A time to read, learn, grow, and share!

Join colleagues from across campus in discussing books related to communication, motivation, performance, and personal and professional development. All campus individuals are invited to participate when the featured book is of interest.

Discussions will be held from 12:00 - 1:00 p.m. on the dates indicated below.

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<thead>
<tr>
<th>Book Title</th>
<th>Date</th>
<th>Author</th>
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<tr>
<td>Leading Change (UBI612)</td>
<td>July 19, 2012</td>
<td>John Kotter</td>
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<td>Flow: The Psychology of Optimal Experience (UBI618)</td>
<td>February 18, 2013</td>
<td>Mihaly Csikszentmihalyi</td>
<td>Joanne Hoven Stohs</td>
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<td>Speed of Trust: The One Thing that Changes Everything (UBI619)</td>
<td>March 14, 2013</td>
<td>Stephen M.R. Covey</td>
<td>Suchi Patel</td>
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<td>The Power of Habit: Why We Do What We Do in Life and Business (UBI620)</td>
<td>April 18, 2013</td>
<td>Charles Duhigg</td>
<td>Natalie Van Beek</td>
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<td>The Knowing-Doing Gap: How Smart Companies Turn Knowledge into Action (UBI621)</td>
<td>May 16, 2013</td>
<td>Jeffrey Pfeffer, Robert I. Sutton</td>
<td>Tracey Zuno</td>
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**By the Book Abstracts**

**Leading Change (UBI612)** This book identifies the common mistakes leaders and managers make in attempting to create change and offers an eight-step process to overcome the obstacles: establishing a greater sense of urgency, creating the guiding coalition, developing a vision and strategy, communicating the change vision, empowering others to act, creating short-term wins, consolidating gains and producing even more change, and institutionalizing new approaches in the future.

**Author:** John Kotter  
**Facilitator:** Roy Gonzales, Manager, Human Resources and Organizational Development, Physical Plant  
**Date:** July 19, 2012—12:00 p.m. - 1:00 p.m.

**Academically Adrift: Limited Learning on College Campuses (UBI613)** According to more than 2,300 undergraduates at twenty-four institutions, 45 percent of these students demonstrate no significant improvement in a range of skills—including critical thinking, complex reasoning, and writing—during their first two years of college. Academically Adrift holds sobering lessons for students, faculty, administrators, policy makers, and parents—all of whom are implicated in promoting or at least ignoring contemporary campus culture. Arum and Roksa's report that colleges are failing at their most basic mission will demand the attention of us all.

**Authors:** Richard Arum and Josipa Roksa  
**Facilitator:** Mark Stohs, Professor and Chair, Finance Department, Mihalyo College of Business  
**Date:** August 22, 2012—12:00-1:00 p.m.

**Students Who Drive You Crazy: Succeeding with Resistant, Unmotivated, and Otherwise Difficult Young People (UBI614)** Discover more strategies for managing difficult students, with new information on aggressive/violent behavior, tips for establishing positive relationships with parents, and more.

**Authors:** Dr. Ellen Kottler and Dr. Jeffrey Kottler  
**Facilitator:** Ellen Kottler, Professor, College of Education; Jeffrey Kottler, Professor, College of Health and Human Development  
**Date:** September 13, 2012—12:00-1:00 p.m.

**What Every BODY is Saying: And Ex-FBI Agent’s Guide to Speed-Reading People (UBI615)** Joe Navarro, a former FBI counterintelligence officer, explains how to "speed-read" people: decode sentiments and behaviors, avoid hidden pitfalls, and look for deceptive behaviors. You'll also learn how your body language can influence what your boss, family, friends, and strangers think of you. Some things you will discover include what thumbs, feet, and eyelids reveal about moods and motives and Simple nonverbal that instantly communicate authority and establish trust.

**Authors:** Joe Navarro and Marvin Karlins  
**Facilitator:** Natalie Van Beek, Manager, Faculty Affairs & Records  
**Date:** October 18, 2012—12:00 p.m. - 1:00 p.m.

**The Power of a Positive No (UBI616)** The Power of a Positive No offers concrete advice and practical examples for saying No in virtually any situation. Whether you need to say No to your customer or your coworker, your employee or your CEO, your child or your spouse, you will find in this book the secret to saying No clearly, respectfully, and effectively. A Positive No has the power to profoundly transform our lives by enabling us to say Yes to what counts—our own needs, values, and priorities.

**Author:** William Ury  
**Facilitator:** Susan Gaitan, Faculty Development  
**Date:** November 15, 2012—12:00 p.m. - 1:00 p.m.

**Secrets to Winning at Office Politics: How to Achieve Your Goals and Increase Your Influence at Work (UBI617)** This smart, practical guide shows how to stop wasting energy on things you can't change and start taking steps to get what you want by using real-life
examples of political winners and losers to illustrate the behaviors that contribute to success or failure at work. You will be shown techniques for managing your boss more effectively, improving your influence skills, changing the way you are perceived, and dealing with difficult people.

**Author:** Marie G. McIntyre  
**Facilitator:** Shannon Jackson, Administrative Support, VPAF Office  
**Date:** January 17, 2013—12:00 p.m. - 1:00 p.m.

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**Flow: The Psychology of Optimal Experience (UBI618)**

Psychologist Mihaly Csikszentmihalyi's famous investigations of "optimal experience" have revealed that what makes an experience genuinely satisfying is a state of consciousness called flow. During flow, people typically experience deep enjoyment, creativity, and a total involvement with life. Csikszentmihalyi teaches how, by ordering the information that enters our consciousness, we can discover true happiness and greatly improve the quality of our lives.

**Author:** Mihaly Csikszentmihalyi  
**Facilitator:** Joanne Hoven Stohs, Professor, College of Humanities & Social Sciences (Psychology)  
**Date:** February 18, 2012—12:00-1:00 p.m.

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**The Speed of Trust: The One Thing that Changes Everything (UBI619)**

*The Speed of Trust* offers an unprecedented and eminently practical look at exactly how trust functions in our every transaction and relationship—from the most personal to the broadest, most indirect interaction—and how to establish trust immediately so that you and your organization can forego the time—killing, bureaucratic check—and—balance processes so often deployed in lieu of actual trust.

**Author:** Stephen M.R. Covey  
**Facilitator:** Suchi Patel, Business Analyst, Administration and Finance IT  
**Date:** March 21, 2013—12:00-1:00 p.m.

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**The Power of Habit: Why We Do What We Do in Life and Business (UBI620)**

With penetrating intelligence and an ability to distill vast amounts of information into engrossing narratives—including the success of Olympic swimmer Michael Phelps and Starbucks CEO Howard Schultz—Charles Duhigg brings to life a whole new understanding of human nature and its potential for transformation. *The Power of Habit* contains an exhilarating argument: The key to exercising regularly, losing weight, raising exceptional children, becoming more productive, building revolutionary companies and social movements, and achieving success is understanding how habits work.

**Author:** Charles Duhigg  
**Facilitator:** Natalie Van Beek, Manager, Faculty Affairs & Records  
**Date:** April 18, 2013—12:00-1:00 p.m.

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**The Knowing-Doing Gap: How Smart Companies Turn Knowledge Into Action (UBI621)**

Jeffrey Pfeffer and Robert Sutton identify the causes of the knowing-doing gap and explain how to close it by using examples from dozens of firms that show how some overcome the knowing-doing gap, why others try but fail, and how still others avoid the gap in the first place.

**Authors:** Jeffrey Pfeffer and Robert I. Sutton  
**Facilitator:** Tracey Zuno, Manager, Service Center  
**Date:** May 16, 2013—12:00-1:00 p.m.

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*The aim of argument, or of discussion, should not be victory, but progress.*  
Joseph Joubert