

Build your Network (BYN) Program
Session 2 – Tips and Tricks: How to Get Things Done
March 16, 2018
9-11am
Crescent Arch Room, Half-Dome Room #180

Outcomes

By the end of today's seminar, participants will be able to:

- Identify and know how to locate additional resources for administrative processes with the Administrative Coordination Team (ACT);
- Identify and know how to locate additional resources for research compliance and integrity processes with the Office of Research Compliance and Integrity;
- Identify and know how to locate additional resources for student support services with the Division of Student Affairs;
- Identify and know how to locate additional resources for campus community event planning.

Agenda

9:00am – 9:15am	Welcome, agenda and program overview <ul style="list-style-type: none">• Welcome, introductions and program overview• Agenda and outcomes overview
9:15am – 10:00am	Tips and Tricks: How to Get Things Done on Campus. Administrative processes, research compliance and integrity processes, and student support resources. Essential information and resources to cracking the UC Merced code and getting things done on campus.
9:15am – 9:30am	Identify administrative processes and resources with the Administrative Coordination Team (ACT). Tony Smullen, Executive Director for the Administration Coordination Team to (1) present an overview and (2) provide a handout on: <ul style="list-style-type: none">a. ACT's mission and objectives;b. ACT services to campus; andc. Who to contact for additional support and information.
9:30am-9:45am	Identify research compliance and integrity processes and resources with the Office of Research Compliance and Integrity. Leslie Teixeira-Porto, Assistant Director of Research Subject Protections to (1) present an overview and (2) provide a handout on: <ul style="list-style-type: none">a. Office of Research Compliance and Integrity's mission and objectives;b. Office of Research Compliance and Integrity's services;c. Who to contact for additional support and information.
9:45am-10:00am	Identify student support services and resources with the Division of Student Affairs. Enrique Guzmán, Assistant Director for Student Life to (1) present an overview and (2) provide a handout on: <ul style="list-style-type: none">a. Division of Student Affairs' mission and objectives;b. Division of Student Affairs' services;c. Who and what offices to contact if students are struggling academically and/or emotionally. Informational handout: Campus community resources for event planning. <ul style="list-style-type: none">a. Catering resourcesb. Campus events venues resourcesc. Facilities Management resources
10am – 10:55am	1-hour world café
10:55am – 11:00am	Wrap up