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# LIFE<sup>®</sup>

## FACULTY & STAFF MEETINGS

Life University

Spring Quarter 2016

### THURSDAY, March 31, 2016

7:30 – 8:00am: **Breakfast** (CCE-1)

8:00 – 9:15am: **University Meeting** (CCE-2)

- ◆ 8:00 am President's Update
- ◆ 8:40 am Announcements

9:30am – 12:00pm: **CONCURRENT SESSIONS**

#### College Meetings

- ◆ CGUS College Meetings (CGUS-149)
- ◆ COC College Meetings (CCE-2)

#### Spring Training

- ◆ "Tech Tips" . . . *and more!* (CGUS-130 & CGUS-131)
- ◆ *Grant Writing* (CCE-127) Guest Speaker: Kate Flewelling, MLIS

Outreach Coordinator at the National Network of Libraries of Medicine-Middle Atlantic Region. (*Extended Description and Bio on Page 2*)

12:15 – 2:30pm: **Box Lunch Meetings**

- ◆ CGUS / Depts. (CGUS-149)
- ◆ OSCE Training (Dean's office)

#### Announcements

- ◆ **Welcome New Employees**  
— Dr. Stella Peterson
- ◆ **Thank a Teacher**  
— Dr. Rob Scott
- ◆ **Text Book Adoption**  
— Katelyn Bainbridge
- ◆ **Disabilities Services**  
— Dr. Lisa Rubin
- ◆ **Diversity**  
— Dr. Michael Smith
- ◆ **Wellness Portfolio**  
— Dr. Maria Michelin
- ◆ **SLP, W & HF**  
— Ms. Rebecca Koch



## Spring Training Notes

### ***How Outlook Looks Out for Us*** (CGUS-130 & CGUS-131)

Mario Bailey & Adam Townsend

For the Spring Week 0 programs, the Staff Development Program has transitioned from a development focus (being a holistically better professional and/or person) to a training focus (having more or better hands-on skills). This quarter, join Mario Bailey, Adam Townsend (and perhaps a guest presenter or two) for an in depth look at the nuts and bolts of Outlook. Participants will receive tips and takeaways for improving email communication, effectiveness, and etiquette.

### ***Grant Writing*** (CCE-127)

Kate Flewelling, MLIS

*Outreach Coordinator at the National Network of Libraries of Medicine-Middle Atlantic Region*

#### **Session Description:**

Designed for beginning grant proposal writers, this presentation provides a general overview of the grant and funding processes as well as the level of detail required in a successful proposal. Each component of the grant writing process will be addressed, including: documenting the need; identifying the target population; writing measurable objectives; developing a work plan, an evaluation plan and dissemination plan. Sources of funding and resources for identifying sources of funding will also be included.

#### **About the Presenter:**

Kate Flewelling, MLIS, is the Outreach Coordinator at the National Network of Libraries of Medicine-Middle Atlantic Region. Funded by the National Library of Medicine and based at the University of Pittsburgh, the National Network of Libraries of Medicine promotes the access and use of reliable health information by health professionals, educators, and the public. In her position, Kate develops health information outreach programs to health professionals in New York, New Jersey, Pennsylvania and Delaware. Kate has a BA in history and education from Mount Holyoke College and a MLIS from the University of Wisconsin-Milwaukee. Kate was a National Library of Medicine Associate Fellow from 2007-2009. Before joining the National Networks of Libraries of Medicine, Kate was Coordinator of Instruction and Reference Librarian at Upstate Medical University, Syracuse, NY. She has extensive experience in both applying for funding and in reviewing funding applications.

**NOTE: Faculty are invited to CETL for Technology Friday on April 1<sup>st</sup>, 2016 – please drop by from 9AM-12PM to complete the “Blackboard Challenge” and receive a certificate.**