

got accessibility?

Cal Poly Pomona is committed to making information technology resources and services accessible to all students, faculty, staff and the general public regardless of physical, sensory, cognitive, learning and attentional disabilities. Indeed, a campus task force comprised of representatives from all divisions has been working to ensure compliance with the Accessible Technology Initiative. A key part of this initiative involves providing training to faculty and staff so that web pages and documents are accessible. To meet this need, a partnership was formed among the Disability Resource Center, I&IT Learning, the Faculty Center for Professional Development and ODT, and workshops are now being offered. All faculty and staff are strongly encouraged to participate in these workshops over the coming weeks. Specific workshops needed vary by job, but most employees will benefit from at least one of them. Here's a brief description of the workshops and information on how to register:

Inside this issue

Creativity Day
Camp
comes to
Cal Poly Pomona

Meet the most
recent graduates of
Staff Development
Academy II

Creating Accessible PDF Documents

- Learn to scan using "optical character recognition" in Adobe Acrobat to create accessible documents
- Learn what "document tags" are and what they do
- Learn how to create alternate text for images
- Learn to convert Word files to accessible PDF documents
- Learn tricks like background removal

Creating Accessible Web Pages

Learn the power of the web for making content available to the greatest number of people. Making accessible web pages is straightforward. In this workshop, you'll explore the basic issues with web accessibility, and learn how to address them.

Creating Accessible PowerPoint Presentations

Discover how to make your PowerPoint presentations accessible. Learn the elements of designing a PowerPoint presentation that effectively communicates your course content while remaining accessible to all users. Participants should already have existing knowledge of PowerPoint software.

Register for classes by visiting:

<http://www.csupomona.edu/~iit/learning/workshops.shtml>

Spotlight Classes

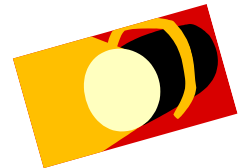


Universal Design

Do you prepare or assist in preparation of presentations? Do you plan or coordinate events and programs? In this informative session you'll learn about the universal design concept, key factors to consider when developing programs, and actions that can be taken individually and collectively to create an inclusive learning environment. A case study will enable you to apply what you've learned and assess best practices. Here are some comments from participants in the first offering of this workshop:

- "The discussion and case study were very beneficial"
- "Very informative...an important topic!"
- "The tips and checklists were great"
- "I wrote a synopsis of what I learned, for my manager. It was two pages long!"
- "Cathy not only raised our awareness but also raised empathy levels"
- "I had no idea how little I knew about this topic and how much I need to know"

Speaker: Dr. Cathy Schmitt Whitaker, Director, Disability Resource Center
Date: May 9
Time: 1:00 to 2:30 p.m.
Location: Building 98 (CLA), room B1-31



Generational Diversity

On our campus we are fortunate to have four generations of colleagues. This generational diversity adds richness and offers the potential for a wonderful synergy. However, it can also lead to misunderstanding, frustration, and resentment. Often, members of different generations have varied values and styles that can be perplexing to others. Don't miss this opportunity to learn more about building understanding across the generations!

Speaker: Cindy Krosky, President of Achieving Corporate Excellence, Inc.
Date: April 2
Time: 1:30—3:30
Location: Ursa Major C

To register e-mail
 ljroth@csupomona.edu
 or call Loretta Roth at
 extension 2705

Congratulations to the Graduates of Staff Development Academy II

SDAII was created to address communication and team building in greater depth. In order to stimulate on-the-job application of skills learned, SDAII was designed to span one and a half days about a month apart. In between the first and second sessions, participants completed assignments enabling them to reflect upon and to put to use some of the skills and knowledge gained. The second session included a debriefing of lessons learned and a motivational speaker who encouraged the participants to "Enjoy the Ride".

Winter 2006/07 SDA II Graduates

Karlo Arenas	David Quezada
Ruth Carrington	Isabel Sam
Lisa Dye	Lisa Srader
Nolan Dyo	Ashley Thai
Eugene Landers	Carla Torrence
Charles Maletz	Therese Turner
Ferial Mansouri	Loretta Villanueva
Lucy Mirancca	Abel Zamora
Becky Pepping	



The Creativity Day Camp for Managers, Supervisors & Leads Wednesday, April 18 ~ 8:30-4:30 ~ Kellogg West

Several years ago, Cal Poly Pomona hosted a CSU-wide all day training program for managers and staff with lead responsibilities. We're pleased to announce that a similar program is coming to our campus. Throughout the day, participants will have the opportunity to choose from a variety of topics. Take a look at the choices:

- 9:00 "The Creativity Edge: What The Very Best Managers Do So Much Better Than The Rest"
- 10:10 "Motivation Techniques That Get 'Em Pitching In", OR
"How To Get Team Members To Stop Playing Tug Of War – And Start Pulling Together"
- 11:10 "Coaching Nonperformers To Get With The Program", OR
"Drawing The Line Between Being A Boss Or A Buddy"
- 12:00 Lunch (included)
- 1:10 "No Pain, All Gain Criticism & Discipline Skills", OR
"Are Bad Attitudes Dragging Your Team Down? How To Foster 'Can Do' Spirit"
- 2:10 "Getting Your Point Across Without A Bullhorn: Communicating With Influence & Power", OR
"Hiking Beyond 'The Way We've Always Done It' Thinking"
- 3:10 "Shaking Monkeys Off Your Back: Effective Delegation Techniques", OR
"Whittling Your Tasks Down To Priorities"

Since Pomona is hosting this program, the registration fee for Pomona participants is reduced to \$129/person. To learn more and to register, visit:

http://www.thesource.calstate.edu/active_seminars.shtml and scroll down to this program.

ODT: Success Through Collaboration

Wow: Can you believe ODT has been in existence for more than a year? Actually, our first campus-wide programs weren't offered until last summer, so we'll really be singing happy birthday to ourselves in a few months. We've made a solid start in establishing a training program, and we couldn't do what we do without the help of our colleagues across all divisions. So we'd like to take a moment and thank all of our campus presenters over the past year:

Cathy Bates, SAITS
 Seth Bernstein, Career Center
 Glenda Brock, Ombuds Office
 Debra Brum, Instructional & Information Technology
 Sandra Bufalini, Human Resources
 Sandi Davis, President's Office
 John Edlund, Writing Center
 Regenia Griffin, Human Resources
 Angie Hernandez, Human Resources

John Karayan, Collins School
 Nikki Khurana, Annual Fund
 Mary Martinez, Payroll Services
 Ann Overman-Scott, Human Resources
 Jane Self, Payroll Services
 John Self, Collins School
 Carmen Munoz-Silva, Diversity & Compliance
 Cathy Schmitt Whitaker, Disability Resource Ctr.

Visit us on the web:
<http://www.csupomona.edu/~odt>

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 ORGANIZATIONAL DEVELOPMENT & TRAINING

A Proud Part of
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Newsletter editor:
 Loretta Roth

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