



## Monday, August 5th

### **10:00 - 10:50 AM: Faculty Resource List Overview**

Classroom 255 & Teams

*Susan De La Cruz, Faculty Development Intern*

As a Faculty Development Intern at CUSM, Susan collected and curated a comprehensive archive of resources for faculty development, providing a centralized hub for faculty to access valuable materials, tools, and information. Join her to explore the new resources she has added to the site and discover how our faculty development portal can support your teaching and student learning goals.

### **12:00 - 12:50 PM : Giving Constructive and Critical Feedback to Adult Learners**

Classroom 255 & Teams

*Dr. Jonathan Townsend, Director of Professional & Faculty Development*

It can be challenging to provide feedback to adult learners that is both critical enough to be helpful and reinforce excellent standards while also being constructive and supportive. This session will review best practices from the literature on giving critical feedback, examine what makes feedback effective or not, and facilitate guided discussion with exemplars on the characteristics and effects of effective feedback.

### **3:00 - 3:50 PM : Rank & Promotion Session**

Classroom 255 & Teams

*Dr. Linda Connelly, Associate Dean of Faculty Affairs*

*Dr. Joseph Dhabhi, Professor of Medical Education*

This session is open to all faculty interested in learning more about promotion at CUSM. Dr. Dhabhi and Dr. Connelly will provide an overview of the steps in the promotion process. Join us and bring your questions!

## Tuesday, August 6th

### **10:00 - 10:50 AM - Managing Difficult Conversations: Tools and Training Program Preview**

Classroom 255 & Teams

*Jamela Wilson, Shannon Richardson, Jonathan Townsend*

Faculty members often have to have difficult conversations—with colleagues, administrators, or students. How well we navigate these difficult conversations can have a real effect on funding, policy decisions, or student issues. This session will offer a preview of some world-class training on how to navigate difficult conversations successfully, and will include some strategic tools for engaging with others that you can begin implementing immediately.

### **11:30 AM - 1:00 PM - Leveraging best Practices in Confidentiality and Privacy**

Classroom 255 & Teams

*Tracy Scholtemeyer, Adam Luna, Don Nguyen, Ezekiel Adu-Gyamfi*

Confidentiality and privacy are foundational principles in maintaining the integrity of our operations and relationships. In today's interconnected world, where data breaches and privacy violations are prevalent, it is essential that all employees are equipped with the knowledge and skills to handle confidential information responsibly and protect individual privacy rights.

In this integrated session, you will learn from CUSM professionals about various concepts related to confidentiality and privacy.

- **11:30-11:50am: Tracey Scholtemeyer, Associate Dean of People and Culture**, will provide a general overview of confidentiality and privacy as a crucial factor in a work environment, and how confidentiality is increasingly being recognized as a valuable soft skill. Tracey will share how HR/People and Culture applies the basic tenet of confidentiality and privacy to maintaining CUSM personnel files, systems, benefits transactions, and leaves of absence.
- **11:50am-12:10pm: Adam Luna, Network and Security Manager**, will guide you through how to protect your digital privacy, enhance your security, and provide access to academic resources no matter where you are. Whether you're conducting research, accessing course materials, or simply browsing the internet, this session will be a great refresher on some cybersecurity and VPN best practices.
- **12:10-12:30pm: Don Nguyen, Director of Records and Registration**, will review the FERPA policy for CUSM and information to help faculty and staff determine proper protocols and departmental policies.
- **12:30-12:50pm: Ezekiel Adu-Gyamfi, Director of Compliance and Risk**, will give a general overview of the Office of Compliance and Risk and their role in confidentiality and privacy. Several key policies will be highlighted as well as how the OCR can best support you in protecting CUSM.

## **2:00 - 3:00 PM - Sketch & Snack with CUSM Colleagues**

Classroom 255

Come and de-stress with your colleagues with a relaxing painting & snacking session!

Our resident CUSM artist will be present to provide tips and an introductory guided session if you are new to painting. Likewise, you may also just freely paint whatever comes to mind.

If you want to paint a specific image during the guided session, please bring along a printed copy for yourself. We will also have pre-printed images available for you to choose from. Due to the nature of the content, this will be an in-person-only session.

## **Wednesday, August 7th**

### **10:00 - 10:50 AM - Innovations in Education: Faculty Projects and the New Faculty Fellows Program**

Classroom 255 & Teams

*Jonathan Townsend, Shazia Sheikh, Hina Mohsin, Alexandra Lopez-Vera, Madhu Varma, Daryoush Javidi*

This session will describe the Faculty Fellows Program, a new program to support faculty growth through funding for continuing education. This program is for both clinical and non-clinical faculty. Following the program description, several CUSM faculty members will share their educational experiences and plans for future educational initiatives.

### **12:00 - 12:50 PM - Faculty Committee Member Training**

Classroom 255 & Teams

*Dr. Linda Connelly*

This annual orientation to committee service will review committee service expectations, norms, and responsibilities. It will provide tools and best practices on how to give and get the most out of your committee work for the upcoming year. All faculty serving on committees this year, regardless of previous committee experience, are highly encouraged to attend. Lunch will be provided.

This session will be recorded and shared afterward.

### **4:00 - 4:50 PM - Faculty Committee Administration Support**

Classroom 255 & Teams

Join us for the Faculty Committee Admin Support Training session, part of our Development Week 2024. This session is specifically designed for committee support administrative staff, providing essential knowledge and tools to effectively support faculty standing committees.

## **Thursday, August 8th**

### **12:00 - 12:50 PM - Navigate Your Time and Attention**

Lecture Hall 123 & Teams

*Susan M. Stein, DHEd, MS, BS Pharm, RPh*

As faculty, we often feel underwater, so much to do, no time to breathe. Strategies such as identifying priorities and goals, strengthening attention management, and maximizing efficiency can provide air, control, and energy. Join us in discussing challenges, strategies, and more.

Lunch will be provided

Susan Stein is an accomplished educator, administrator and author. She is a recognized expert in health care education, faculty development, classroom dynamics and university management. She is an expert in university accreditation and goal achievement.

### **3:00 - 3:50 PM - Gardening Discussion - Tips for the Home (& Office) Gardener**

Room 255 & Teams

Come relax with your colleagues and learn from one another about how to best approach your personal gardening situation.

Whether you're looking for insight into caring for a small plant or many plants, we will discuss tips and tricks to help provide everyone in attendance with useful information.

## **Friday, August 9th**

### **11:00 AM - 12:00 PM - Leading, Managing, and the Power of Delegation**

Online Teams Meeting

*Susan M. Stein, DHEd, MS, BS Pharm, RPh*

Developing effective leadership and management skills are vital in progressing as a faculty member. Why is it so difficult to convert these skills into action and outcomes? Join us in discussing these challenges and opportunities, including the excitement of delegation.