



ERAC

Staff Matters



Staff Development Day 2023

Tuesday, May 23, 9:00 a.m. – 12:00 p.m.

&

Staff Field Day 2023

Wednesday, May 24, 12:00 p.m. – 3:00 p.m.

Staff Development Day 2023: Professional Development Sessions At-A-Glance

Sessions are 45-minute workshops designed to provide all Lehigh staff with various opportunities to invest in their personal and professional well-being. Read on for detailed session descriptions. Zoom links will be emailed on the morning of the 23rd. All sessions will be recorded and made available on ERAC's website.

Schedule for Tuesday, May 23rd

Session 1: 9:00-9:45 am

- Research Administration at Lehigh
- An Introduction to Artificial Intelligence in Education
- OverDrive: Accessing Free Ebooks and Audiobooks from Lehigh Libraries
- Cool Customer: De-escalating techniques for tough conversations
- Creating Community among your Student Staff

Session 2: 10:00-10:45 am

- Building Cross Campus Collaborations Through COIL and Virtual International Exchange
- We Make Office Calls: Preparing Your Files for Transfer to the Archives
- Navigating today's Social Media Landscape: Best Practices for telling your story on social media
- Access, Argos, and You: Administrative Data Strategies at Lehigh

Session 3: 11:00-11:45 am

- Overview: Landscape in College Athletics/How does Lehigh Differentiate Itself?
- Navigating the College Admissions Process as a Parent
- Growing Your Impact: Incorporating Sustainability into the Workplace and Culture
- Presenting and Thriving Under Pressure
- Slow Looking at Art to Strengthen Observation Skills

The Evolution of Research Administration at Lehigh

Presented by: Andrew Kline & Jennifer Haas, Office of Research & Sponsored Programs (ORSP)

We will have an interactive session, going over the types of active projects/programs at Lehigh, and exploring the different ways ORSP helps with proposal and award management process at Lehigh.

An Introduction to Artificial Intelligence in Education

Presented by: Julian Snow, Enrollment Management Services

Over the last year, public awareness of AI algorithms such as ChatGPT has increased dramatically, leading to many questions and fears over what the future will hold and how the sphere of education will be impacted. This beginner-friendly session will cover the basics of the intersection between Artificial Intelligence and Education (AIEd). We'll cover basic terms and concepts, see some fun examples of what AI can do, and then explore common categories where AI applications are used in education, followed by a discussion of ethical and unethical usage.

OverDrive: Accessing Free Ebooks and Audiobooks from Lehigh Libraries

Presented by: Phil Hewitt, LTS

Need something to read on vacation? Looking for audiobooks to make a long drive shorter? The Lehigh Libraries have built a collection celebrating diverse authors on OverDrive. Join this session with Lehigh librarians to start using OverDrive, a service that lets you instantly borrow ebooks and audiobooks for free. Learn how to find and check out titles, send books to your smartphone, Kindle, or other device, and more!

Cool Customer: De-escalating techniques for tough conversations

Presented by: Stacey Kimmel-Smith, Glenn Piper, & Tarah Cicero, LTS

Whether you're on the front-lines of customer service or want to learn general strategies for de-escalating tense situations, this session can help! Learn practical, easy-to-remember phrases and techniques that defuse and de-escalate when things heat up. Presenters are members of LTS Client Services with years of experience providing services to varied populations.

Creating Community among your Student Staff

Presented by: Nick Christy & Casey Gonzalez, Office of Student Engagement (Dean of Students)

Do you advise, supervise, or work with a group of students at Lehigh? This session will share practical tips and best practices to create community among your student staff or group. Presented by staff in the Office of Student Engagement, Nick Christy and Casey Gonzalez understand the importance of ensuring productive teamwork and collaboration among students and how to best support them in their personal and professional development.

Building Cross Campus Collaborations Through COIL and Virtual International Exchange

Presented by: Teresa Cusumano & Chris Harvey, ICAPE & College of Education Support Team

COIL is a powerful tool for cross campus collaboration that drives innovation and fosters organizational partnerships. COIL and virtual exchange bring together diverse perspectives and expertise from various campus departments and organizations, which results in engaging and enriching learning experiences while promoting the vast wealth of knowledge, resources, and opportunities that exist on Lehigh's campus. This presentation will highlight some of our past collaborations and discuss ways in which Lehigh staff and faculty can support or get involved with Lehigh's COIL and virtual exchange programs. Virtual exchange provides unique opportunities to extend campus classes and departments beyond campus borders and offers new ways to engage with students and campuses around the world.

We Make Office Calls: Preparing Your Files for Transfer to the Archives

Presented by: Ilhan Citak & Alex Japha, LTS - Special Collections

Lehigh Libraries Special Collections includes the archive of institutional records and historic documents. Materials are added to our collections thanks to the combined efforts of the Lehigh community, including students, faculty, staff, alumni, volunteers, and departmental coordinators. Before material is transferred, there are a few simple steps that can make everyone's lives easier. Learn how to identify what files are worth keeping and when to get in touch with Special Collections. Participants will receive a brief guide for transferring office files and see how their contributions are used to tell Lehigh's story.

Navigating today's Social Media Landscape: Best Practices for telling your story on social media.

Presented by: Taylor Stakes. UCPA

This session will give attendees some best practices for using social media in today's always-changing landscape of algorithms and platforms. We will also discuss: - Understanding your audience and tailoring your content to their needs and interests. - Creating a consistent brand voice and tone across all social media platforms. - Using visual content, such as images and videos, to bring your story to life. - Incorporating user-generated content to showcase real-world examples of your brand in action. - Leveraging social media analytics to measure the success of your storytelling efforts.

Access, Argos, and You: Administrative Data Strategies at Lehigh

Presented by: John Zekind, LTS Enterprise Systems

With the challenges we have across campus, we're charged with doing more with less. Part of this is getting the right data you need to do your job, when you need it. In this session, I will discuss the strategy LTS Enterprise Systems has for reporting, data, and future--focusing specifically on Argos, where it sits in the data landscape, and how it compares to MS Access across campus.

Overview: Landscape in College Athletics/How does Lehigh Differentiate Itself?

Presented by: Sue Troyan & Julie Ammary, Athletics

This session will provide an overview of the landscape in college athletics with some of the challenges with growing trends of NIL (Name, Image, and Likeness), the transfer portal, and how Lehigh athletics is differentiating itself within this landscape.

Navigating the College Admissions Process as a Parent

Presented by: Sarah Bombard, Admissions

This presentation is an overview of how parents can and should be involved in their students' college search and application process. From 9th grade to senior year, we'll cover research, visiting campuses, building a list, the college admissions vocabulary, and what questions to ask. Audience questions and participation are welcome!

Growing Your Impact: Incorporating Sustainability into the Workplace and Culture

Presented by: Audrey McSain, Sustainability

Join us for an interactive session to learn about sustainability at Lehigh and how you can further incorporate sustainability into your workspace and office culture. With 2,358 acres, more than 160 buildings, and approximately 7,000 students, Lehigh recognizes its responsibility to be a model sustainable campus and contribute to the health of our planet. Individual efforts grow into bigger, broader impacts.

Presenting and Thriving Under Pressure

Presented by: Shane Cohen, Development & Alumni Relations

“When the pressure is on, we don’t rise to the occasion, we fall to our greatest level of preparation.” Chris Voss, former U.S. hostage negotiator and author of the book “Never Split the Difference.” When the pressure is on, will you be ready to effectively present and wow your audience? If that is your desire, then this interactive presentation is for you. Learning Objectives: 1) Participants will learn tips and tricks for effective public speaking; 2) Participants will develop increased confidence in speaking in front of crowds when the pressure is on; 3) Participants will learn how the Toastmasters public speaking and leadership education program can help them to fully realize their potential.

Slow Looking at Art to Strengthen Observation Skills

Presented by: Stacie Brennan & Elise Schaffer, Lehigh University Art Galleries (LUAG) Join staff from the Lehigh University Art Galleries (LUAG) for a workshop designed to help participants deepen their understanding and appreciation of art through mindful observation and reflection. In this workshop, participants will learn to slow down and engage with art in a more deliberate and focused way, allowing them to notice details and nuances that they may have overlooked in the past. Through a combination of guided exercises and independent exploration, participants will hone their visual literacy skills and deepening their understanding of the artistic process.

Sign up for Staff Development Day on the ERAC webpage. Search ERAC from the main Lehigh website, then Events and look on the left side for a menu to find “Staff Development Day 2023”.

Schedule for Wednesday, May 24th

Staff Field Day 2023

12:00 p.m. – 3:00 p.m. - The 2nd Annual ERAC Field Day will take place at Goodman Campus' Rust Pavilion with lawn games, raffles, information tables, and refreshments!