**Spring Workshops**

**February 2011**

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**University Extended Education**

Enroll in University Extended Education courses at no cost, on a space available basis. For a catalog of courses, visit [UEE's website](#). To complete a Registration Form, click [here](#).

**On-Demand/Online**

**Module 1: Non-discrimination and Affirmative Action Programs**

Explore the concepts of non-discrimination and affirmative action, review state and federal laws and CSU policies, and gain a better understanding of campus roles and responsibilities. (1 hour) [View](#)

**Module 2: Conducting Successful Recruitments For Faculty and Administrators**

Learn strategies for carrying out successful recruitments, including the stages of the recruitment process, effective advertising and outreach, and effective screening and reference checks and more. (1 hour) [View](#)

**Spring Schedule**

**Financial Services Partners Roundtable (UBI 253)**  
_March 29, 10:00am - 12:00pm in PLN 130_

Designed for division and department fiscal officers and all other individuals involved in day-to-day business transactions.

- Learn what’s new, what’s changed, and what policies and procedures are coming.
- Receive an update on the 2011-12 state and university budgets.
- Meet the Financial Services team, ask questions, and interact with colleagues.

[Register](#)

**WEBinars**

**Surviving Meetings**

Learn how to prepare, conduct, and close meetings effectively in this interactive video. Features Dr. John Bedell and Dr. S. Irene Matz from CSUF. Sponsored by the Faculty Development Center. (1 hour) [View](#)