



Community College of Philadelphia

## Fall 2004 Professional Development Week

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### Student Learning for the 21<sup>st</sup> Century: Intentionality and Empowerment

#### Brochure Addendum

A Shared Vision: To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.



#### **Monday, August 30, 2004**

**1:00 p.m. – 6:00 p.m. Rm. S2-3**

##### ***NEH China Project***

*Fay Beauchamp*

This meeting is for the NEH participant group, but others interested should contact Fay Beauchamp at [fbeauchamp@ccp.edu](mailto:fbeauchamp@ccp.edu) for information and readings.

**3:00 – 4:00 p.m. Rm. W2-47**

##### ***Your Budget in Banner***

*Jim Spiewak and Tanya Stewart*

This is a must for organization (cost center) managers. Staff will demonstrate how to: access the status of your budget, “drill down” to see the detail of expenses and encumbrances, and create reports utilizing a web-based report generator.

**4:00 – 5:00 p.m. Rm. W2-47**

##### ***Going Electronic in Purchasing***

*Jim Spiewak, Regina Carbone, and Tanya Stewart*

Staff will provide a brief overview of the on-line requisitioning process in Banner. On-line ordering of Business Cards and supplies from Alpha Office Supply will also be demonstrated.

#### **Wednesday, September 1, 2004**

**9:00 – 10:15 a.m. Rm. W2-47**

##### ***Campus Civility: Fostering an Environment for Student Learning***

*Si Brown and Janice Borlandoe*

College campuses are not immune to the rudeness, vulgar language, and disrespect we impose on one another. It is the intention of this session to begin a dialog about what steps we can take to promote civility on campus, thereby fostering an environment for student learning.

**9:00 a.m. – 2:00 p.m. Rm. BG16A&B**

***Center on Disability Orientation***

*Fran DiRosa*

**10:00 a.m. – Noon The Coffeehouse**

***Education Curricula Orientation***

*Marcia Epstein*

**10:30 a.m. – Noon Rm. BR-67**

***U.S. Department of Education Title VI: Middle East Participants***

*Fay Beauchamp*

**1:00 – 3:30 p.m. Rm. C3-5**

***NEH-China Project***

*Fay Beauchamp*

Prof. David Prejsnar will discuss "From the Taiping Rebellion to the Falun Gong: Religious Syncretism and Political Dissidence"

1:00 – 2:30; 2:30 – 3:30 there is a business meeting.

**2:30 – 3:45 p.m. Rm. C2-5**

***The College Portal & Web for Employees***

*David Watters and Ellen Fernberger*

Providing information and services to students, faculty, staff and others via the web is an important objective of Community College of Philadelphia. However, two challenges are blocking the flow of information; one is that we need to make the web content easily accessible. The second is the variety of disparate applications and databases used on campus. The College has been working to integrate delivery through a single powerful platform called a "portal". In addition to the portal project, you have probably heard something about this Banner system. If nothing else, you've received a pay check that has been produced through the system and might look a little different than the old checks. What you may not know is that Banner facilitates a secure web application through which you can view your personnel, benefits and payroll information.

(continued)

Join us at this lively session to see a demonstration of the latest technology developments.

**3:00 - 8:30 p.m. Rooms S2-7, S2-9, S2-10, S2-11**

***Evening and Weekend Orientation***

**Thursday, September 2, 2004**

***Main Day Orientation***

Christopher Lewis

8:00 am - 4:00 pm

Room BG-16, W2-47 and W2-48

8:00 am - 4:00 pm

W2-12, W2-13, W2-30, W2-32, W3-2, W3-3, W3-4, W3-5, W3-39, and W3-42

8:00 am - 4:00 pm

S2-7, S2-9, S2-10, S2-11, S2-12A, S2-12B, S2-12C, S2-12D, S3-7, S3-8, S3-14A, and S3-14B

8:00 am - 2:00 pm

B1-1, B1-7, B1-8, B1-10, BR-8, BR-10, BR-11, BR-18, BR-19, BR-22, BR-24, BR-26, BR-29, BR-30, BR-43, BR-45, BR-46, BR-50, BR-54, BR-62, BR-67, B R70, BR-71, B R-72, and BR-73

**9:00 – 10:15 a.m. Rm. C3-5**

***Health and Safety Committee Training***

*Randy Merced and Marann Bubka*

The following topics will be discussed:

1. Safety Committee Purpose and Operation
2. Methods of Conducting Safety Committee Meetings
3. Hazard Identification in the Workplace
4. Principles of Effective Incident Investigations