



AGENDA 4/9/2024

8:00 - 8:30 a.m.

Check in & Continental Breakfast
MPC

8:30 - 9:00 a.m.

President's Welcome
Dr. Sidney Valentine

9:00 - 9:15 a.m.

Break

9:15 - 10:45 a.m.

Transforming Challenges into Opportunities: The Role of Generative AI in Future Proofing Higher Education
Dr. John Nash, *MPC Conference Room*

Participants will gain insights into the transformative potential of generative AI in the workplace. You will understand how to leverage these technologies to enhance your productivity while addressing ethical considerations and fostering academic integrity.

10:45 - 11:00 a.m.

Break

11:00 a.m. - 12:00 p.m.

Lunch

12:10 - 1:00 p.m. BREAKOUT SESSIONS

- **Prompt Engineering for College Instructors and Staff**
Dr. John Nash, *MPC Conference Room*
In this session, faculty will learn the art of prompt engineering to optimize AI tools for educational purposes by creating engaging, personalized learning experiences that encourage critical thinking and creativity among students and optimizing workplace processes to save time and improve productivity.
- **Blackboard Training**
Elliott Cochran, *TC 202*
Do you have questions about Blackboard? Join us in this live interactive session and ask your questions to our Sam Houston State University's Online Learning training professional.
- **AI in Academia: Promoting Authenticity of Student Work**
Dr. Ashley Dockens, *MPC 112*
Generative Artificial Intelligence (AI), with or without our permission, has altered our classrooms. In this session, Lamar University's Chair, Council of Academic Programs in Communication Science and Disorders, AI Taskforce will help faculty explore methods to promote the authenticity of student learning in the classroom, with and without the integration of AI.
- **Intro to Excel**
Sharon Carson, *TC 205*
Join LIT Business Technology Instructor as she teaches you how to format, use formulas, and create charts in Excel. Textbook and practice files will be provided.
- **Conducting Legal Interviews**
Stephanie Corley, *CB Auditorium*
Whether you are a hiring manager or serve as a member on a hiring committee, the interview process is important to ensure the best candidate for the position is selected while maintaining legal compliance. Join LIT's HR Manager to learn more about best practices for preparing for and conducting effective interviews.
- **Team Dynamix, Microsoft OneDrive, Outlook, and Teams Training**
Joul Ghorayeb, *PATC 108*
Join this session as our Client Computing Manager demonstrates how to use Microsoft Teams, Outlook, and OneDrive to your advantage and for a sneak peek at LIT's new IT ticketing system, Team Dynamix.

Agenda continues on next page.

AGENDA

continued

1:10 - 2:00 p.m. BREAKOUT SESSIONS

- **Prompt Engineering for College Instructors and Staff**
Dr. John Nash, *MPC Conference Room*
In this session, faculty will learn the art of prompt engineering to optimize AI tools for educational purposes by creating engaging, personalized learning experiences that encourage critical thinking and creativity among students and optimizing workplace processes to save time and improve productivity.
- **Blackboard Training**
Elliott Cochran, *TC 202*
Do you have questions about Blackboard? Join us in this live interactive session and ask your questions to our Sam Houston State University's Online Learning training professional.
- **AI in Academia: The Shifting Landscape of Higher Education**
Dr. Ashley Dockens, *MPC 112*
We have entered a new era of Generative Artificial Intelligence (AI). With Lamar University's Chair, Council of Academic Programs in Communication Science and Disorders, AI Taskforce, faculty will explore the impacts of its presence on higher education and will discuss ways to leverage its uses for good.
- **Intermediate Excel**
Sharon Carson, *TC 205*
Join LIT Business Technology instructor as she demonstrates in Excel how to create tables, plan and design PivotTables, and work with Macros. Textbook and practice files will be provided.
- **Team Dynamix, Microsoft OneDrive, Outlook, and Teams Training**
Joul Ghorayeb, *PATC 108*
Join this session as our Client Computing Manager demonstrates how to use Microsoft Teams, OneDrive, and Outlook to your advantage and for a sneak peek at LIT's new IT ticketing system, Team Dynamix.
- **Library Workshop I: Lamar Library Account**
Dr. Yumi Shin with June Singleton and Esli Torres, *TC 200*
Hosted by LIT's Business Technologies Instructor, this session will cover the setup and login process for the Lamar Library Account, with a joint presentation by representatives from LU's service desk and LIT IT, followed by a Q & A segment.

2:10 - 3:00 p.m. BREAKOUT SESSIONS

- **Setting Ethics for AI in College**
Dr. John Nash, *MPC Conference Room*
This session will facilitate a deep dive into the ethical dimensions of AI in higher education. Participants will collaboratively develop a framework for ethical AI use that respects student privacy, promotes fairness, and ensures academic integrity.
- **Blackboard Training**
Elliott Cochran, *TC 202*
Do you have questions about Blackboard? Join us in this live interactive session and ask your questions to our Sam Houston State University's Online Learning training professional.
- **Travel Request Procedure Training**
Tammie Rossi, *MPC 112*
Join this session for a Travel Request Q & A with LIT's Accounts Payable Associate. Participants will learn how to properly complete travel request forms and travel vouchers and the required documents necessary to submit your request.
- **Online Leave Reporting - Refresher**
Ashleigh Bordeman, *CB Auditorium*
Are you still unsure when submitting your monthly leave report? Join LIT's HR Manager for a refresher training and ask any pending questions you may have regarding Comp Time, Energy Conservation Days, or leave reporting in general.
- **Customer Service**
Angela Clark, *PATC 108*
No matter what position you're in here at LIT, Customer Service is important for success. Join LIT's Director of Online Learning for tips and tricks on providing top customer service in your position.
- **Library Workshop II: Lamar Library Resources**
Dr. Yumi Shin with Elizabeth Sanders, *TC 200*
Led by REI Librarian from Lamar University, this session aims to introduce the services and resources available at the Lamar Library for LIT members and will be followed by a Q & A session.