

Continuing Education Roundtable Ongoing Training

Date:	February 14, 2012
Time:	2:00 PM – 4:00 PM – Login 30 minutes before class start time
Location:	via Webinar
Instructors:	Wayne Madry, SME – Continuing Education and Basic Skills Rosallene Massey, Internal SME – Continuing Education, Basic Skills and Student Records
Target Audience:	Continuing Education Directors, Coordinators, Administrative Staff, Instructors, and anyone that supports the division through the use of the College Information System (CIS).

Course Description: This session is designed to support Continuing Education staff within the community college. This forum is being used to discuss current issues involving the College Information System (CIS) and how CIS is impacting workflows, processes, and updates. **This is an open discussion with no training included.**

Session Objectives: Participants will present topics for discussion. Team leaders will be selected to support future roundtable session in collecting and organizing topics to be discussed during the session. After the session, participants will be able to:

- Troubleshoot and develop possible generic technical solutions to workflows and processes topics
- Identify Student Applications (modules) with impact to CE workflows, which are not being utilized fully
- Develop strategies and support to present solutions for evaluation, implementation, and/or software adjustments/changes for CIS applications
- Assess time management for topics within CIS.

Advanced Preparation: None

Joining the Webinar:

Join the webinar by using the meeting link and phone bridge information provided to you via e-mail.

This session can be joined 30 minutes prior to the actual start time of the session.

If more than one person from your college is participating, please have everyone in one location with one computer with LCD projector for all to see the screen. Contact your local System Administrator if you need help with this.