



# CRC Staff Workshop Series

July 19, 2018 | 8:00 a.m.—4:00 p.m.

Wake Tech Community College, Southern Wake Campus

## CALL FOR SESSION PROPOSALS

**Deadline to Submit Session Proposals:** April 15, 2018

**Submit Your Proposal Online:** <https://goo.gl/forms/WHjpTGyy2fm9AxLH2>

This training is geared towards staff at CRC institutions who consider themselves early in their higher education career, and would like to grow their skills and knowledge relative to their work at the college at which they are employed.

### Conference Structure

The conference will start with a panel of leaders in the higher education community, and will end with a keynote speaker. In between these speakers will be four allotted times for a variety of concurrently offered breakout sessions, lasting 50 minutes each. There will be two breakout sessions in the morning and two breakout sessions in the afternoon. Please only submit a proposal if you know you can be available during at least one of those time periods on the day of the conference.

All breakout sessions will be held in smaller classrooms in a building next to the main conference center. These types of rooms that are available:

- >> Classroom - seats 32 (on avg.)
- >> Conference Room - seats 17-20
- >> Computer Lab - seats 24

### Selection Criteria

Proposals will be evaluated by the CRC Staff Workshop Planning Committee, and will be selected based on suitability for the target audience, clarity, quality, and representation among institutions.

We encourage people at all points in their careers who have a successful background in one of our four interest areas, or who are in other ways using their expertise to improve their institution's effectiveness, to submit a proposal.

### Session Interest Areas Include:

- >> Policies and Procedures: examples may include - Campus Safety and Security, FERPA, Ergonomics
- >> Technology: examples may include - Document Management, Google Suite, Social Media
- >> Diversity and Inclusion: examples may include - Generational Differences, Campus Culture, Creating an Inclusive Campus Environment for Students
- >> Customer Service: examples may include - Internal (colleagues), External (prospective students, employees, members of the community, etc.), Front line staff (administrative assistants, office managers, etc.)
- >> Other: examples may include - Professional Writing, Area-Specific topics (registration, advising, HR), Setting Career Goals

