Deadline is Dec. 30 for 1st winter CPR

This is the final fall quarter issue of the Cal Poly Report. The Report is not published during quarter break.

We will resume publication with the first winter quarter issue on Wednesday, Jan. 7. Please submit items for that issue by 10 am Tuesday, Dec. 30.

Items can be e-mailed to polynews@polymail, faxed to 6-6533, or mailed to the Communications Office, Horon Hall. For more information call ext. 6-1511.

SIS+ training session set for winter quarter

A Student Information System Plus (SIS+) training class for new users will be offered from 8:30 to 10 am Wednesday, Jan. 21, in Chase Hall, Room 104.

Employees need to complete a training session before they can receive a SIS+ account and access the student database.

Please bring an Account Request Form to the class. The form is available on Open Mail under Bulletin Area.

To reserve a space, call Betty Sawyer at ext. 6-1344.

Industrial tech student wins packaging award

Diane Reyes, a student in the Industrial Technology's packaging program, won the 1996-97 Outstanding Packaging Student award at the WoodPack '97 and Reed Packaging Exhibitions.

Reyes, recognized for his academic and service achievements, is an officer and chair of the university's annual packaging symposium.

Position vacancies

Vacancy information and applications for the following positions are available from the appropriate human resources office. Vacancy information can also be accessed from the Cal Poly Home page on the World Wide Web (address: www.calpoly.edu; click on "General Information"). AA/orEO

STATE (Adm. 303, ext. 6-2266 or job line at ext. 6-1533). Official application forms must be received by 4 pm on the closing date or postmarked by the closing date. (No faxes.)

CLOSING DATE: December 31
#9906: Public Affairs Assistant I, College of Engineering (Unit 9)*, 8:30-12:30, $15.64/hour, temporary, interview Tillerson to 6/30/99 with possible extension.

#9707: Instructional Support Technician I, Food Science and Nutrition (Unit 9)*, $13.34-$15.02/hour, temporary, half-time to 6/30/99, interview Tillerson call and August, half-time beginning 9/1/98 to 6/30/99 with possible extension.

#9704: Unix Systems Programmer (Operating Systems, Astronomy), $75,000/yr, Computing Systems and Operations (Unit 9)*, $75,000/yr, foundation level, temporary, interview Tillerson to 6/30/99 with possible extension.

#9705: Assistant Athletic Director for Athletics (Administrator II), Athletics, $40,000-$50,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Benderley, Director of Alumni Relations, University Advancement, at ext. 2586.

#9505: Associate Director of Alumni Relations (Administrator II), Athletics, $40,000-$50,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Benderley, Director of Alumni Relations, University Advancement, at ext. 2586.

#9908: Tenure-Track Position, Journalism Department (805/756-2508). Assistant/Associate Professor starting 1998-99 academic year to teach RB and advertising courses in addition to basic editing and news writing. Ph.D. preferred with professional publishing experience. M.A. acceptable with recent corporate, institutional, or PB. experience in news media experience required. Teaching experience preferred. Multimedia expertise a plus. Apply to Nolan Pavlik, Foundation Building, Room 225.

#9907: Studio Arts Technician-Visual Art (Instructional Support Tech II), Art and Design (Unit 9)*, $31,334-$36,500/mo., temporary, half-time to 11/5/99 with possible extension.

CLOSING DATE: January 7 (Readvertisement)
#9505: Associate Director of Alumni Relations (Administrator II), Athletics, $35,000-$40,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Benderley, Director of Alumni Relations, University Advancement, at ext. 2586.

#9909: Associate Director of Alumni Relations (Administrator II), Athletics, $35,000-$40,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Benderley, Director of Alumni Relations, University Advancement, at ext. 2586.

#9506: Associate Director of Alumni Relations (Administrator II), Athletics, $35,000-$40,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Benderley, Director of Alumni Relations, University Advancement, at ext. 2586.

#9910: Assistant Professor, Psychology and Human Development Department (805/756-2033). Tenure-track position; academic year appointment starting Fall 1998 (salary range $37,556-$47,844). Requirements: Ph.D. in psychology, evidence of college teaching proficiency, advanced computer literacy, instructional technology expertise, and interest in interned introductory psychology class. Apply to Search Committee, PSYHD Department.

#9911: Assistant Professor, Philosophy and Human Development Department (805/756-2033). Tenure-track position; academic year appointment starting Fall 1998 (salary range $37,556-$47,844). Requirements: Ph.D. in psychology, evidence of college teaching proficiency, advanced computer literacy, instructional technology expertise, and interest in interned introductory psychology class. Apply to Search Committee, PSYHD Department.

California Polytechnic State University
San Luis Obispo, CA 93407

December 10, 1997

Electricaloutage
tohitDec.26

Although the campuswide electrical outage scheduled for Nov. 28 was canceled, the Dec. 26 outage is still planned, and offices should take precautions to protect electrical equipment before leaving for the Christmas holidays.

Dec. 27 and 28 are the back-up days if necessary. For more information on all scheduled electrical outages and other utilities of use, check the utilidor web site (via the Cal Poly home page under What's New) or call Deby Ryan at ext. 6-6806.

With utilidor, Cal Poly has two ses­sions: construction and El Nino.

Eric Doepel, director of the Cal Poly Fund, will give a "Construction Project Presentation" with Dale Magee, executive director of Alumni Development. Jean DeCesare, director of Cal Poly's Em­ployee Assistance Program, will present "Managing Stress in the Workplace.

Other afternoon workshops include "Publicity, Promotion and News," "Welfare Reform and Your Employees," "Nonprofits and the Community?" "Outcome-Based Funding: It's Here! The Funders Demand It! Are You Ready?" "Understanding Your Not-for-Profit Financial Statements," and "Budgeting and Investment: How to Get the Most from Your Bank."

Registration for the Jan. 8 board training session is $10 if paid by Dec. 19, $15 after that date. Registration for presentations and workshops on Jan. 9 costs $30 if paid by Dec. 19, $45 thereafter.

For a registration pamphlet call Doepel at ext. 6-6448.

Collaboration Forum

Set for Jan. 8-9

This year's Collaboration Forum, an event designed to help nonprofit organizations, government agencies and educational institutions work more effectively, is scheduled on Thursday and Friday, Jan. 8-9, at Cuesta College.

This will be the 7th annual forum sponsored by Cal Poly and other local organizations.

A reception beginning at 5 pm, followed by a training session on "Building a Better Board" at 7, will kick off the forum on Jan. 8 in Cuesta's Conference Center. On Jan. 9, Susan Scribner, author, teacher, and president of Scribner & Associates, will give the keynote presentation at 9 am.

Scribner, who wrote "Boards From the Seat of Power," "Chairing the Board From the Seat of Your Pants," and "How to Ask For Money Without Fainting," will also present a session titled "I'll Do Anything But Ask For Money."

It's time to nominate a student employee for Cal Poly's Outstanding Student Employee of the Year.

Each year the National Student Em­ployee Association invites campuses throughout the country to recognize student employees. State, ASI, Foundation, federal work-study and non-federal work-study students who have worked or expected to work at least six months from June 1, 1997 to May 31, 1998 are eligible.

For a nomination form, contact Luanne McDonald, Financial Aid, at ext. 6-3855 or 6-3887. To request contact Joan Ganous, Career Services, ext. 6-5970 or e-mail jganous. Completed nomination forms are due to McDonald by Friday, Feb. 13.
Tickets to be sold Dec. 8 for Service Awards Lunch

Jan. 14 workshop aims to improve collaboration

Instructor effectiveness course offered winter

In this page, there are extracts from different sections of the newsletter including announcements about tickets to be sold, workshops aimed at improving collaboration, and information about instructor effectiveness courses. The content is presented in a clear and readable format, with appropriate headings and subheadings to make it easy to follow and understand.
Instructor effectiveness course offered winter

Don Maas of the University Center for Teacher Education will again be teaching the course "Maintaining Instructor Effectiveness: Techniques and Strategies for More Effective Teaching." The seminar, open to faculty and staff, will be offered from 8:30 to 11:30 am Tuesday during winter quarter in Room 214 in the Education Building. The first class will meet Jan. 6. The course will emphasize the practical applications of research to college teaching. Other topics to be covered include:

- Which elements make instruction effective?
- How to measure student progress.
- How to use feedback to improve instruction.

Enrollment is limited. The seminar is free, but participants should bring $3.25 to the first class meeting to buy a class booklet.

To sign up for the course, call Janice Engle at ext. 6-5935. Those interested in taking the course but unable to attend winter quarter are also asked to call Engle.

For information on the course, sponsored by the UCTE and the Faculty Development office of Extended University Programs and Services, call Maas at ext. 6-2587.

Recreation student wins tourism scholarship

A recreation administration student has received a $3,000 California State Foundation Scholarship from the National Tourism Foundation.

Matthew Smith is one of 25 student winners from colleges and universities throughout North America. In addition to his monetary award, Smith received an all-expenses-paid trip to the National Tourism Association annual conference in Tampa, Fla., where he met with industry professionals.

Jan. 14 workshop aims to improve collaboration

Organizational consultant and author Tom Jones of Fresno will present "From Conflict to Collaboration" on Jan. 14 in UU 220.

In identical sessions from 9 to 11 am and 1 to 3 pm, he'll offer insights into organization dynamics and discuss practical techniques for recognizing and overcoming dysfunctional behavior in the workplace. The sessions are open to all employees.

Jones has been well received on campus in the past for sessions he's led for the Foundation and the administration. He will be available in El Corral from 3:30 to 4:30 to sign copies of his book "Breakaway Management:"

For more information or to enroll, call Joan Lund in Human Resources at ext. 6-6563.
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STATE (Adm. 312, ext. 6-2326 or job line 6-2325). Official application forms must be received by 4 pm on the closing date or postmarked by the closing date. (No faxes.)

**Closing date**

CLOSING DATE: December 31

#9608: Public Affairs Assistant I, College of Engineering (Unit 9)*, $14.18-$15.94/hr., temporary, intermitent-cation to 6/30/99 with possible extension.

#9705: Instructional Support Technician 1, Food Science and Nutrition (Unit 9)*, $13.34-$15.00/hr., temporary, half-time, to 6/30/98; intermittent-cation to July, temporary half-time beginning 9/1/98 to 9/16/98, to 6/30/99 with possible extension.

#9704: Unix Systems Programmer (Operating Systems AS/400), IT5-Computing Systems and Operations (Unit 9)*, $17.39-$17.50/hr., foundation level; temporary, intermittent-cation to 6/30/99 with possible extension.

#9707: Assistant Athletic Director for Athletics (Deputy Director), Athletics, $40,000 - $50,000 annually, commensurate with the background and experience of the individual selected. Direct specific inquiries regarding the position to Ben Bessler, Director of Athletics Relations, University Advancement, at ext. 2586.

**Foundation**

(Foundation Adm. Building, 11th floor, ext. 6-7297). All applications must be received (not just postmarked) by 5 pm of the closing date. (No faxes.)

**Closing date**

CLOSING DATE: December 12

Payroll Clerk, Foundation Business Office, $25,539-$32,580.

Account Clerk, Foundation Business Office, $18,992-$23,620.

**Closing date**

CLOSING DATE: December 12

Assistant Supervisor Catering, Perform­ing Arts Center Concessions, $8.15-$10.60/hr.

Clerical Assistant, Student Academic Services, $1,861-2,375/mo. Temporary, through 8/1/99, continuation subject to funding.

**Faculty**

(Adm. 312, ext. 6-2344)

Candidates interested in faculty positions are asked to contact the appropriate department office at the phone number listed for more information and an application. Please submit all application materials to the department head/chair unless otherwise specified. Rank and salary are commensurate with qualifications and experience, and timebase where applicable, unless otherwise stated.

**Closing date**

CLOSING DATE: March 1

#9000: Lecture/Faculty, Speech Communication Department (805-756-2553), Tenure-track position for 1998-99 academic year, with possible renewal, teaching critical thinking, fundamentals of speech composition, public speaking. Minimum of a master’s degree in the discipline of speech communication at time of hiring is required. University teaching experience is required.

#9100: Lecturer/Assistant Director of Forensics (full-time), Speech Communica­tion Department (805-756-2553), Non-tenure-track position for 1998-99 academic year, with possible renewal, teaching critical thinking, fundamentals of speech composition, public speaking, and serving as assistant director of forensics. Minimum of a master’s degree in the discipline of speech communication at time of hiring is required. University teaching and forensics experience is required.

**Closing date**

CLOSING DATE: January 9

#9030: Tenure-Track Position, Journalism Department (805-756-2508), Assistant/Associate Professor starting 1998-99 academic year to teach PR and advertising courses in addition to basic editing and news writing. Ph.D. preferred with professional experience. M.A. acceptable w/ recent corporate, institutional, or PR agency experience. A strong media experience is required. Teaching experience preferred. Multimedia expertise a plus. Application to Nihar Hadvanydian, head, Journalism Department.

**Closing date**

CLOSING DATE: February 26

#9040: Assistant Professor, Psychology and Human Development Department (805-756-2033), Tenure-track position, academic year appointment to Fall 1998 (salary range $37,556-$47,840). Responsibilities: Ph.D. in psychology, evidence of college teaching proficiency, advanced computer literacy, instructional technology expertise, and interest in teaching large introductory psychology class. Apply to Search Committee, PSYHD Department.

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**Faculty**

(The Avenue, 9th Floor, ext. 6-2826)

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