



# Staff Development Day 2021

Wednesday, May 26, 1:00-4:00 pm

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Thursday, May 27, 9:00am-12:00pm

## Staff Development Day 2021: Professional Development Sessions At-A-Glance

Sessions are 45-minute workshops designed to give staff opportunities to invest in their personal and professional well-being. Register through [PageUp's Learning Library](#). See below for detailed session descriptions. Zoom links will be emailed after registration via PageUp. All sessions will be recorded.

### Wednesday, May 26, 1:00-4:00pm

#### Session 1: 1:00-1:45 pm

- The Art of Observation
- OverDrive: Accessing Free Ebooks and Audiobooks from Lehigh Libraries
- Growing Your Impact: Incorporating Sustainability into the Workplace and Culture

#### Session 2: 2:00-2:45 pm

- LehighLean: Foundations Training
- Virtual Binder: A Toolbox in the Digital Age
- Gender, COVID-19, and Zines

#### Session 3: 3:00-3:45 pm

- Lehigh Undergrads 2010 and 2020: How Have We Changed, What Does This Mean?
- University Data Resources Available from the Office of Institutional Research and Strategic Analytics

### Thursday, May 27, 9:00am-12:00pm

#### Session 1: 9:00-9:45 am

- Launch Your Career with Lehigh's LinkedIn Learning!
- Navigating Digital Resources: How to Decide What Apps Work for You
- How to Pronounce Chinese Names

#### Session 2: 10:00-10:45 am

- InfoReady Review: What Is It, How Does It Work, and How It Can Help You!
- Working with Lehigh History
- Building Your Future @ Lehigh with Career Enrichment Programs, Tuition Benefits, and More!

#### Session 3: 11:00-11:45 am

- How to Make Toast: A Design Thinking Approach to Hybridizing Your Processes
- Advancing Diversity, Equity and Inclusion at Lehigh
- How to Order Department Shirts and Give-Aways: LU Licensing, Demystified

## Session 1: 1:00-1:45 pm (Wednesday, May 26)

### **The Art of Observation**

**Presented by Stacie Brennan, Curator of Education, LU Art Galleries and Mark Wonsidler, Curator of Collections and Exhibitions**

How can experiences with great works of art help us become better observers, listeners, and more creative and effective problem-solvers? Join the Lehigh University Art Galleries as we explore works of art from the University Art Collection, as well as preview the upcoming exhibitions and events. Participants will hone their skills in observation and creative problem solving while enjoying masterpieces from Lehigh's extensive collection of paintings, sculpture, and photography.

### **OverDrive: Accessing Free Ebooks and Audiobooks from Lehigh Libraries**

**Presented by Carrie Baldwin-SoRelle and Phillip Hewitt, Instruction & Outreach Librarians, LTS**

Need something to read on vacation (or staycation)? Looking for audiobooks to make a long drive shorter? The Lehigh Libraries have built a collection of diversity-focused fiction, memoir, poetry, and nonfiction ebook and audiobook titles. Join this session with Lehigh librarians to start using this collection on 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!

### **Growing Your Impact: Incorporating Sustainability into your Workplace and Culture**

**Presented by Audrey McSain, Sustainability Program Manger and Katharine Targett Gross, Sustainability Officer**

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 broader impacts. Come ready to learn how you can get involved and ask questions.

## Session 2: 2:00-2:45 pm (Wednesday, May 26)

### **LehighLean: Foundations Training**

**Presented by Jane Altemose, Director, Purchasing Services**

LehighLean's central focus is about learning how to assess a process to eliminate waste, where waste is defined as something that adds no value to a product, service, or output. The Foundation Level Training will help you become more aware of Lean concepts, why it's important to Lehigh, and how Lean is applicable to all operations regardless of stem. Effectively applying Lean will result in increased employee and customer satisfaction, hard and soft savings, increased productivity, process efficiency and support sustainability.

### **Virtual Binder: A Toolbox in the Digital Age**

**Presented by Emily Ford, Emily Enters-Dake, Christina Jordan and Lisa Keller, College of Business Advisors**

As higher education professionals, it is incumbent upon us to execute all of the intricacies of policies, procedures, and changing curricula to hundreds of students. This has become increasingly more difficult in our remote age; thus flexibility and innovation are required to maintain quality administration. In this presentation, we will provide context for the need for a Virtual Binder, show the Virtual Binder we have created, explain the steps we took to create it, and articulate how we used it to remotely onboard a new academic advisor. We will wrap up our presentation by discussing the multitude of applications and uses for such a versatile tool. From this presentation participants will be able to: (1) Understand how to use creativity and adaptability skill sets in their everyday work, regardless of their departmental infrastructure; (2) Consolidate and disseminate nuanced information and resources more efficiently, effectively, and sustainably within a team, remotely or in-person; and (3) Successfully onboard and retain a new employee in a digital age. Learn our story, the benefits we appreciate most, and how to apply this to your office or institution.

### **Gender, COVID-19 and 'Zines**

**Presented by Rita Jones, Director and Leslie Pearson, Associate Director, Center for Gender Equity**

'Zines have been popular modes of expression, organizing, and activism within women's and feminist communities, and with the overload of digital media, a printed 'zine can actually make people stop and take a look in today's world. COVID-19 has laid bare gender inequities that many of us already knew. While many want to forget pandemic life, the Center encourages everyone to think about lessons learned. As others have said, normal is what got us here, so let's find a way to put learnings into actions. Join us in this hands-on workshop to think about gender in your daily life, learn how to and begin to make your own easily-replicated 'zine, and consider sharing a copy with LTS's Special Collections as part of their "Collecting COVID-19" initiative. Participants should come with a piece of 8.5"x11" blank piece of paper and any writing or coloring implements they want.

## Session 3: 3:00-3:45 pm (Wednesday, May 26)

### **University Data Resources Available from the Office of Institutional Research and Strategic Analytics Presented by Wyntre Stout, Research Analyst, Zane L. Kratzer, Data Research Scientist and Casey Petroski, Data Governance Manager, Office of Institutional Research and Strategic Analytics**

The Office of Institutional Research and Strategic Analytics (OIRSA) is the source of comprehensive information regarding Lehigh University. Part of the Provost's stem, our mission is to collect and disseminate reliable and valid institutional data in a responsive, timely and ethical manner. In this session, we will provide an overview of some of the university data resources that OIRSA provides, including: (1) a wide variety of data products aimed at supporting the needs of faculty and staff for reporting and planning purposes, (2) surveys that provide insight into students' experience (e.g., First Year Survey, Senior Survey, National Survey of Student Engagement) as well as the experience of the broader Lehigh Community (e.g., Climate Survey) that OIRSA oversees, and (3) the Data Cookbook, Lehigh's collaborative data dictionary that provides data definitions to strengthen our data governance process and our understanding of terminology. We will focus on resources currently on the OIRSA website as well as discuss the process for submitting requests for customized data tools and reports.

### **Lehigh Undergrads 2010 and 2020: How Have We Changed, What Does This Mean?**

#### **Presented by Jennifer Jensen, Deputy Provost, Academic Affairs, Provost Office**

What was the composition of Lehigh's undergraduate student body in the fall of 2010? And what do we look like 10 years later? Lehigh has had significant changes in its undergraduate population in recent years. This session will discuss these changes, and the implications for success student at Lehigh.

## Session 1: 9:00-9:45 am (Thursday, May 27)

### **Launch Your Career with Lehigh's LinkedIn Learning!**

**Presented by Stacey Kimmel-Smith, Assistant Director, Client Services and Ilena Key, Chief Technology Officer, LTS**

From mindful meditation to tech certification, Lehigh's LinkedIn Learning subscription offers a wide array of resources for professional development, technology training, personal enrichment, exam prep and certification resources, and more! Learn in-demand skills with over 16,000+ online courses taught by real-world professionals. Formerly Lynda.com, LinkedIn Learning is available to staff and students. Use it to extend the talents of your team, augment classroom learning, and foster creative problem-solving. Come find out how to sign up (free!) and get the most out of the diverse and varied courses and resources.

### **Navigating Digital Resources: How to Decide What Apps Work for You**

**Presented by Chris Harvey, Systems Manager, and Tammy Nolan, Administrative Director, Office of International Affairs**

With so many different tools available to us online, how do you know which one to use... Or even where to start? What's the difference between these products anyway? In this presentation we will discuss digital tools/resources that can help your office. Using our experience in the Office of International Affairs of the trial (and errors) of adopting new technology. Join us on staff development day to discuss our approach to deciding on what technology to use and train your office in it.

### **How to Pronounce Chinese Names**

**Presented by Limei Shan, Professor of Practice, Modern Languages and Literature**

Join Limei Shan for an interactive session to learn about how to pronounce Chinese names.

## Session 2: 10:00-10:45 am (Thursday, May 27)

### **InfoReady Review: What Is It, How Does It Work, and How It Can Help You!**

**Presented by Ellen Liebenow, Research Program Development Specialist, Office of Research and Graduate Studies**

InfoReady Review (<https://lehigh.infoready4.com/#>) is an online application and review management tool. InfoReady has simplified the OVPR internal grants and limited submission processes, eliminated the need for most emails and phone calls, ensured timely, pre-deadline response by reviewers, improved the accuracy and competitiveness of proposals, and saved significant administrative time. InfoReady's capabilities extend far beyond proposal development, review, and submission. In fact, any process involving an application that needs to be reviewed and judged may benefit from InfoReady. Potential uses, for example, might include:

- Summer study or summer travel grant applications
- Student poster competitions
- Recognition nominations and awards
- Internal scholarship and fellowship competitions
- Event sign-ups
- Conference and travel approval
- Internal routing of proposals and approval

### **Working with Lehigh History**

**Presented by Alex Japha, Digital Archivist, and Ilhan Citak, Archives and Special Collections Librarian, LTS Client Services**

Have you ever felt lost in Lehigh's 150+ year history? Is your department celebrating a major milestone or anniversary? Looking for a new Lehigh Zoom background? Learn about the University by exploring a treasure trove of historical images and resources. Lehigh's Special Collections and Archives, which collect and preserve the University's unique history, has made tens of thousands of photographs, publications, and rare books available for free online. Find out how you and your department can help contribute to the Archive's constantly growing digital collections. Learn how to discover relevant material and how to integrate it into your daily work. Get to know your workplace from new perspectives.

### **Building Your Future @ Lehigh with Career Enrichment Programs, Tuition Benefits, and More!**

**Presented by Tarah Cicero, Learning and Development Specialist, and Betty Rubio, Senior Human Resources Assistant, Human Resources**

Are you ready to expand your skills and take your career to the next level? Join Betty and Tarah from Human Resources to learn more about the many tools you can use to build your future at Lehigh, including Career Enrichment @ Lehigh (CE@L) programs, Tuition Benefits for Lehigh employees, and other resources for learning and development.

## Session 3: 11:00-11:45 am (Thursday, May 27)

### **How to Make Toast: A Design Thinking Approach to Hybridizing Your Processes**

**Presented by Chris Harvey, Systems Manager, Deb Rubart, Coordinator, and Whitney Szmodis, Assistant Director, Office of International Affairs**

Last March everyone had to make a quick pivot to convert all of our in-person work processes to something that could (somewhat) work in a completely online environment. While some of our online work might feel clunky and taped together, other processes have actually improved on their in-person counterpart! Join us on Staff Development day to talk about what worked, what didn't and how we can adapt the old and the new into a modern approach that better fits your office in this hybrid, post-pandemic future. Adapting the TED Talk "Got a wicked problem? First, tell me how to make toast" this hands-on workshop will go over some effective tools and processes to make sure some of the digitized processes we developed over the past year don't become relics of 2020.

Pre-watch suggested:

[https://www.ted.com/talks/tom\\_wujec\\_got\\_a\\_wicked\\_problem\\_first\\_tell\\_me\\_how\\_you\\_make\\_toast](https://www.ted.com/talks/tom_wujec_got_a_wicked_problem_first_tell_me_how_you_make_toast)

### **Advancing Diversity, Equity and Inclusion at Lehigh**

**Presented by Donald Outing, Vice President for Equity and Community, Office of Diversity, Inclusion and Equity**

To provide a high-level update on the university's strategic diversity, equity and inclusion efforts/priorities.

### **How to Order Department Shirts and Give-Aways: LU Licensing, Demystified**

**Presented by Monika Skuriat Fritz, Director of Retail Partnerships & Marketing, Business Services**

So you need a department/event shirt, pens, other give-away...But where do you start? How do you find a vendor? What logos can you use? How can you save your department money? Director of Retail Partnerships & Marketing, Monika Skuriat Fritz, will walk you through all you need to know about the licensing process - and how to get your projects done on time, on brand, and on budget!





## Virtual Resource Tables

Additional resources available to staff can be found at the websites below.

Bethlehem First Federal Credit Union: <https://beth1st.org/>

Center for Gender Equity and Community: <https://diversityandinclusion.lehigh.edu/center-gender-equity>

Community Service Office: <https://studentaffairs.lehigh.edu/content/community-service-office>

Library and Technology Services: <https://lts.lehigh.edu/>

Office of First-Year Experience: <https://studentaffairs.lehigh.edu/content/first-year-experience>

PSECU: <https://businessservices.lehigh.edu/psecu>

Real Estate Services: <https://businessservices.lehigh.edu/departments/real-estate-services>

Small Business Development Center (SBDC): <https://sbdc.lehigh.edu/>

Zoellner Arts Center: <https://zoellner.cas.lehigh.edu/>

**ERAC thanks you for attending Staff Development Day!**



ERAC would like to thank the following for their help and support of Staff Development Day:

Bethlehem 1<sup>st</sup> Federal Credit Union  
Career Enrichment @ Lehigh  
Center for Career and Professional Development  
Center for Gender Equity  
Community Service Office (CSO)  
Council for Equity and Community (CEC)  
Equal Opportunity Compliance Coordinator (EOCC)  
Finance and Administration  
Housing Services  
Integrated Behavioral Health (IBH)  
International Center for Academic and Professional English (ICAPE)  
Lehigh University Art Galleries  
Lehigh University Police Department (LUPD)  
Library and Technology Services (LTS)  
Office of First-Year Experience  
Office of Human Resources  
Office of International Affairs  
Office of Institutional Research and Strategic Analytics (OIRSA)  
Office of Research and Sponsored Programs  
PSECU  
Pride Center for Sexual Orientation and Gender Diversity  
Provost Office  
Real Estate Services  
Student Auxiliary Services  
Sustainable Office Program  
University Communications