

*Education is the way to move mountains, to build bridges, to change the world.
It is both the key and the door.*

-Nikki Giovanni

2025 Spring Faculty and Staff Institute

TUESDAY - JANUARY 21, 2025
WEDNESDAY - JANUARY 22, 2025



Spring 2025
Faculty and Staff Institute
The Martin Luther King Jr. Center
January 21, 2025

8:30 AM – 9:00 AM: Continental Breakfast

Location: Martin Luther King Jr. Center, Atrium - 1st Floor

9:00 AM – 10:00 AM:

**Greetings - Provost and Vice President of Academic Affairs,
Dr. Guy-Alain Amoussou**

Greetings - Vice President for Administration and Finance Manish Kumar

State of the University - President Aminta H. Breaux

Location: Martin Luther King Jr. Center, Auditorium - 1st Floor

10:00 AM – 10:45 PM: The Strategic Plan

Location: Martin Luther King Jr. Center, Auditorium - 1st Floor

11:00 AM – 12:00 PM: Breakout Sessions

Choices for Both Faculty and Staff to Learn Together

Location: Martin Luther King Jr. Center

12:00 PM – 1:00 PM: Lunch - On Your Own

Faculty - Staff Lunch (Consider the Student Center Dining Hall)

1:00 PM – 3:00 PM: College Meetings and Staff Sessions

College Meetings

College of Education JEP 102

College of Professional Studies JEP 117

College of Business BGS 1209

College of Arts and Sciences - Student

Center Ballroom

Staff Breakout Sessions

Afternoon - 1:00 PM - 4:00 PM

Martin Luther King Jr. Center

3:00 PM - 5:00 PM: Department Meetings

Breakout Sessions
11:00 AM - 12:00 PM

Session:

Peer Circle Discussion with Dr. Aminta H. Breaux, President

Presenter:

Dr. Aminta H. Breaux

Description:

Faculty who participated in the Deloitte AI Modules are invited to attend this special session to talk about AI on our campus.

Location: MLKC Executive Conference Room 2402.1, 2nd Floor

Session:

Interfolio: Keys and Strategies for Successful Usage

Presenter:

Dr. Matthew Crosston

Description:

Participants will be able to understand and use Interfolio, as well as learn how using Interfolio can help their career.

Location: MLKC 1380

Session:

Shared Governance at Bowie State University: Leadership Training

Presenters:

Dr. Tyesha Burks, Dr. Darla Scott, and Dr. Katrina Kardiasmenos

Description:

Participants will learn how the shared governance bodies at BSU work, the leadership opportunities offered by the Faculty Senate, and gain valuable insight about how to shape the direction of the university in meaningful ways.

Location: MLKC 1330

Breakout Sessions
11:00 AM - 12:00 PM**Session:**

Movement Meditation: A Pathway Towards Mindfulness Wellbeing

Presenter:

Dr. Sean Coleman

Description:

Participants will be able to utilize movement as a function of increased balance, use movement and meditation to reduce stress, and incorporate movement based meditation to create internal energy towards more positive mental wellness.

Location: MLKC Auditorium Stage

Session:

(Re)Search Strategies: Using Library Resources Asynchronously

Presenter(s):

Fusako Ito, Yetunde Akinkunle, and Etana Laing

Description:

Participants will navigate and use new library resources to enhance their research and share with BSU students. Participants will be able to search using BSU Discovery, execute efficient searches, and save their search strategies. Participants will be able to use RefWorks to manage their references, collaborate with colleagues to create shared references, and learn to export references to RefWorks.

Location: MLKC 2313

Session:

Tour the New MLK Center

Presenter:

Dr. Michael Becker

Description:

Is this your first time visiting the new MLK Center? Would you like to see every corner of this beautiful site? If so, join Dr. Michael Becker on the 3rd floor in the Writing Center for a tour of all three floors.

Location: MLKC 3rd Floor Writing Center

Session:

Elevating Instruction with Adobe Express

Presenter:

Dr. Gaye Acikdilli

Description:

In this interactive session, participants will engage with Adobe Express, particularly its AI-enhanced tools, to create compelling and accessible content. Through hands-on experience, participants will apply techniques to design activities to align with creative media objectives. Participants will create resources that can be immediately integrated into their teaching or administrative practice.

Location: MLKC 2305

Session:

Transforming Student Engagement with Adobe Podcast

Presenter:

Dr. Darilyn Mercadel

Description:

In this interactive session, participants will engage with Adobe Podcast and its AI-enhanced features to create rich, audio-based learning experiences. Participants will use strategies to integrate podcasts as a medium of communication and analyze how AI tools within Adobe Podcast can streamline editing and will apply techniques to create a clear, professional audio content.

Location: MLKC 2301

Session:

Showcasing Success with Adobe Portfolio

Presenter:

Dr. Alex Anderson

Description:

In this interactive session, participants will engage with Adobe Portfolio's capabilities to design dynamic portfolios to showcase work and achievements. Participants will identify the essential components of a portfolio and will apply these tools to work in alignment with course or program objectives.

Location: MLKC 2303

Breakout Sessions
11:00 AM - 12:00 PM**Session:**

Kendall Hunt & HBCU: Academic Publishing For Us and By Us

Presenter:

Curtis L. Ross, Director, Kendall Hunt Publishing Company

Description:

Participants will engage in discussions to create custom publications for courses from an HBCU perspective. In addition, participants will explore publication technology and engage and discuss a national marketing plan.

Location: MLKC 2501

Session:

Financial Literacy 101: Managing Your Money and Wealth in 2025

Presenter:

Sharon Lewis, Money Coach

Description:

In this session you will learn to create a money mindset, stay out of debt, start a side business, diversify investments and plan for the long term.

Location: MLKC 1342

Session:

Faculty Focus Group: What Professional Development Can HR Offer You?

Presenter(s):

Mrs. Mary Ogan and Dr. Marja Humphrey

Description:

Participants will join the Office of Human Resources for a focus group session designed to explore the professional development needs of faculty members. This is your opportunity to share insights, challenges, and aspirations related to your teaching, research, and service roles. The session aims to gather valuable input to design targeted programs and resources that empower faculty to thrive personally and professionally. Your feedback will directly inform the creation of workshops, training, and initiatives that align with your goals and enhance faculty success.

Location: MLKC 2511

Breakout Sessions
11:00 AM - 12:00 PM

Session:

Technology Transfer and Commercialization

Presenter(s):

Dr. Ajay Jha and Mrs. Johnetta Hardy

Description:

The session will engage faculty and researchers with technology transfer and commercialization. Participants will gain information from the BSU technology transfer office related to protecting intellectual property, establishing appropriate agreements, licensing, and starting a new company. Participants will engage with the landscape of innovation funding and learn about the resources and support available at the campus Tech Transfer and Innovation office.

Location: MLKC 2503

Session:

Meet and Greet Vice President of Marketing and Communications

Presenter:

Ms. Sabrina Ram

Description:

Join a session to explore the new strategies vision that unifies university relations, marketing events, and conference services into a single department.

Location: MLKC 2508

Session:

Workday for Staff - Travel and Contracts

Presenter: Rene Meyers

Description:

Join us for an insightful session on how the Workday software program can streamline and enhance contract management and travel processes within a university setting. This session will walk you through the features of Workday, focusing on its application for managing contracts and travel workflows. Learn how to efficiently track and approve travel requests, manage reimbursements, and ensure compliance with university policies—all within the same seamless platform.

Location: MLKC 2507

*Education is the way to move mountains, to build bridges, to change the world.
It is both the key and the door.*

-Nikki Giovanni

Staff Institute Sessions

TUESDAY - JANUARY 21, 2025

1:00 PM - 4:00 PM THE MARTIN LUTHER KING JR. CENTER

WEDNESDAY - JANUARY 22, 2025

8:00 AM - 12:00 PM STUDENT CENTER BALLROOM



Day 1

Staff Institute Afternoon Sessions

January 21, 2025

1:00 PM - 4:00PM

All Sessions in the Martin Luther King Jr. Center

Session: Working in Workday - Travel and Contracts

Presenter: Ms. Renee Meyers

Description:

Challenges in finalizing travel and employee contracts can be frustrating and create delays that can impact work. Understand how to take the hassle out of these processes and enable more efficiency in your work.

Time: 11:00 AM - 12:00 PM

Location: MLKC 2514

Session: Financial Literacy 101: Managing Your Money and Wealth in 2025

Presenter:

Ms. Sharon Lewis

Description:

Start the new year with new financial management tools and strengthen your money management mindset. In this session, you will learn ways to stay out of debt and live within your means, start a side hustle business, diversify investments, and develop a long-term strategy.

Time: 11:00 AM - 12:00 PM

Location: MLKC 2520

Session: Staff Appreciation Lunch

Lunch on Your Own (Consider the Student Center Dining Hall)

Description:

Time: 12:00 PM - 1:00 PM

Location: Student Center Dining Hall

Session: Work Smarter Not Harder: Microsoft for Beginners and Intermediate Levels - Excel/Word/Outlook

Presenter: Mr. Khari Gzifa

Description:

Boost your knowledge, productivity, and confidence with Microsoft Office. Learn tips and tricks for using Office 365 applications to make your documents, spreadsheets, and PowerPoint presentations more impactful. You will discover ways to create work products that get attention!

Time: 1:00 PM - 1:50 PM

Location: MLKC 2514

Day 1**Staff Institute Afternoon Sessions****January 21, 2025****1:00 PM - 4:00 PM****All Sessions in the Martin Luther King Jr. Center**

Session: Artificial Intelligence (AI) for Professionals in the Workplace: Friend or Foe

Presenter: Mr. Maurice Tyler, Vice-President for Information Technology and Chief Information Officer

Description:

AI is here to stay—it is used to automate tasks, improve decision-making, and improve experience! However, it is important to approach its use with caution and responsibility, ensuring it is used ethically and transparently. Join this candid discussion about the transformative benefits and potential pitfalls of AI in higher education and how AI tools can be used in the workplace to improve efficiency.

Time: 1:00 PM - 1:50 PM

Location: MLKC 2520

Session: Racing to Excellence: Enhancing the Customer Experience - Improving Communication and Responsiveness

Presenter: Mrs. Mary Ogan

Description:

Your communications and interactions with customers—internal and external—represent who we are and how we value our BSU community. Learn to apply BSU's core values to enhance service excellence, emphasizing effective communication, problem-solving, and fostering positive relationships to exceed the expectations of students, colleagues, and stakeholders.

Time: 2:00 PM - 2:50 PM

Location: MLKC 2520

Session: Working in Workday - Travel and Contracts

Presenter: Ms. Renee Meyers

Description:

Challenges in finalizing travel and employee contracts can be frustrating and create delays that can impact work. Understand how to take the hassle out of these processes and enable more efficiency in your work.

Time: 2:00 PM - 2:50 PM

Location: MLKC 2514

Day 1

Staff Institute Afternoon Sessions

January 21, 2025

1:00 PM - 4:00 PM

All Sessions in the Martin Luther King Jr. Center

Session: Social Media Impact at Universities

Presenter: Ms. Amber Chaney

Description:

In this age of social media, everything – good and bad - is newsworthy! Learn how social media enables the University to share what is happening on campus with the world and, more importantly, how it lets us hear directly and immediately from students, faculty, staff, parents, alumni, and friends about what is important to them. You will see how social media can help people connect with others from all over the world, how to help people stay informed about current events, how social media can help people find support and encouragement, and how to use social media to learn new things.

Time: 3:00 PM - 3:50 PM

Location: MLKC 2520

Session: Work Smarter and Not Harder: Microsoft for Beginners and Intermediate Levels - Excel/Word/Outlook

Presenter: Mr. Khari Gzifa

Description:

Boost your knowledge, productivity, and confidence with Microsoft Office. Learn tips and tricks for using Office 365 applications to make your documents, spreadsheets, and PowerPoint presentations more impactful. You will discover ways to create work products that get attention!

Time: 3:00 PM to 3:50 PM

Location: MLKC 2514

Day 2

Staff Institute Sessions

January 22, 2025

All Sessions in the Student Center Ballroom

Session: Continental Breakfast and Staff Mingle - Welcome Vice President for Administration and Finance, Manish Kumar

Time: 8:00 AM - 9:00 AM

Session: No Matter Where You Work: Practices for Mental and Physical Wellness

Presenter: Ms. Angela Waller

Description:

Staff are invited to attend this session aimed at improving wellness. Life can get busy and stressful, impacting your mood, health, and work. Learn techniques to balance your mind, body, and spirit throughout the day using yoga, meditation, and mindfulness without leaving your workspace!

Time: 9:00 AM - 10:00 AM

Session: Racing to Excellence - Showing Up and Showing Out

Presenter: Mr. George Rice

Description:

Who are you at work, and how does that impact your work with students, colleagues, and other stakeholders? In this dynamic, interactive presentation, you will explore the answers to these questions and how to show up as the best version of yourself to achieve the university's mission.

Time: 10:00 AM - 11:30 AM

Session: Staff Council Updates

Presenter: Ms. Tanya Jones Staff Council Chair

Description: Updates from Staff Council

Time: 11:30 AM - 12:00 PM

**The Faculty Institute is coordinated by the
Center for Excellence in Teaching and Learning (CETL)**

Dr. Eva Garin, Director

2024-2025 CETL Fellows

Dr. Gaye Acikdilli, College of Business

Dr. Jayne Cubbage, College of Arts and Sciences

Dr. Mesfin Etefa, College of Arts and Sciences

Dr. Melissa Duchene-Kelly, College of Professional Studies

Dr. Masica Jordan-Alston, College of Education

Professor Kathryn Kaweck, College of Arts and Sciences

Dr. Darilyn Mercadel, College of Education, CETL Fellow for Adobe

Mrs. Tatia Pack

Special Thanks to:

Dr. Aminta H. Breaux, President

Dr. Guy Alain-Amoussou, Provost for Academic Affairs and
Vice President for Academic Affairs

Manish Kumar, Vice President for Administration and Finance

Brent Swinton, MPA, CFRE, Vice President for Philanthropic Engagement and
Executive Director of the BSU Foundation

Ms. Tanya Jones, Chair of Staff Council

Dr. Jacqueline Cade, Director of Institute and Academic Programming

Mrs. Annette Wedderburn

Yvette Caldwell, Associate Vice President for Philanthropic Engagement
Adobe and the BSU Foundation
Media Operations Department

The Members of the Staff Institute Planning Committee

The Staff and Students of Aladdin Catering and Hospitality

The Office of Title III