What is the Professional Development Committee?
by Carrie Steele, Coordinator, Employer Development (Co-operative Education & Career Services)

The Student Affairs Professional Development Committee is a cross-departmental team, which was assembled to establish opportunities for members of the Division to interact, collaborate, and celebrate.

The Quarterly, Professional Development Newsletter has been designed and implemented by the Professional Development Committee with the intention to encourage each employee within the Division (Student Affairs) to continue to develop as a person, scholar, and citizen.

All members of the Division are invited to contribute to future issues by submitting ideas, events, articles, or feedback by emailing st_affs@uoguelph.ca

Professional Development Committee Membership:

- Lorraine Hammond, Athletics
- Gabriele Wickens, Child Care & Learning Centre
- Carrie Steele, Co-operative Education & Career Services
- Jessica Westlake, Student Affairs
- Kristin Lennan, Student Housing Services
- Yassin Sagnia, Student Life
- Jamie Campbell, Student Wellness Services
- Tania Green, Student Wellness Services

A Powerful Professional Network
Power is ultimately at the root of most office interactions. If embraced and used with care, power use is a beneficial skill that will help you navigate any workplace. Page #2

Professional Development Feature of the Quarter
The University of Guelph MA [Leadership] program is featured as the professional development opportunity of the quarter. Page #4

Department Updates
Each department within the Division has provided information to help update employees and to help with referrals. Page #5

Moving up, out, in, or on...
Each department within the Division has provided information about employees who have transitioned into a different role. Page #7

Managing the Demands of Social Media
The demands of marketing are increasing within the profession of Student Affairs. This article features an alternative process when managing the demands of social media. Page #9

More Inside
A Powerful Professional Network
by Jessica Westlake, Executive Assistant (Student Affairs)

The notion of power sometimes gets a bad rap. However, power is ultimately at the root of most office interactions. Whether you are empowering others, levelling the playing field, or attempting to gain ground, if embraced and used with care, power use is a beneficial skill that will help you navigate any workplace.

Although researchers across disciplines use different definitions of power, power has been described by McGinn & Long-Lingo (2007) as the “potential to mobilize energy”. The ability to mobilize energy with influence helps determine your ability to develop cooperative relationships, shift the attitudes of others, and accomplish tasks. Power is what helps organizations keep moving.

Let’s look more closely at relational power. What is it? Relational power is a term that describes the strength or weakness of your professional and/or personal networks. Relational power falls outside of positional and personal power and is derived from the strength of your relationships with others. In other words, it’s who you know, who knows you, and most importantly it’s how well you know each other. If you have ever said expressions such as “more hands are better than one” or “it takes a village to raise a child” you likely know the power of a strong network. A comprehensive network can help you produce improved results than if an initiative was completed alone.

What do I do if networking feels fake?
I asked this question once and I will tell you what I was told. “Networking is only insincere if you are acting fake. So choose to be sincere and choose to care about others”. Because I am an introvert I largely perceived networking as a fake practice that caused me to act fake during workplace social interactions. So, I shifted my mentality about the concept of networking and began to see it as simply getting to know people better. Like everything, I needed to find my own particular style and my own ways of connecting with people and once I did, my network naturally grew. Today, I am surprised at how natural networking became once I began to perceive the concept as simply getting to know people better. I am grateful for the person who challenged me to shift my mentality.

I have a network, now what?
The reciprocal nature of a strong network sets you up for success, not failure. Because you care you will be happy to help others when they are looking for support. Most of us want people to recognize our strengths and want to help others. When you ask for support this is not a sign of weakness instead you are recognizing someone’s strengths, and they will probably feel flattered. Because it’s someone’s strength your request will likely not be perceived as a chore. If you are struggling with asking or offering support you might need to evaluate the strength of your network and determine how to develop reciprocal relationships. Asking for help might be a first step to creating a long term relationship.

Who should be in your network?
The who really depends on your goals, portfolio, and personality. Nevertheless, even if your job requires a high level of specialization, it is important to consider the relevance of a heterogeneous and diverse professional and personal network. Having individuals with different culture, educational background, and working in different industries in your network may help you keep your mind open to different ideas, enabling you to be more innovative.

The following list articulates some typical roles that can help complement most networks:

The Mentor: The person who has reached the level of success of which you seek - who you can learn from their successes and mistakes.

The Coach: The person who comes in to your life to offer perspective during critical decisions or transitions.

The Connector: The person who has access to people, resources and information, and who as soon as they come across something related to you, they are sending it your way. Connectors uncover unique ways to make links, finding resources and opportunities that most people overlook.

The Idealist: The person you can dream with no matter how "out there" your latest idea seems.

The Realist: The person who will help you keep it real. These people challenge you to actively make your dream happen.

The Partner: The person who is in a similar place and on a similar path to share wins and woes.

The Mentee: The person you can serve as mentor to and help shape and guide.

References:
Call for Writers
by Yassin Sagnia, Coordinator, Mentorship & Engagement Programs (Student Life)

All members of the Student Affairs Division are invited to submit an article (or more) to the Professional Development Committee to be featured in future issues of The Quarterly.

Submitted articles should have a professional development theme, written for an employee audience, and should be a maximum of 800 words in length.

Submission Details
Submissions can be emailed to the Committee before March 1st, 2016, by emailing Yassin Sagnia: ysagnia@uoguelph.ca

open call for Presentations
by Yassin Sagnia, Coordinator, Mentorship & Engagement Programs (Student Life)

The Professional Development Committee would like to create a reciprocal learning environment where colleague’s present topics of interest or expertise to co-workers.

Attendees receive valuable knowledge, updates, or skills. While presenters, develop presentation and public speaking skills.

All members of the Student Affairs Division are invited to present on topics of interest or expertise. Presentations should have a professional development theme, be designed for an employee audience, and be a maximum of 60 minutes in length.

Submission Details
Submissions can be emailed to the Committee before March 1st, 2016, by emailing Yassin Sagnia: ysagnia@uoguelph.ca

Submission should include the following:
- Title of presentation
- Name and title of presenter
- A presentation summary (200 word limit)
- Identify the style of the presentation: workshop, lecture, etc.
- Ideal room size and set-up
- Identify any technical requirements
This quarter of the Professional Development Newsletter features the University of Guelph’s MA (Leadership) graduate degree program.

A leader, or the act of leadership, may look differently for many people. Although not always known, the words and actions of these leaders all have great meaning and an even greater impact on those around us.

Whether you are currently in a leadership or mentoring position, or are looking to enhance your skills, this program may be right for you. The University of Guelph describes this program as “an innovative, online program designed to enhance your leadership potential without having to interrupt your career. The interdisciplinary program utilizes real business and leadership problems thus providing you with an authentic and relevant learning experience” (UofG, 2016).

Joy Leschuitta, teacher at the Child Care & Learning Centre (Student Affairs), completed the program in 2012. Despite finding it challenging to work full-time while being classified as a full-time student, Joy found working with students (peers) from such varied experiences rewarding. Joy states, “it was an exhausting and exhilarating once-in-a-lifetime experience, and the source of treasured new friendships”. Joy shares a favourite quote that she discovered while taking the program.

Power without love is reckless and abusive, and love without power is sentimental and anemic.

[Martin Luther King Jr.]

If the program could be of interest to you, there is an upcoming information session open to the public.

Information Session Details
Thursday evening February 18th, 2016 at 7:00 p.m. at the Holiday Inn Guelph Hotel and Conference Centre (Wellington Room)

Application Deadlines
- **Spring**: March 31st - For May entry
- **Fall**: July 20th - For September entry

Admission Requirements
Applicants are required to have completed a four year Honours degree, or equivalent, from a recognized post-secondary institution with a minimum B-average over the last two years of full-time equivalent study.

- Work Experience: Minimum 3 years of relevant work experience.

Reference:

FOR MORE INFORMATION
Executive Programs
maleadership@uoguelph.ca
Department Updates

Athletics
It would be difficult to miss the largest change occurring within Athletics as the addition of a new building comes with massive construction visible from many points on-campus. Construction has remained on schedule with an anticipated opening on Labour Day 2016, and the Department looks forward to many great seasons ahead in the new facility. The Basketball and Volleyball teams get set to play final home games in the W.F. Mitchell building, where the teams have been playing for 57 yrs. Staff changes and construction disruptions have not slowed the team down as the Department has started a busy winter semester. The Department hosted its most successful Frosty Mug to date with the unofficial winter homecoming event drawing in a crowd of just over 4,000 at the Sleeman Centre to cheer on the Men’s Hockey team. Fitness programs, and Intramurals are also very busy and Athletics is planning for another busy summer and registration as its award winning Gryphon Camp programs open on March 27, 2016.

Child Care & Learning Centre
The Child Care and Learning Centre (CCLC) will soon see a change in its leadership, as Lorna Reid, the current Director, announced her retirement for the end of the winter 2016 semester. The CCLC continues to offer quality care to 121 children daily. With the recent Full Day Kindergarten program being offered in all school systems, the Centre no longer offers its kindergarten program. Additional Toddler spaces have been created, increasing the total number of Toddler spaces to 49 and Preschool to 72. The Centre continues to expand its volunteer program. If employees are interested in learning more about volunteering, please visit the following link: https://www.uoguelph.ca/studentaffairs/childcare/volunteer-information. The CCLC is also trying to increase networking between departments. If there is a way that departments can partner with the CCLC, suggestions and opportunities are welcome.

Co-operative Education & Career Services
Co-operative Education & Career Services (CE&CS) has gone through many changes in the fall 2015. The growing Co-op program and increased demand for services from students which has required the Department to hire additional employees. CE&CS had a record semester of Co-op Work Terms in summer 2015 and will grow 33% this summer with 1,156 Co-op students expected to be working for summer 2016. The on-going growth keeps the Co-op Coordinators busy with job development efforts and supporting their Co-op students. Department marketing efforts toward University of Guelph students seem to be working, as the Career Advising Team and Peer Helper appointments have increased 22% this year with over 3,000 one-on-one appointments. CE&CS had over 1,400 jobs posted fall 2015 for all University of Guelph students and alumni. CE&CS also had over 500 students attend 25 Employer and Educational Information Sessions and over 1,000 students attended 5 Career/Job Fairs.

Student Affairs Office
The Office of Student Affairs has increased in size as it has gone from 3 employees to 4. Robin Begin joined the Student Affairs team for fall 2015, from her previous role as Director of Campus Police. In the new portfolio as Manager of Students At Risk, Robin is taking a leadership role in supporting students who are deemed high risk by the Student At Risk Team (SART). This includes working with students and care givers to ensure appropriate triaging and support as well as transition from and back to campus. The Manager of Students At Risk will focus on systemic issues that will help to reduce the number of at-risk students. Robin’s first priority has been to oversee the roll-out of mental health and sexual assault training across campus.
**Student Housing Services**

Student Housing Services (SHS) has been working feverishly to support the transition of 4,800 first and upper year students to the University. SHS has successfully trained over 200 student staff in residence who have helped to shape our students overall experience. Additionally almost all of our professional staff have been trained in Mental Health response ranging from the ALERT program to Mental Health First Aid and Applied Suicide Intervention Skills Training (ASIST). Residence Life Staff have collectively facilitated approximately 380 student learning opportunities in Residence. Facilities and Desk Services has provided on-going help and service to all students, initiating over 5,000 work orders and providing information to students 24/7. Residence Admissions is currently working on recruitment for Return to Residence, encouraging all students no matter their year to join us in residence. More information is available by visiting the following link: [http://housing.uoguelph.ca](http://housing.uoguelph.ca)

**Student Life**

The Department of Student Life had a busy fall semester. Orientation week was an incredible success with 694 Orientation Volunteers offering about 17,000 hours during the week. 350 unique events were planned by over 150 different groups for the incoming students. Other exciting new projects within Student Life include the Mental Health Innovation Fund collaborative project, "Enhancing Mental Health and Wellness Outcomes for Aboriginal Learners". Community Engagement & Global Citizenship and Vote Savvy ran a successful vote campaign last semester. They hosted a vote mob and used videos to raise awareness of the Federal Election and encourage young people to vote. Student Life, Housing & the Wellness Education Centre hosted the second “Collaborative Learning Summit” on January 9th, with over 300 students in attendance. Off Campus Living hosted its annual landlord session on “Retaining Student Tenants in a Changing Rental Market” on January 6th, with 38 landlords in attendance.

**Student Wellness Services**

Student Wellness Services (SWS) is moving forward with integration plans set forth in the Student Affairs Multi-year Plan. The units included in this Department include: Health Service, Counselling Services, Student Accessibility Services, Wellness Education, and the Health & Performance Centre. The hiring for the new manager positions were finalized over the fall and the management group began the strategic planning process for the newly formed Department. SWS will be meeting with staff and students in the coming months for input and feedback into the future directions of the Department. Renovation plans for the Powell building were put on hold during the fall, however SWS is pleased to renew this endeavor and looks forward to locating its services into one building.

**The Division of Student Affairs**

In December 2015, the Division of Student Affairs partnered with the Children's Foundation (Guelph-Wellington) to help contribute making the holiday season brighter for local families in need of support. Over $700.00 worth of gifts were collected and given to the Children’s Foundation for distribution. Based on feedback from members of Student Affairs about the program, the Committee will continue this initiative again next year by contributing to students or families within the University of Guelph community. The Professional Development Committee would like to thank everyone who contributed to this initiative or others during the holiday season.
Moving up, out, in, or on...

Athletics
- Tom Kendall retired after serving as Director for 11 years.
- Scott McRoberts joins the Department for March 2016 as the new Director.
- Linda Melnick has left to pursue an opportunity at Queens University after 21 years with the Department.
- Kevin McNeill transitions from Assistant Coach and Defensive Coordinator to assume the position as Interim Head Coach of the Football program.

Child Care & learning Centre
- Lorna Reid, current Director has announced her retirement for winter 2016.
- Ann Wilke, Primary Teacher transitioned to part-time while in the pursuit of a Masters.

Co-operative Education & Career Services
- Colleen Myronyk is now Acting Manager of Co-op & Employer Partnerships replacing Tammy Connelly who left the University in November to work for Shopify.
- Four new Co-op Co-ordinators were hired – Tyler Clark, Craig McDonald, Arran Tyre, and Lindsay Peddle.
- Career Curriculum Team changes include: Heather Powell Sidu, Co-ordinator of Student Programs; Melissa Turner, Career Advisor and Kate Cooper, Career Advisor.
- Erin Mancini moved to a position with Campus Police and Sarah Goody was hired as our Events & Liaison Co-ordinator.
- Sherry Petty, Employer Assistant is on a secondment with Human Resources and Callie Remigis was hired to fill the position.
- Kyle Martosto, Service Assistant will work with us to review our business operations systems.

Student Affairs
- Robin Begin moved from Campus Community Police and Fire, to join Student Affairs as the Manager of Students At Risk.

Student Housing Services
- Jason Verhoeve, former Residence Programming Coordinator, has moved in to a new position as the Director, Student Experience at Laurier.
- Amanda Adams is currently the Acting Residence Programming Coordinator.
- Pat Kelly has joined the Department as the Associate Director, Residence Life.
- Emily Parsons, Heather Rajotte and Jen Kingsbury have joined Facilities and Desk Services as Residence Porters. They have replaced John MacLeod who has retired, Dave Woods who joined OVC and Sherry Lindsman who has re-joined Physical Resources.

Student Life
- Cheryl Doran is currently on Parental Leave and Jenna Easter was hired to fill her position as Program Assistant.
- Jes Smith is currently on Parental leave and Cassie Wever was hired to fill her position as Coordinator of Citizenship & Community Based Learning.
- Kristina Eisenbach is now the Information Desk Coordinator in Off Campus Living, replacing Amanda Amaral.

Student Wellness Services
- Kathryn Douglas retired as a Counsellor from Counselling Services.
- Jay Jung is a new Counsellor within Counselling Services.
- Erin Lipsitt is a new Counsellor within Counselling Services.
- Bruno Mancini retired as the Director of Counselling and Disability Services but has continued as a consultant.
- Trish Schmidt is the new Manager of Counselling Services.
- Barry Townsend is the new Manager of Student Accessibility Services.
- Chrystal Wyllie is a new Counsellor within Counselling Services.
- Aggie Tonga is the new Service Assistant in Student Health Services.
- Margo Mountjoy is the new Clinical & Academic Lead for the Health & Performance Centre.
- Kate Henderson is a new Chiropractor within the Health & Performance Centre.
- Alida Finnie is a new Dietician in the Health & Performance Centre.
Always
time for
a laugh...

When it came to his work, Frosty always gave 100% of himself.

"I like you, Thompson. You're smart, a hard worker, and you're full of potassium."
Managing the Demands of Social Media

by Jessica Westlake, Executive Assistant (Student Affairs)

Today’s students have so many places to seek out information, and each student has a different preferences as to which type of media platform to use - when. The impact on Student Affairs practitioners is that it is more complex to become part of the daily habits of students. Additionally, marketing has become a larger part of daily responsibilities as there is no longer two or three best channels for communication. As many departments lack the resources to dedicate an employee solely for communications, research suggests distributing tasks across employees.

Start by creating a media strategy that connects back to the department’s goals and to student development stages of your target audience. After the Career Centre of the University of Miami developed its strategy, the Centre also created a work plan and dedicated an employee to administer content for each media platform following a specified timeline for distribution. For example, one employee was responsible for twitter, while another was responsible for facebook posts.

Research recommends involving a wide range of people to create posts during slower times of the year. Creating a stockpile of blogs, videos, tweets, memes, and stories, will ensure that there is always content to post and most importantly, that the messaging connects back to department goals.

Once a department has a media strategy, a work plan, content prepared and a timeline, one employee can release messages utilizing the correct platform(s) for the type of content, while following the distribution timeline.

Remember...

Media tools are not one size fits all and each platform has a purpose:

facebook & twitter = increasing awareness and traffic.

YouTube and blogs = providing services 24/7.

Linkedin = building connections.

Content Ideas:

- Alumni testimonials: write a blog about an alumni success story, or top 3 things alumni which they had known at age 20.
- New stories: tweet service opportunities or outcomes of surveys.
- A day in the life of a student: have a student blog about the ups and downs of life as a student.
- Top 3 things to do before you complete first year, etc.
- Add video’s into the next departmental newsletter.

Reference:

Free Webinars
From the Education Advisory Board (EAB)

In partnership with the Education Advisory Board (EAB), the Professional Development Committee has coordinated a free webinar series for the Division. Employees can access the following webinars by visiting the Education Advisory Board (EAB) Archive Website.

Members of staff not yet aware, the University of Guelph now has access to the EAB online form.

To obtain a username and password, please follow the instructions below:

1. Visit the EAB website with the following URL, www.eab.com
2. Hover over the “Member Login” bar and select “New User”
3. Once prompted, provide your location, institution name, your personal information, and to create a unique password. You must use your University email address.
4. Click “submit” and you’ll receive an email containing a confirmation code and a link to login to the website. Please check your spam folder if the email containing the link does not arrive in your inbox after several minutes.

List of Free Webinars

Aligning Co-Curricular Initiatives with Learning Outcomes: Part I – Writing and Implementing Outcomes
Aligning Co-Curricular Initiatives with Learning Outcomes: Part II – Measuring Outcomes and Leveraging Results for Improvement
A New Perspective: Social Media, Digital Identity, and Student Learning Outcomes
Navigating Successful Campus Transitions for International Students (Supporting International Students On-campus: Part I)
Revamping Academic Integrity and Mental Health Initiatives for International Students (Supporting International Students On-Campus: Part II)