


ADDENDA

VOL. XXII No. 4

FACULTY AND STAFF NEWSLETTER

JAN. 23, 2006

Y O U T M



Let the UT Martin community know what you're doing. Please e-mail your information to ritam@utm.edu or fax it to ext. 7618.

• **Dr. Richard Joost**, associate professor of plant and soil science, recently presented a poster, "Forage Systems for Meat Goats," during the Meet the Researchers program at the American Farm Bureau Federation's 87th Annual convention at Gaylord Opryland Resort and Convention Center in Nashville. The program provides an opportunity for researchers, teachers and extension personnel to interact with the more than 6,000 farmers attending the convention. The American Farm Bureau Federation is the largest organization of families involved in agriculture in the United States.

• **Dr. Jerry Woods**, associate professor of educational studies, recently served as presenter at the 23rd Annual Technology Conference in Nashville. His presentation focused on online instruction.

Elam Center pool reopens

Following renovations, the Elam Center pool reopened Jan. 17, and new hours have been announced. The renovations included a new automatic filtration system, new boiler, pool resurfacing, filling in the underwater observation window, new steps in the shallow end and replacement of underwater lighting.

"We are excited about the improvements and look forward to having everyone back in the pool," said Gina McClure, director of campus recreation.

Persons with pool memberships at the time of closing, May 30, are asked to go to the Office of Campus Recreation before Jan. 31 to get an updated membership card that will adjust for the time that the pool was closed. Office hours are 8 a.m.-5 p.m., Monday through Friday.

Pool hours are as follows: morning swim only, Monday, Wednesday, Friday, 7:30-9:30 a.m.; noon swim only, Monday-Friday, 11:30 a.m.-1 p.m.; open swim, Monday-Friday, 4-7 p.m., Saturday and Sunday, 1-5 p.m. For more information, contact the Office of Campus Recreation at ext. 7745.

Working women's conference Feb. 17

"The Balancing Act of Juggling Life's Many Roles" is the theme of the eighth annual Conference for Working Women, 8:30 a.m.-2 p.m., Feb. 17, at the Boling University Center.

Sponsored by the WestStar Leadership Program in partnership with the UT Martin College of Business and Public Affairs and the Clayton McWhorter Foundation, the conference is designed to appeal to all working women in West Tennessee. Whether you are an assistant, an executive, in management, an elected official or the CEO of a company, this conference is for you.

Guest speakers and their topics include the following:

• Meg Montgomery, Jackson ladies' shoe boutique entrepreneur, "Tips to Building a Successful Business," 9:15-10 a.m.;

• Dr. Jennifer Levy, psychologist and director, UT Martin Counseling and Career Services, "Staying Positive: Strategy for Self-Care," 10:15-11 a.m.;

• Laura Williams, attorney in the firm of Rainey, Kizer, Reviere and Bell, PLC, Jackson, "Getting and Staying Prepared for the Future," 11-11:45 a.m.;

• Julia Brundige, UT Martin instructor, "Building Winning Relation-

ships," 12:15-1 p.m.;

• Dr. W. Keith Williams, obstetrician/gynecologist at the Jackson Clinic, North, "The Management of Menopause and Decreased Libido," 1-1:45 p.m.

The conference will open with registration and continental breakfast at 8:30 a.m. Leading the program will be Mary Kate Ridgeway, University of Tennessee Extension Service family and consumer science agent. Chancellor Nick Dunagan, WestStar executive director, will welcome conference participants. Advance registration is required by Feb. 10. Registration fee is \$35 per person or \$60 for two people. Checks should be made payable to the University of Tennessee at Martin, WestStar. The fee includes a continental breakfast, the conference and lunch.

To register for the conference, e-mail Virginia Grimes at vgrimes@utm.edu. Anyone registering by e-mail should include name, business, if applicable, complete address, phone number and e-mail address. If registering for two people, make sure to include all information about both people.

For more information, contact Grimes at ext. 7298.

CPS, CAPS exams topics of courses

The Office of Extended Campus and Continuing Education (ECCE) will offer two online courses that can help prepare participants for the CPS exam.

• Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations and other industries have created many new job opportunities for administrative assistants. This course will help participants discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. This course, and its follow-up, Administrative Assistant Applications, will help participants prepare for the internationally recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exams offered by the International Association of Administrative Professionals® (IAAP®).

• Administrative Assistant Applications

Discover how economics, accounting, business law, organizational behavior

See Courses, Back Page

ON THE CALENDAR

JAN. 23-29

Monday, Jan. 23

- Late registration/end first adjustment period
- Classes will be administratively dropped if no confirmation of planned attendance and/or payment has been made
- **5 p.m.** - Intramural basketball officials' training, Elam Center
- **6 p.m.** - Photography Club meeting, Room 217, Boling University Center
- **6 p.m.** - MED meeting, Room 230BC, Boling University Center
- **6 p.m.** - SAC Madden Tournament, Game Room, Boling University Center

Tuesday, Jan. 24

- **11 a.m.** - TRIO SSS study hall, Room 125, Boling University Center
- **3 p.m.** - Undergraduate Council meeting, Room 229, Boling University Center
- **5 p.m.** - Intramural basketball officials' training, Elam Center
- **7 p.m.** - English Film Series, "Sense and Sensibility," Watkins Auditorium, Boling University Center
- **8 p.m.** - RUF, Room 111, Boling University Center

Wednesday, Jan. 25

- **7:30 a.m.** - Regional HOSA Conference, Boling University Center
- **5 p.m.** - Intramural basketball captains' and free agents' meeting, Elam Center
- **5 p.m.** - Intramural basketball officials' training, Elam Center
- **5:30 p.m.** - LEAD Level I, Room 206A; Level II,

IMPORTANT DATES TO REMEMBER

- **Jan. 24** - Undergraduate Council meeting
- **Jan. 26** - College of Engineering and Natural Sciences speaker

Room 206C, Level III, Room 230AB, Boling University Center

- **6:30 p.m.** - JARS meeting, Room 229, Boling University Center

Thursday, Jan. 26

- **8 a.m.** - UT System Student Affairs Directors meeting, Boling University Center
- **11 a.m.** - TRIO SSS study hall, Room 125, Boling University Center
- **noon** - Alumni Luncheon/Ripley Center, visit www.utmforever.com for more information
- **5 p.m.** - College of Engineering and Natural Sciences speaker, Watkins Auditorium, Boling University Center
- **5 p.m.** - College Democrats, Room 217, Boling University Center
- **5:30 p.m.** - Skyhawk women's basketball vs. Samford (Birmingham)
- **6 p.m.** - Small Business 101, Room 206A, Boling University Center
- **6:30 p.m.** - Intramural basketball jamboree, Elam Center
- **7 p.m.** - Collegiate LDSSA, Room 217, Boling University Center
- **7:30 p.m.** - Skyhawk men's basketball vs. Samford (Birmingham)
- **9 p.m.** - SGA Senate meeting, Room 111, Boling University Center
- **9:09 p.m.** - SAC 9:09 Comedy Series, "Big Sean," Watkins Auditorium, Boling University Center

Friday, Jan. 27

- Skyhawk Rifle Invitational

- **9 a.m.** - UT Martin Training and Development, Room 111, Boling University Center
- **11:30 a.m.** - Honor Choir luncheon, Room 206C, Boling University Center
- **6:30 p.m.** - JARS meeting, Room 229, Boling University Center
- **10 p.m.** - Midnight Basketball Association, Elam Center
- **10 p.m.** - SAC movie, "Dukes of Hazzard," Watkins Auditorium, Boling University Center

Saturday, Jan. 28

- **midnight** - Midnight Basketball Association, Elam Center
- Skyhawk Rifle Invitational
- **2 p.m.** - UT Martin Student Honor Choir concert, admission, Harriet Fulton Theatre, Fine and Performing Arts Building
- **5:30 p.m.** - Skyhawk women's basketball vs. Jacksonville State (Jacksonville)
- **7:30 p.m.** - Skyhawk men's basketball vs. Jacksonville State (Jacksonville)

Sunday, Jan. 29

- Skyhawk rifle team Withrow Invitational (Murray)
- **5:30 p.m.** - Zeta Tau Alpha, Watkins Auditorium, Boling University Center
- **6:30 p.m.** - Intramural basketball jamboree, Elam Center
- **8 p.m.** - Sigma Chi, Room 229, Boling University Center
- **8 p.m.** - Gamma Kappa Pi, Room 231, Boling University Center
- **9 p.m.** - Omega Psi Phi, Room 209, Boling University Center

Courses

Continued from Front Page

ior and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms and the types of accounting. Also learn how balance sheets, income statements, cash flow management and financial controls help keep an organization moving in a positive direction.

Understand the fundamentals of business law, contracts and the principal-agency relationship; discover the forms of business organization and learn about ethics and organizational politics and understand the basics of international business.

The registration fee for each course is \$85. Payment may be made by credit card (Visa, MasterCard or Discover) or by check.

These courses will be facilitated by Becky and Tony Swaim. The Swaims have helped

thousands of clients, colleagues and students reach organizational and personal goals.

Course requirements include the following: Internet access, e-mail and the Internet Explorer, Netscape or Firefox Web browser. Administrative Assistant Applications requires completion of the Administrative Assistant Fundamentals course (or equivalent experience).

All courses last six weeks (with a two-week grace period at the end). Upcoming start dates are: Feb. 15, March 15, April 19 and May 17.

For more information or to register for one of the online courses, visit the Online Instruction Center at: www.utm.edu/departments/ecce/onlinecourses.php. Click Non-Credit Online Courses. Under Featured Department, select Business Administration. Scroll down to Administrative Assistant Fundamentals and Administrative Assistant Applications.

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THE UNIVERSITY OF TENNESSEE AT MARTIN

ADDENDA

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- **Dr. John Petersen** - President, University of Tennessee System
- **Dr. Nick Dunagan** - Chancellor, University of Tennessee at Martin
- **Rita Mitchell** - Addenda Editor, University Editor

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