

Continuing Education Roundtable College Staff Training

Target Audience	For this class is Continuing Education Directors, Coordinators, Administrative Staff, Instructors, and anyone that supports the division through the use of the College Information System (CIS).
Date:	April 10, 2012
Register by date:	April 5, 2012
Time:	2:00 PM – 4:00 PM – Login 30 minutes before class start time
Delivery Method:	via Webinar
Facilitator(s):	Wayne Madry, Business System Analyst-CE SME – West Rosallene Massey, Business System Analyst – CE SME - East
Prerequisites:	None

Course Description: This is an open forum 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 session with no training included

Advanced Preparation: None

Course Objectives: After completing this 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

**Directions for Joining
the Webinar:**

Join the webinar session by using the meeting link and telephone bridge information provided to you via email.

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 System Administrator if you need help with this.

A limited number of phone lines are available for the call, therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access and a projection unit to display the presentation.