



# Center for Teaching and Learning Newsletter

## Dates to Note!!

### The ACRL Framework and the Core Curriculum

Thu, Feb 11, 12:15pm

### Active Learning in B3

Thu, Feb 11, 1:50pm

### Zotero: Citation Manager

Fri, Feb 12, 11:00am

### Engagement and Success in Online Learning: Higher Education and Beyond

Tue, Feb 16, 1:00pm

### Citation Managers

Wed, Feb 17, 10:40am

### On the Art of Seeing Sideways

Wed, Feb 17, 1:50pm

### WebEx Chat: Communicating with Students in Blackboard

Thu, Feb 18, 12:15pm

### How to Use Digital Measures

Thu, Feb 18, 1:50pm

### Introduction to Quality Matters Rubric for Online Course Design

Thu, Feb 18, 1:50pm

### How Core Competencies Influence Teaching in the Core

Mon, Feb 29, 12:15pm

### Grading in Blackboard

Mon, Feb 29, 1:50pm

[Click here to see a list of all upcoming events.](#)

Vol. 21, No 5

January/February 2016

## CTL January/February Newsletter

The *CTL Newsletter* is distributed electronically every month during the academic year.

Highlights from our January/February issue include:

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**Remember:** The best places to look for faculty-related information are the [CTL Webpage](#) and the [CTL Forum](#).

### Follow Us on Twitter

The CTL is pleased to announce that it is now on Twitter [@sjuctl](#). Follow us for the latest news in teaching and learning as well as announcements of upcoming events.





# Center for Teaching and Learning Newsletter

Vol. 21, No 5

January/February 2016

## CAREER CORNER

### Women's Issues in the Workplace: A New Kind of Career Conversation

Nicole Wolfrath (Career & Internship Advisor, University Career Services, [wolfratn@stjohns.edu](mailto:wolfratn@stjohns.edu))

I had the pleasure of developing and delivering a presentation on "Women's Issues in the Workplace," in conjunction with Prof. Judith Ryder, for the Dishing on Gender series this past November. The monthly series is run by the Sociology Department and fosters discussion about issues surrounding gender and culture.

My interest in creating a discussion on this theme stems from the many conversations I have with female students about their career and life goals. They are concerned about financial stability, caring for their family, starting a family and having time to pursue interests outside of the workplace.

I have spent the majority of my career preparing students for their first full-time jobs, which includes helping them secure internships, write resumes and develop adequate interviewing and networking skills. But here at St. John's, where I find the most diverse students who come with the aforementioned interests as their priorities in making career-related decisions, I feel I am not fully preparing them. One of the keys to being successful and happy is to take into consideration work environments, industry trends and social justice issues in their field of choice. Knowledge about wage gaps and differences in benefits should not be something they learn in their mid-twenties, when they are attempting to move from their first job to their second; it should be something they are aware of and pay attention to as they start their careers.

As we move into a presidential election, where women's issues in the workplace are becoming part of the conversation, I felt it was an appropriate time to see how much students know and what they feel could really affect them. I took a moment to look at the six young women assembled in the Writing Center conference room. They were attentive, friendly and did not seem to be attending for the free pizza. After introductions I was not only happy to see a representation from each college, but a diverse cultural group and surprisingly, all freshmen.

I started the discussion by asking what kinds of issues existed for women in the workplace. They were all eager to participate, quoting articles they have read about unequal pay and the empowerment of women. They dropped names like Jennifer Lawrence and Malala Yousafazi. I was surprised at how passionately they spoke and how much they already seemed to know.

We then watched "Lemonade Stand: Lessons in Equal Pay from Corporate America," a video created and produced by the Make it Work Campaign, and another produced by BuzzFeed titled, "One Woman Discovers the Wage Gap." Both were comical short films that illustrated the glaring statistics that women make 79 cents to every dollar a man does, with even lower wages for women of African American and Latina descent.

According to the WAGE Project, Inc., a non-profit whose mission is to end discrimination against women in the American workplace, the wage gap is a result of a variety of forms of sexual discrimination in the

**CENTER FOR TEACHING AND LEARNING****DIRECTOR:**

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**2015-2017 FELLOWS:**

Joan DeBello  
 Roseanne Gatto  
 Katie Lebel  
 Sharon Marshall  
 Mark Tannian  
 Heidi Upton

**2014-2016 FELLOWS:**

Alyse Hennig  
 Samantha Jellinek-Cohen  
 Raeann Kyriakou  
 Zaidalynet Morales  
 Richard Waller

**CAMPUS GUIDES:****[CTL TEACHING AND LEARNING FORUM](#)**

The site's main aim is to highlight the great teaching strategies developed by St. John's faculty.

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workplace. This includes discrimination in hiring, promotion and pay, sexual harassment, bias against mothers, and other ways in which women workers and women's work is undervalued. The students then entered into a discussion about gender roles as we dissected questions such as: is a janitor, which is a traditionally male role, more important or valuable than a nurse, which is a traditionally female role? The students shared stories about their mothers and grandmothers facing issues in the workplace and others faced by boyfriends who feel a gender role expectation.

Our conversation moved into the Family Medical Leave Act (FMLA) and I distributed a graph from *The Huffington Post* outlining paid parental leave in the United States versus other countries. While the FMLA entitles employees to take unpaid, job-protected leave for specified family reasons, students were surprised to learn that organizations with less than 50 employees are not eligible to offer this to employees. Additionally, many employees have to have worked a full year with an organization prior to requesting the leave. I saw many wide eyes as I reviewed this information. I stressed that even if they were not planning on having a family in the next few years, students need to consider caring for elder relatives or needing to take time off for personal medical issues.

Students were encouraged to take their next action steps by talking to people of both genders in their field and following professional associations. Those present were also interested in advocating for themselves and others on these issues. I suggested that they follow non-government and other advocacy organizations on social media, attend conferences and meetings, and volunteer.

The students indicated that this discussion was very informative. They identified their need for more research and an interest in more campus programs to educate the SJU community on these topics. I felt a sense of accomplishment after this session and a confirmation that this conversation was needed. My hope is to continue these types of educational discussions so these issues become a frequent, more prominent part of the career development conversation and more importantly, something to think about when considering one's own college experience and life goals.

**To learn more about these and other issues, below are some useful links and resources mentioned:**

["Lemonade Stand: Lessons in Equal Pay from Corporate America"](#) produced by The Make it Work Campaign

["How We Do It"](#) produced by The Make it Work Campaign

["One Woman Discovers the Wage Gap"](#) produced by BuzzFeed

[American Association of University Women](#)

[The Make it Work Campaign](#)

[Paid Parent Leave: U.S. versus The World Infographic](#)

[WAGE Project](#)



## Women and Gender Studies Events

Women and Gender Studies will be sponsoring several events this semester. Click [here](#) to view a list of the spring events. Any questions contact: Judith Ryder at [ryderj@stjohns.edu](mailto:ryderj@stjohns.edu).

## Faculty News

**Dr. José G. Centeno** (Communication Sciences and Disorders, [centenoj@stjohns.edu](mailto:centenoj@stjohns.edu)) gave an invited pre-convention course, "Bilingual Speakers with Aphasia: Evidence, Principles, and Procedures in Clinical Management," and organized and presented on a panel, "International Perspectives on Services with Neurogenically-impaired Adults in Culturally and Linguistically Diverse Populations," at the annual convention of the American Speech-Language-Hearing Association in Denver, CO (November 2015); published the article "Assessing Services with Communicatively-impaired Bilingual Adults in Culturally and Linguistically Diverse Neurorehabilitation Programs" in the *Journal of Communication Disorders* (December 2015).

**Dr. Christopher Denny** (Theology and Religious Studies, [dennyc@stjohns.edu](mailto:dennyc@stjohns.edu)) presented a paper, "Countering Crusades: The Eschatological Turn in Christian-Muslim Dialogue among the Spiritual Franciscans," at the annual meeting of the American Catholic Historical Association in Atlanta, GA (January 2016).

**Dr. Maura C. Flannery** (Computer Science, Mathematics and Science, [flannerm@stjohns.edu](mailto:flannerm@stjohns.edu)) published a review of Peter Jackson's *Ireland's Generous Nature* in *Plant Science Bulletin* (2015).

**Dr. Joseph A. Giacalone** (Economics and Finance, [giacaloj@stjohns.edu](mailto:giacaloj@stjohns.edu)) presented the paper, "Social Security Cost of Living Adjustments: The Controversy Examined," at the Clute Institute Conference in Orlando, FL and published in the conference proceedings (January 2016).

**Dr. Susan Rosenberg** (Art and Design, [rosenbs3@stjohns.edu](mailto:rosenbs3@stjohns.edu)) received the Meiss/Mellon Author's book award from the College Art Association, as well as funding from Furthermore Grants in Pub-

lishing, a program of the J.M. Kaplan Fund, for her forthcoming book *Trisha Brown: Choreography as Visual Art (1962-1987)*, Wesleyan University Press in (Fall 2016).

**Dr. Shanté Paradigm Smalls** (English, [smallss@stjohns.edu](mailto:smallss@stjohns.edu)) presented the paper, "Sounding Blackness: Possibilities of another Whiteness," at the annual Society for Ethnomusicology conference in Austin, TX (December 2015).

**Dr. Richard Stalter** (Biological Sciences, [stalterr@stjohns.edu](mailto:stalterr@stjohns.edu)) presented a species symposium, "The Vascular Plant Species of Sidewalk plots in Brooklyn and Queens, New York," at the Northeastern Weed Science Society in Philadelphia (January 2016).

**Professor Benjamin Turner** (University Libraries, [turnerb@stjohns.edu](mailto:turnerb@stjohns.edu)) **Professor Caroline Fuchs** (University Libraries, [fuchsc@stjohns.edu](mailto:fuchsc@stjohns.edu)) **Professor Anthony Todman** (University Libraries, [todmana@stjohns.edu](mailto:todmana@stjohns.edu)) published "[Static vs. Dynamic Tutorials: Applying Usability Principles to Evaluate Online Point-of-Need Instruction](#)," in *Information Technology and Libraries* (December 2015).

**Dr. Julia Upton RSM**, (Theology and Religious Studies, [uptonj@stjohns.edu](mailto:uptonj@stjohns.edu)) published "Benedictine Oblates, Profile and Analysis: Glorifying God by Their Lives" in the *American Benedictine Review* (December 2015).

### Faculty News:

If you would like to send an entry to "Faculty News," the deadline for the March issue is **March 4**. We prefer that you email the information to [CTL@stjohns.edu](mailto:CTL@stjohns.edu). Please have your entries follow the style presented in "Faculty News."

### Faculty Growth Grant Program

The upcoming deadline to apply for a Faculty Growth Grant is: **May 2, 2016**

If you have any questions regarding the application procedures look at our website under [Growth Grant Program](#) or email us at [CTL@stjohns.edu](mailto:CTL@stjohns.edu).

## CTL Spring Calendar of Events for Faculty

This [calendar](#) provides a list of events that are of interest to faculty, including CTL workshops, many of which have cosponsors including Information Technology, Online Learning, Office of Global Studies, University Libraries and Writing Across the Curriculum Program. These are noted after each workshop rather than being listed in separate categories as in the past. This semester the certificate categories are based on topic: Global, Teaching and Research, Pedagogy and Technology, and Technology Tools. **THE CTL CERTIFICATE PROGRAM HAS ALSO BEEN REVISED. NOW YOU WILL RECEIVE A CERTIFICATE FOR A PARTICULAR CATEGORY, IF YOU ATTEND AT LEAST THREE WORKSHOPS IN THAT CATEGORY DURING THE SEMESTER.**

### PEDAGOGY AND TECHNOLOGY

You will receive a *Pedagogy and Technology* Certificate if you **attend 3 or more** sessions from the list below.

#### Active Learning in B3

Thu, Feb 11, 2016 1:50pm

#### Engagement and Success in Online Learning: Higher Education and Beyond

Tue, Feb 16, 2016 1:00pm

#### Introduction to Quality Matters Rubric for Online Course Design

Thu, Feb 18, 2016 1:50pm

#### What Do You Know about Your LMS?

Tue, Mar 1, 2016 12:15pm

#### Big Data is Real, and We Better Prepare

Tue, Mar 1, 2016 3:25pm

#### Experiential Learning: Teaching and Learning with Students

Wed, Mar 2, 2016 12:15pm

#### VMware for Online Virtual Environments

Mon, Mar 7, 2016 1:50pm

#### Smartphone Citizen Journalism

Mon, Mar 14, 2016 1:50pm

#### Effective Online Discussions

Tue, Mar 15, 2016 12:30pm

#### Smartphones in the Classroom

Tue, Mar 15, 2016 1:50pm

#### What Do You Want Your LMS to Do?

Tue, Mar 22, 2016 12:15pm

#### Instructional Design for Online Courses

Thu, Mar 31, 2016 1:50pm

#### What's New with Blackboard for the Fall?

Tue, Apr 5, 2016 12:15pm

#### Digital OER & Modern Literacy

Tue, Apr 12, 2016 12:15pm

#### Making it Stick: Helping students keep what you teach

Thu, Apr 21, 2016 1:50pm

#### Gaming

Thu, Apr 28, 2016 1:50pm

### TEACHING AND RESEARCH

You will receive a *Teaching and Research* Certificate if you **attend 3 or more** sessions from the list below.

#### Adjunct Faculty Colloquium

Mon, Feb 8, 2016 4:30pm

#### Writing and the Imposter Syndrome

Tue, Feb 9, 2016 12:15pm

#### The ACRL Framework and the Core Curriculum

Thu, Feb 11, 2016 12:15pm

#### On the Art of Seeing Sideways

Wed, Feb 17, 2016 1:50pm

#### How to Use Digital Measures

Thu, Feb 18, 2016 1:50pm

#### How Core Competencies Influence Teaching in the Core

Mon, Feb 29, 2016 12:15pm

#### Referee Comments: Writing Them and Responding to Them

Tue, Mar 8, 2016 12:15pm

#### No-Tech Note Taking

Wed, Mar 9, 2016 12:15pm

#### Assessing the Core

Thu, Mar 10, 2016 1:50pm

#### Faculty Writing Retreat

Sat, Mar 12, 2016 10:00am

#### PMAC Workshop

Mon, Mar 21, 2016 1:50pm

#### Personal Digital Archiving

Tue, Mar 29, 2016 12:15pm

#### Finding Research Dollars: Thinking Outside the Box

Mon, Apr 4, 2016 12:15pm

#### Effective Proposal Budgeting and Award Management

Mon, Apr 11, 2016 12:15pm

#### CTL Teaching and Technology Fellows' Presentations

Mon, Apr 11, 2016 1:50pm

#### Internal SJU SEED Funds Help Lead to External Grants

Mon, Apr 18, 2016 12:15pm

#### Problem Solving with Technology

Mon, Apr 18, 2016 1:50pm

#### Writing Biography

Tue, Apr 19, 2016 12:15pm

#### Faculty Writing Retreat

Mon, May 16, 2016 10:00am

**TECHNOLOGY TOOLS**

You will receive a *Technology Tools* Certificate if you **attend 3 or more** sessions from the list below.

**Getting Started with Blackboard**

Tue, Feb 9, 2016 1:50pm

**WordPress**

Wed, Feb 10, 2016 10:40am

**Using Office Mix in Your Teaching**

Wed, Feb 10, 2016 1:50pm

**Zotero: Citation Manager**

Fri, Feb 12, 2016 11:00am

**Citation Managers**

Wed, Feb 17, 2016 10:40am

**Grading in Blackboard**

Mon, Feb 29, 2016 1:50pm

**OneDrive/Intro 365**

Wed, Mar 2, 2016 10:40am

**OneDrive/Intro 365**

Fri, Mar 4, 2016 11:00am

**Introduction to Panopto**

Mon, Mar 7, 2016 12:15pm

**Microsoft Office 365--Word**

Wed, Mar 9, 2016 10:40am

**Creating Paperless Assignments in Blackboard**

Thu, Mar 10, 2016 12:15pm

**Mendeley: Citation Manager**

Fri, Mar 11, 2016 11:00am

**Getting Started with Blackboard**

Mon, Mar 14, 2016 12:00pm

**Microsoft Office365--Excel**

Wed, Mar 16, 2016 10:40am

**Grading in Blackboard**

Wed, Mar 16, 2016 12:15pm

**WordPress**

Fri, Mar 18, 2016 11:00am

**Microsoft Office365 -- PPT & Mix**

Wed, Mar 23, 2016 10:40am

**Video Editing Apps**

Wed, Mar 30, 2016 10:40am

**How to Use the One-Button Studio**

Wed, Mar 30, 2016 12:15pm

**Endnote: Citation Manager**

Fri, Apr 1, 2016 11:00am

**Grading in Blackboard**

Mon, Apr 4, 2016 1:50pm

**VoiceThread: Interaction, Collaboration & Sharing**

Wed, Apr 6, 2016 12:15pm

**Introduction to Panopto**

Wed, Apr 6, 2016 1:50pm

**Respondus Lockdown Browser & Monitor: Technology in the Service of Academic Integrity**

Thu, Apr 7, 2016 1:50pm

*(continued at top of next column)*

*(Technology Tools continued)***Video Editing Apps**

Fri, Apr 8, 2016 11:00am

**Video Editing: iMovie**

Wed, Apr 13, 2016 10:40am

**Creating Paperless Assignments in Blackboard**

Thu, Apr 14, 2016 12:15pm

**Getting Started with Office 365 and WebEx**

Tue, Apr 19, 2016 1:50pm

**Video Editing: MovieMaker (PC)**

Wed, Apr 20, 2016 10:40am

**3D Printing**

Thu, Apr 21, 2016 12:15pm

**RefWorks: Citation Manager**

Fri, Apr 22, 2016 11:00am

**Introduction to Panopto**

Tue, Apr 26, 2016 12:15pm

**GLOBAL**

You will receive a *Global* Certificate if you **attend 3 or more** sessions from the list below.

**Global Competencies Across Disciplines I**

Mon, Feb 8, 2016 1:50pm

**Global Competencies Across Disciplines II**

Thu, Mar 3, 2016 1:50pm

**"Global" without Movement: Models for Direct International Engagement in NYC**

Thu, Mar 17, 2016 1:50pm

**Research on English Language Learners**

Thu, Apr 14, 2016 1:50pm

Other sessions that are **not** part of a CTL Certificate Program that you might be interested in:

[Human Resources](#)

[Junior Faculty Research Colloquium](#)

[WebEx Chats](#)

[Women and Gender Studies](#)

[Vincentian Center for Church and Society](#)

## Research Month 2016

The research activities of St. John's students and faculty are increasingly diverse and impressive: grant dollars continue to rise; publications are flourishing; students are presenting papers at conferences. We have good reason to celebrate our accomplishments. We expect that through [Research Month](#) activities the St. John's University Community will become increasingly aware, mutually supportive and proud of these impressive activities. If you are a St. John's student or faculty member, register to present your research on April 7, 2016:

[QUEENS STUDENT REGISTRATION](#)

[QUEENS FACULTY REGISTRATION](#)

### QUEENS CAMPUS EVENTS:

#### Monday, April 4

[Finding Research Dollars: Thinking Outside the Box](#)

12:15 to 1:40 p.m., D'Angelo Center 416A

**Faculty Book Reception**

1:50 to 3:15 p.m., Institute for Writing Studies, St. Augustine Hall 150

**Ozanam Scholars Exemplary Student Mentor Partnerships**

2 to 3 p.m., President's Room, Carnesecca Arena

#### Thursday, April 7

**Student and Faculty Poster Presentation**

Noon to 3 p.m.

Taffner Field House

**Student Oral Presentations**

D'Angelo Center: 210, 212, 301, 311, 312, 401, 416B, 416C

**Student Fine Arts Presentations**

D'Angelo Center: 416A

**Student Film Presentations**

Little Theatre

#### Monday, April 11

[Effective Proposal Budgeting and Award Management](#)

12:15 to 1:40 p.m., D'Angelo Center 416B

[CTL Fellows' Presentations on Research in Teaching and Technology](#)

1:50 to 3:15 p.m., D'Angelo Center 307

#### Tuesday, April 12

**Grants Reception**

2:30 p.m., D'Angelo Center 416

#### Wednesday, April 13

**Public Lecture**

St. Albert Hall B70

#### Monday, April 18

[Internal SJU SEED Funds Help Lead to External Grants](#)

12:15 to 1:40 p.m., D'Angelo Center 416A

[Problem Solving with Technology](#)

1:50 to 3:15 p.m., St. Augustine Hall B3

#### Tuesday, April 19

[Writing Biography](#)

12:15 to 1:40 p.m., D'Angelo Center 416B

#### Thursday, April 21

**School of Education's Light It Up Blue for Autism Awareness Research Symposium**

5 to 7 p.m.

*(continued on next page)*

**STATEN ISLAND CAMPUS EVENTS****Monday, April 11****Faculty VISA Interdisciplinary Research Presentation**

1:50 to 3 p.m.

Kiernan Suite, Kelleher Center

**Thursday, April 14****Student Oral Presentations and Performances**

2 to 3 p.m.

Black Box Theatre, Spellman Hall

**Monday, April 18****Ozanam Scholars Exemplary Student Mentor Partnerships**

2 to 3 p.m.

Kiernan Suite, Kelleher Center

**Tuesday, April 19****Faculty Jury Meeting**

TBD

Lower Level Conference Room, Kelleher Center

**Thursday, April 21****Poster Session****Vice Provost Research Awards**

1:50 to 3 p.m.

Kiernan Suite, Kelleher Center

**CORE CURRICULUM****The ACRL Framework and the Core Curriculum**

Thu, Feb 11, 2016 12:15pm

**How Core Competencies Influence Teaching in the Core**

Mon, Feb 29, 2016 12:15pm

**Assessing the Core**

Thu, Mar 10, 2016 1:50pm

**DIGITAL PEDAGOGY****The ACRL Framework and the Core Curriculum**

Thu, Feb 11, 2016 12:15pm

**Active Learning in B3**

Thu, Feb 11, 2016 1:50pm

**Digital OER & Modern Literacy**

Tue, Apr 12, 2016 12:15pm

**FACULTY WRITING INITIATIVE****Writing and the Imposter Syndrome**

Tue, Feb 9, 2016 12:15pm

**Referee Comments: Writing Them and Responding to Them**

Tue, Mar 8, 2016 12:15pm

**Faculty Writing Retreat**

Sat, Mar 12, 2016 10:00am

**Writing Biography**

Tue, Apr 19, 2016 12:15pm

**Faculty Writing Retreat**

Mon, May 16, 2016 10:00am

**INFORMATION TECHNOLOGY CORNER: How Do I?**[Log in to Blackboard](#)[Blackboard Learn Videos](#)[Make Blackboard Course Available to Students in MySJU](#)[Getting Started With the Grade Center](#)[Sending Email to Your Entire Class in Blackboard](#)[How to Reset an Attempt](#)[How to Hide courses from the Course List in Blackboard](#)[Post Your Syllabus to Blackboard](#)[Steps to add users to Blackboard](#)[How to access Chat Tool in Blackboard?](#)[How to setup and access Voice Thread in Blackboard?](#)[Test Availability Options: Force Completion and Set Timer](#)[Blackboard FAQs](#)

## Remember:

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[www.stjohns.edu/](http://www.stjohns.edu/CTL)  
**CTL**

*This newsletter is published monthly during the academic year by the Center for Teaching and Learning.*

**Managing Editor:**  
Lisa Getman

## Faculty Writing Retreat

The Faculty Writing Retreat offers you the opportunity to commit to a day of writing surrounded by your colleagues who will have made the same commitment as you. Published research – and our own experience from previous St. John's Faculty Writing Initiative writing retreats we've held – tells us the positive energy of being around faculty peers who are also writing (and struggling to write) helps faculty get substantial work done, even in one day.

As to the schedule for the retreat, you will arrive and begin writing. We are certain there will be much writing advice to be shared during lunch, which will be served at 12:30 pm. We hope you will be able to join us.

If you would like to learn more about writing retreats or you are interested in research about faculty writing productivity, go to the CTL Forum Writing Page at <http://campusguides.stjohns.edu/ctlforum/writing>.

**Date:** Saturday, March 12

**Time:** 10 a.m. to 4 p.m.

**Location:** Institute for Writing Studies, Library Room 150

**[REGISTER NOW!](#)**

## Don't Cancel That Class

Occasions inevitably arise when a faculty member is obliged to miss a class due to personal or professional commitments. Now professors have the opportunity to turn this scenario into a unique learning experience for students by scheduling a **Don't Cancel That Class** workshop during the missed class.

The interactive sessions are led by a trained educator and cover topics like leadership, diversity, student wellness, and career development. **All requests must be submitted at least one week in advance.** Upon receipt of the request (subject to availability), a Student Affairs administrator and/or a trained peer educator will be scheduled to lead your class.

[Leadership Development](#) at St. John's University offers this service to all faculty members. Last year, Student Affairs administrators and Wellness Peer Educators facilitated over 25 Don't Cancel That Class workshops.

[Don't Cancel That Class memo](#) (PDF) for future reference.