

Build your Network (BYN) Program
Session 2 – Tips and Tricks: How to Get Things Done
July 21, 2017
9-11am
Bobcat Lair, KL 169

Outcomes

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

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

Agenda

9:00am – 9:15am	Welcome, agenda overview and mindfulness discussion <ul style="list-style-type: none">• Welcome, introductions and ice breaker• Agenda and outcomes overview• Mindfulness discussion
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). Executive Director for ACT, Tony Sullen, will (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 (RCI). Assistant Director for RCI, Leslie Teixeira-Porto, will (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.

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- 9:45am-10:00am Identify student support services and resources with the Division of Student Affairs. Associate Dean of Students for Campus Life & Director for Student Life and Conduct, Le'Trice Curl, will (1) present an overview and (2) provide a handout on:
- 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.
- Distribute informational handout: Campus community resources for event planning.
- a. Catering resources
 - b. Campus events venues resources
 - c. Facilities Management resources
- 10am – 10:55am 1-hour world café
- Question #1: How do you imagine using what you learned today?
 - Question #2: In what ways can this lead to your networking with colleagues at UC Merced? What does it mean to network?
 - Question #3: What leaves you wondering...Yes, but....?
 - Harvest
- 10:55am – 11:00am Wrap up