

Fall 2022 Faculty In-Service - Anderson University
Thursday, August 18th, 8:15-12:00

Workday Training for Instructors of Record

8:15 **Coffee and Refreshments Available - Student Center Lobby**

8:30 **Session 1: Welcome, Introductions and Policy Updates - Student Center Theatre**

Explanation of Day's Activities

Dr. Drew Stowe, Assistant Professor of English, Director of the Writing and Multimedia Center and Faculty Development Committee Chair

Opening Prayer

Luke Anspach, Assistant Professor of Graphic Design

Safety Security Training Information

Officer Eddie Aman

Introduction of New Faculty

Dr. Ryan Neal, Provost; College and School Deans

Policy/Process Updates and Reminders

Nathan Cox, Assistant Provost

1. Reminder: Join the Academic Affairs Canvas resources "course"
2. FDC funding / international travel update
3. Schedule adjustment reminders for faculty/advisors
4. Attendance policies review / Use of Zoom during In-Person class meetings

Federal Financial Aid Eligibility; Advising Information regarding "Unused Registrations"

Nathan Cox, Assistant Provost

9:30 **Coffee Break / Transition - Student Center Lobby**

9:45 **Session 2: Workday Training for Instructors of Record - various locations**

Group A: School of Nursing 134

Meg Walworth

Group E: Watkins Hall 136

Jessica Jacobs

Group B: School of Nursing 202

Liz Cranford

Group F: Zoom

Nathan Cox

Zoom is available for part-time faculty to participate.

Full-time faculty, please contact your Dean for approval for remote participation and Zoom links.

Group C: Watkins Hall 004

Brianne Satterfield

Group D: Watkins Hall 116

Tommy Henderson

See pages 3 and 4 for your group/location assignments.

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Workday Training Topics:

1. Overview of Faculty Dashboard (*forthcoming*)
2. How to View My Teaching Schedule
3. How to View Course Section Roster
4. How to Verify Participation For My Course Section (formerly known as Roster Verification/Reconciliation)
5. How to create a Request for Administrative Withdrawal for not attending a course
6. How to Assign Student Grades for Student Course Section
7. How to submit a Change Grade for Student request
8. How to approve a request for an Incomplete Grade
9. How to approve a request for an Independent/Directed study
10. Review of when and how to use the Enrollment Exception Approval Form

10:45 Coffee Break / Transition - Student Center Lobby

11:00 Session 3: Administrative Updates and Development Opportunities - Student Center Theatre

Workday Information and Resources and for Various Business Processes

Brandon Nance and Susan Lemieux, Business Office

Upcoming Opportunities from the Center for Innovation and Digital Learning

Chad Treado, CIDL Associate Director and Sr. Learning Experience Designer

Upcoming Opportunities from the Center for Learning and Teaching Excellence

Nathan Cox, Director of the CLTE

Administrative Updates

Dr. Evans Whitaker, President

12:00 Adjourn

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Groups are assigned randomly, each arranged alphabetically by first name. Please check each group.

Group A
School of Nursing 134
Leader: Meg Walworth

Andrew Rich
Ann-Janette Locke
Chad Rodekohr
Charles Fuller
Chris Rappazini
Curtis Kindel
David Williams
Derek Nelson
Derek Updegraff
Don Peace
Eleisha Garland
George Ducworth
Greg Allgood
James Dancik
James Turner
Jason Neill
Jeffery Thompson
Josiah Reiswig
Katherine Wyma
Kayla Weston
Kimberly Whitehead
Kolawole Olaiya
Kristopher Barnett
Kyle Small
Larry Knighton
Martha Meeker
Nnenna Igwe
Peter Kaniaris
Richard Williamson
Robert Altman
Robert Rettew
Rodney Rutland
Ryan Karkainen
Scott Whitaker
Sherelle Ducksworth
Susana Ruiz Martin
Todd Fenstermacher
Vanessa Thompson

Group B
School of Nursing 202
Leader: Liz Cranford

Adam Renberg
Alison Peeples
Anna Travis
Anne Martin
Arlette de Jesus
Bonnie Treado
Brad Bechtold
Cara Wood
Carrie Koenigstein
Deanna Hiott
Deirdre Welborn
Everon Maxey
Frank Norris
Gordon Smith
Heidi McCaulley
Howard Kim
Jan Walker
Jeremy Watts
Jessica Jacobs
Jessica Nicks
Joanna Stegall
Joe Wehunt
Kegan Shaw
Kolby Redd
Laary Cushman
Matthew Ball
Michael Marks
Patricia Massengale
Patty Hovis
Robert Franklin
Rhonda Harris
Robert Homer-Drummond
Ryan Butler
Scott Turner
Shelly Walters
Stephen Ojo
Tanya Cordoba
Terrie Poore

Group C
Watkins Hall 004
Leader: Brianne Satterfield

Ana Lotshaw
Bailee McCarley
Brandon Grech
Bryan Cribb
Chris Neuenschwander
Chuck Williamson
Cynthia Baughan
Dante Wright
David Larson
Diana Ivankovic
Gary Mosley
Gilbert Eyabi
Giovanni Calise
Gregory Silver
Heather Kindel
Herb Peterson
Jennifer Triplett
Jeremy Nelson
Jo Carol Mitchell-Rogers
Joseph Spencer
Karen Zagrodnik
Kenneth Knapp
Kim Freeman
Kimberly Penland
Krissie Butler
Laurie Todd
Lindsey Cain
Luke Anspach
Marie Amma
Michael Duduit
Michelle Doscher
Pamela Larde
Steve Nail
Susan Doughty
Teresa Taylor
Thomas Strickland
Timothy McKnight
Traci Carter

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Group D
Watkins Hall 116
Leader: Tommy Henderson

Alena Turner
Andrea Raines
Andrea Washington
Andrew Pettus
Angie King
Anthony Caito
April Reese
Bobby Hanley
Candace Livingston
Carol Price
Catherine Wilson
Channing Crisler
Chase Kinsey
David Perry
David Sollish
Heather Caldwell
Jaclyn Gauden
James Duncan
James Motes
James Murphy
Jeffrey Moore
John Frazier
Kimberly Speer
Krystal Beeks
Lauren Welsh
Mark Butler
McKenzie Campbell
Monica Morehead
Olukayode Karunwi
Randi Plake
Robert Reeves
Roger Flynn
Ryan Kroskie
Sanquinette Brownlee
Shauntae Staiger
Shawn Stowe
Stanley Paul
Tabitha Merritt
Wayne Cox
Zachary Knox

Group E
Watkins Hall 136
Leader: Jessica Jacobs

Allan Wilford
Amalia Allen
Bethany Early
Brandy Porter
Bruce Lockhart
Catherine Gambrell
Crystal Hooper
Cynthia Cross
Cynthia Watson
David Greer
Derick Cordoba
Greg Robinson
Heath Burton
James Haughey
Jessica Johnson
Joni Criswell
Julie Smart
Kent Saunders
Laura Stewart
Lindsay Privette
Lynneth Renberg
Maria Lam
Matthew de Ruig
Matthew Stump
Miren Ivankovic
Nara Kim
Noel Brownlee
Patty Slaughter
Randall Wilhelm
Richard Ray
Richard Rosenberger
Sarah Ellisor-Catoo
Sarah Owens
Seth Killen
Stephen Timmerman
Timothy Speaker
Travis Nation
Vanessa Rettinger
Wanda Reisinger
Zac Benson

Group F
Zoom
Leader: Nathan Cox

Zoom is available for part-time faculty to participate. Full-time faculty, please contact your Dean for approval for remote participation and Zoom links.

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