Marquette Topics

Timeline JS and StoryMaps JS: Tools for Telling Digital Stories
Thursday, September 12, 2019 / 1 – 2 p.m. / Digital Scholarship Lab (lower level of Raynor Library)
Want to share your family history? Or preserve the memory of your summer vacation with pictures, videos and more? Digital Scholarship Lab staff will teach you how to use two free multimedia applications to create online digital exhibits. Learn how to use Story Maps JS to combine photo memories with a map to create a digital slideshow of your travels. In Timeline JS, we’ll create a chronological story, combining multimedia with a timeline format to create a narrative through time. All you’ll need is a Google account. The DS Lab will provide a file with sample photos and multimedia, or you can bring your own!
Presented by Elizabeth Gibes and Liz Wawrzynek

EOP: A General Review
Wednesday, September 18, 2019 / 12 – 1 p.m. / Coughlin Hall, 357
The Educational Opportunity Program will be celebrating its 50th Anniversary in October. In preparation for the major campus event, this session will enable participants to “brush up” on their knowledge of EOP. The session will review EOP’s beginnings, provide an overview of the five TRIO programs that comprise today’s EOP, and share some of the program’s success stories.
Presented by Eddie Guzman, EOP

Safety and Self Defense
Wednesday, September 25, 2019 / 12 – 1 p.m. / AMU 227
MUPD’s self-defense program uniquely combines a hands-on approach to learning effective techniques with information about the latest national and local crime trends. Designed for female and male audiences, the class incorporates simple strategies for escaping potentially dangerous situations. This will include an overview of the Eagle Eye app.
Presented by MUPD

Tuition Remission, FACHEX and Tuition Exchange Programs
Monday, September 23, 2019 / 12 – 3:30 p.m. (15-minutes per person) / Zilber Hall 138
Have questions about these benefits? These individual sessions are intended for staff and faculty who have dependent children who are high school seniors; the purpose is to provide answers to your specific questions regarding Marquette’s tuition remission benefit and the FACHEX and Tuition Exchange programs. Sign up for a 15-minute session and feel free to bring your college-bound dependent.
Presented by Kate Bracciano, Tara Mularkey, & Deb Reeder

Active-Shooter Training
Tuesday, October 29, 2019 / 12 – 1 p.m. / AMU 157
MUPD will provide training on how to respond and react in the event of an active-shooter incident. This presentation is intended to provide the Marquette University campus community the necessary information to prepare and survive a potential active-shooter situation.
(Individual requests for larger groups can be made with advance notice. Contact Capt. Jeff Kranz at jeffrey.kranz@marquette.edu to schedule a presentation.)

One Thing Led to Another
Wednesday, October 30, 2019 / 12 – 1 p.m. / Raynor Memorial Library- Beaumier Suite C
Please join us for a special event at which a panel of three faculty or staff members from across the university come together to talk about the life journeys that led them to Marquette and their current research interests, professional goals and personal callings. Open to faculty, staff and graduate students. A light lunch will be provided. Please RSVP to sherry.dorff@marquette.edu.
Co-sponsored by the Offices of Research and Sponsored Programs, Mission and Ministry and the Faber Center

Ask a Librarian: Engaging with Library Resources and Services
Tuesday, November 12, 2019 / 11 a.m. – 12 p.m. / Raynor Memorial Library
The Raynor Memorial Libraries are a dynamic place, and we have more than just books! We offer services and new technologies that are constantly evolving and changing to better serve the Marquette Community. Learn how Raynor Memorial Libraries can support you and your students through class visits, one-on-one appointments, online learning modules, digital scholarship expertise and more. This session is designed for faculty, teaching staff or anyone who teaches or plans programming for students at Marquette University.
Presented by Taylor Ralph and Claire Dinkelman

An Ignatian Approach to Decision-Making: Ignatian Book Discussion
October 2, 9, 16, 23 and 30, 2019 / 8 – 9 a.m. / Zilber Hall 025
Every day of our lives, we are confronted with multiple moments of decision over a variety of issues, options and concerns. Moments of decision elicit a range of feelings and emotions from anxiety to confidence. With the benefit of almost 500 years of experience, St. Ignatius of Loyola offers an approach to decision-making grounded in Ignatian spirituality of discernment. Join us as we read and discuss What’s Your Decision? Books will be provided. Please register by Monday, September 30.
Presented by Michael Sparough SJ. Facilitated by Michael Dante and Sr. Anne Arabone SSS.

Professional Growth

Change is Inevitable
Tuesday, September 24, 2019 / 10 – 11:30 a.m. / AMU 227
Change can be difficult. For instance, changing a work process in significant ways by introducing a new process or technology can be challenging for many. Change management is the process, tools and techniques to manage the people-side of change to achieve desired results. This session will provide tips on how to do this.
Presented by Wendy Butler, Human Resources

Running Effective Meetings
Wednesday, October 23, 2019 / 10 – 11:30 a.m. / AMU 157
Research says the average employee attends 62 meetings per month. For a full-time employee at Marquette, this equates to 41% of our time. Learn what to do before, during and after meetings to make them as effective and efficient as possible.
Presented by Wendy Butler, Human Resources

Fear of Public Speaking?
Thursday, October 24, 2019 / 12 – 1 p.m. / AMU 374
Does speaking to an audience make you feel weak in the knees? Do you habitually use “crutch” words such as ah, um, ok? Are you at a loss for how to hold the attention of the audience? This GROW session is for you! Find out how Toastmasters International helps speakers overcome these issues in a presentation by two members of the Marq Our Words club that meets right here on campus!

Time Management
Tuesday, November 5, 2019 / 10 – 11:30 a.m. / AMU 157
Well-managed time leads to increased productivity and efficiency, resulting in a feeling of pride and accomplishment. However, poor time management can cause mistakes, delays, frustration and stress. Learn techniques on how to make the most of your work activities.
Presented by Wendy Butler, Human Resources

What’s Your Work Style Preference?
Wednesday, December 18, 2019 / 10 – 11:30 a.m. / AMU 157
Discover your preferred work style(s) and motivators and how they affect your approach to work and interactions with others. Understand your opposite style(s) to enhance communication with those who think, structure, organize and complete their work in a different way. An online assessment is required for this course. Please register to be included and cancel your registration if you cannot attend.
Presented by Wendy Butler, Human Resources
Passport Tours

Guided Walking Tour of Sculpture Milwaukee
Thursday, September 26, 2019 / 11:30 a.m. – 1 p.m. / Meet at 11:30 a.m. at 12th St. and Wisconsin Ave. (in front of Gesu Church).
Participants will be shuttled to O’Donnell Park (east end of Wisconsin Ave.) and then walk back to campus, stopping along the way to learn about the pieces included in this year’s Sculpture Milwaukee display. The tour will be led by Sculpture Milwaukee’s Special Project Manager, Brian Pfister. Sculpture Milwaukee 2019 features 22 art works by 20 emerging, mid-career and blue-chip artists. They use a wide range of materials, come from diverse backgrounds and provide cues and commentary on the world in which they—and we—live.
The walk will be approximately 1.5 miles long. Rain date for the program is Thursday, October 10 at 11:30. More information on Sculpture Milwaukee can be found at sculpturemilwaukee.com.
Presented by the Haggerty Museum of Art and Marquette Wellness

Jesuit Residence Tour
Wednesday, October 16, 2019 / 10 – 10:30 a.m. / Jesuit Residence, 1345 W. Wells St.
Tour the Jesuit Residence common areas including the chapel, dining room, living room and hospitality rooms.

707 Hub Tour
Tuesday, October 8, 2019 / 12 – 1 p.m. / Meet at the 707 Hub, 1102 W. Wisconsin Ave.
Swipe your Marquette ID at the door. Join us to learn more about the 707 Hub, Marquette’s innovation space on campus. During this session we will provide a brief tour and overview of resources available for faculty, staff and students. We invite you to bring your lunch with you and join us on the new Henke Terrace, adjacent to the 707 Hub, after we wrap up the tour. We will provide dessert from a local entrepreneur we have worked with in the past.
Co-sponsored by Megan Carver, Kohler Center for Entrepreneurship, Kelsey Otero, Social Innovation Initiative, and Sasha J. Parsons Waters, Women’s Innovation Network.

Benefits and Wellness

Is Graduate School in Your Future?
Thursday, October 10, 2019 / 12 – 1 p.m. / Straz Hall 250
Considering using your Marquette tuition benefit on a graduate degree? Then this session is for you. Representatives from Human Resources and our graduate recruiters will review your benefits, the degrees we offer and the application process. It’s never too late to start a new degree!
Presented by Human Resources, the Graduate School and the Graduate School of Management

How to Recover Your Body After Pregnancy
Friday, October 11, 2019 / 12 – 12:45 p.m. / Wellness Center, Coughlin Hall, Lower Level
Learn about body changes with pregnancy and delivery including abdominal and pelvic floor muscle function, scars, pain, incontinence and how to safely and effectively return to exercise.
Presented by Colleen Wilkins, PT Clinic

Holiday Stress Management
Tuesday, November 5, 2019 / 1 – 3 p.m. / Raymond Memorial Library Beaumier Suite C
For many, the holidays can create a season of increased stress. This presentation will provide tips for short-circuiting the stress response. Session objectives include the following: 1) Describe the stress response and identify stressful situations specific to the holiday season. 2) Learn about managing time, family interactions and money. 3) Discuss strategies for managing emotions and physical health during the holidays.
Presented by Carrie Enea, Aurora EAP Advocate

Pelvic Health and Aging
Friday, November 8, 2019 / 12 – 12:45 p.m. / Wellness Center, Coughlin Hall, Lower Level
Learn about the changes that women may experience during aging including pelvic pain, incontinence, menopause changes, pelvic organ prolapse and what you can do to age gracefully.
Presented by Colleen Wilkins, PT Clinic

Media and Web Training
All courses will be held in Cudahy Hall, Room 208, unless otherwise noted.

Update Your MU Website: Jumpstart CMS Training
Various dates / 9:30 – 10 a.m.
Need to create a new website or move an old website into the new content management system (CMS)? Then Jumpstart is for you. In a series of five workshops, you’ll plan the website, learn how to create webpages in the CMS, and finally build and launch your site, all under the guidance of a member of OMC’s web team. All you need is something to take notes with. Laptops not required. Sign up through: marquette.edu/jumpstart/signup.php
Presented by Alex Busbee, OMC

Qualtrics 101
Friday, October 18, 2019 / 10 – 11:30 a.m. / Cudahy Hall 417
Qualtrics online survey software is available to all faculty, staff and students. Learn to create, edit, distribute and generate reports for online surveys and explore options and features to help you build a better survey. No previous knowledge of Qualtrics is necessary.
Presented by Laura MacBride and Crystal Leondved, Office of Institutional Research and Analysis

IT Office Training
All courses will be held in Cudahy Hall, Room 208. Presented by Pam Lewis.

Custom Training for Your Department
Schedule small-group training or department training on one of the IT topics. Trainings can be hands-on or large-screen projection at a department meeting. Contact the IT Services Help Desk to request a department training session.

Cybersecurity Awareness Training
IT Services has partnered with the SANS Institute to provide cybersecurity training for Marquette University faculty and staff. Topics include recognizing social engineering, browsing safely, enhancing mobile security, and creating strong passwords. All active Marquette University faculty and staff can access the training via access.sans.org/go/marquette.

Intro to Microsoft Teams
Friday, September 20, 2019 / 1 – 3 p.m. / Friday, October 25, 2019 / 9:30 – 11:30 a.m.
Teams is a workspace that features threaded and persistent conversations. Collaborate now using Microsoft Teams and make it easy for participants to access files and have conversations—all in one place.

Sharing and Managing Files via OneDrive or SharePoint
Monday, September 23, 2019 / 1 – 2 p.m.
Easily find and edit cloud-based files using the Office apps. Share from the Office desktop app, the online app, Outlook, or SharePoint using a browser. Move or rename files. Open synced files using Windows Explorer or Mac Finder.

Accessibility 1: Make Office Documents Accessible for Persons with Disabilities
Friday, September 27, 2019 / 1 – 2 p.m.
Universal design works best for us all. Format Word and PowerPoint documents using headings, styles and lists to make an outline and improve navigation. Include alternative text for images and tables and make hyperlink text meaningful. Run the Accessibility Checker and fix errors.

Accessibility 2: Make PDFs Accessible for Persons with Disabilities
Friday, September 27, 2019 / 2 – 3:30 p.m.
Wednesday, October 16, 2019 / 10 – 11:30 a.m.
Wednesday, November 13, 2019 / 10 – 11 a.m.
Universal design works best for us all. Format Word and PowerPoint documents using headings, styles and lists to make an outline and improve navigation. Include alternative text for images and tables and make hyperlink text meaningful. Run the Accessibility Checker and fix errors. Convert an accessible Word document into an accessible PDF. Check accessibility of your PDF and learn the steps to take to remediate a PDF that is not accessible.

SharePoint Online for Office 365 Groups/SharePoint Owners
Thursday, October 3, 2019 / 2:30 – 4 p.m.
Explore best practices for your SharePoint site: sharing options, adding subsites and customizing site permissions. Edit the site home page to show Documents and other apps like Planner or Calendar and improve navigation for site users.

Excel Essentials
Tuesday, October 22, 2019 / 9 – 11 a.m.
Use AutoFill and Flash Fill to enter information quickly. Format cells, move data, change layout, set view and print options. Use Quick Analysis to make charts and calculate averages and totals. Use the Form tool to find and enter data. Insert a filter and sort data. Use basic formulas.

Use Excel as a Data Management Tool
Friday, November 8, 2019 / 1 – 3 p.m.
Access, combine and clean up data sources and then analyze and visualize data. Rearrange columns, sort and filter with Tables. Use Pivot tables and Pivot charts to summarize and reorganize data and to quickly generate an interactive report.