financial Aid Officer Adie Chansler, Financial Aid Officer Kaitlin Ptacek, Financial Aid Communications 	FA Staff Meeting	Various inter-office topics. Link to agenda located at: G:\ESFA\Finanical Aid\Archived Information\Training\Ad Hoc Meetings\2015-16
June, 2016	 Myrna Perkins, Associate Dean of Student Services/Director of Financial Aid Whitney Asher, Assistant Director of Financial Aid Latisha White, Financial Aid Program Support & Compliance Officer Nicole Berger, Academic Advisor & VA Specialist Angie Maddy, Dean of Student Services Ashley Anderson, Dean of Military Academic Services Karen Kratzer, Advisement Coordinator Arlette Stratton, Administrative Assistant to the 	Barton FA/VA Advising	Ad Hoc Meeting to discuss FA/VA Advising in regard to emphasis courses and developmental courses. Link to meeting agenda & minutes: G:\ESFA\Financial Aid\Archived Information\Training\Ad Hoc Meeting\2016

SEXUAL MISCONDUCT & ASSAULT RESOURCE TEAM (SMART) PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
November 2016	 Anderson, Ashley – Dean of Military Academic Services Dietz, Jonathan - Coordinator of Student Housing Little, Karly – Coordinator of Community Education Maddy, Angie – Dean of Student Services Schneider, Amye – Assistant to the President 	Jana's Campaign: Johnson County Community College	Heartland Campus Safety Summit: Preventing and Responding to Gender-Based Violence on College Campuses Agenda
April 2016	 Anderson, Ashley – Dean of Military Academic Services Dietz, Jonathan - Coordinator of Student Housing Joiner, Stefanie – Athletic Mentor/Instructor Maddy, Angie – Dean of Student Services Miller, Leanne – Director of Ft. Leavenworth Learning Services Stoelting, Lucas – Lead Campus Safety Officer 	Kansas Coalition Against Sexual and Domestic Violence	Working Together to End Sexual Assault on Campus Agenda
July 2016	Anderson, Ashley – Dean of Military Academic Services Dietz, Jonathan - Coordinator of Student Housing Hoffman, Jenna – Assistant Director of Human Resources	ATIXA	Civil Rights Investigator Certification Training Level 1 <u>Agenda</u>
September 2016	Dean of AdministrationIT RepresentativeSMART	GME Advocate Review	Review of administrative database for Title IX, Student Services, and other institutional areas
September 2016	Stephanie Joiner, Interim Title IX Coordinator	Kansas Community College Title IX Coordinator Meeting, Hutchinson Community College, KS	Collaboration, Best Practices
September 2016	 Ashley Anderson – Dean of Military Academic Services Johnathan Dietz – Coordinator of Student Housing Jenna Hoffman – Asst. Director of Human Resources Knoblich, Julie – Director of Human Resources Maddy, Angie – Dean of Student Services 	ATIXA	Civil Rights Investigator Certification Training Level 2 <u>Agenda</u>
September 2016	 Ashley Anderson – Dean of Military Academic Services Johnathan Dietz – Coordinator of Student Housing Jenna Hoffman – Asst. Director of Human Resources Knoblich, Julie – Director of Human Resources Maddy, Angie – Dean of Student Services 	ATIXA	Civil Rights Investigator Certification Training Level 3 Agenda
November 2016	SMART membersChampions	Jana's Campaign: Johnson County Community College	Heartland Campus Safety Summit: Preventing and Responding to Gender-Based Violence on College Campuses

STUDENT LIFE PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
Fall 2016	All Faculty and Instructional Support Staff	Online Anti-Harassment and Title IX Training (Supervisors completed the Supervisor's Course)	Mandatory Anti-Harassment and Title IX Training
August 2015	Kathy Brock	American Heart Association	Instructor updates, including new guidelines, received renewal Basic Life Support For Instructor
January 11, 2016	Kathy Brock	Salina Sex Trafficking Coalition	General Information, Recognizing Signs, How to Assist Victims
March 21-23, 2016	Kathy Brock	Central KS College Health Assoc.	Annual Conference, Women's Health, Transgender Issues, Tuberculosis Regulations and Treatment, Title IX Compliance Issues, Alcohol Education
April 12, 2016	Kathy Brock	KS Coalition Against Sexual & Domestic Violence Pre-Conference	Title IX Compliance, Confidentiality
	Kathy Brock		Registered nurse licensure mandates 30 hrs. of continuing education in a 2 yr. period for renewal. License current through May, 2017
Receive daily/weekly releases	Kathy Brock	Center of Disease Control and American College Health Association	Current and appraised of medical issues that directly affect student population.
February 2015	Diane Engle	KS Board of Regents	Title IX Cleary Act Training
August 2015	Diane Engle	Barton Professions Days	Title IX General Education
November 2016	Diane Engle	Barton Com College	Advisor's Training on Degree Works

TRIO SUPPORT STAFF PROFESSIONAL DEVELOPMENT

DATE	ATTENDEES	Training Event/Meeting Venue	TOPIC
Spring 2016	All TRIO Employees including student workers	Online Anti-Harassment and Title IX Training (Supervisors completed the Supervisor's Course)	Mandatory Anti-Harassment and Title IX Training
Spring 2016	All Faculty and Instructional Support Staff	Run, Hide, Fight; Great Bend Campus	Campus Safety
November 2016	Jared Grillot, Math/Science Specialist - SSS	CRLA Annual Conference – Louisville, KY	Tutoring and Training for Peer Tutors
November 2016	Rita Thurber, Director - SSS	MAEOPP Conference – St. Louis, MO	Innovative Practices for TRIO
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September 2016	Angie Maddy, Dean of Student Services	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Susie Burt, Director, Educational Opportunity Center	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Patrick Busch, Director, Upward Bound	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Baudilio Hernandez, Academic Advisor, Upward Bound	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Sarah Hensiek, Data Specialist, Upward Bound	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Hope Randolph, Director, Upward Bound	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
September 2016	Rita Thurber, Director, Student Support Services	Council for Opportunity in Education Conference Sand Diego, CA	TRIO Best Practices
February 2017	Rita Thurber, Director - SSS	TRIO AHEAD Conference – Las Vegas, NV	Equipping students with tools for success
February 2017	Penny Zimmerman, English/Reading Specialist - SSS	TRIO AHEAD Conference – Las Vegas, NV	Equipping students with tools for success
March 2017	Jakki Maser, Counselor - SSS	Kansas Counselors Association Annual Conference – Topeka, KS	Best Practices/Networking
April 2017	Chris Stott, Academic Advisor – SSS	MOKANNE Annual Conference – Kansas City, MO	Best Practices
April 2017	Marcia Dietz, Data Specialist – SSS	MOKANNE Annual Conference – Kansas City, MO	Best Practices