



MICHIGAN STATE UNIVERSITY AT NCBC NEW YORK CITY AUGUST 2018

MSU JUDICIAL ADMINISTRATION PROGRAM TO END IN 2019

Our goal is to get members to the finish line!

The NCBC's fifteen-year relationship with MSU will end in 2019 as Dr. Maureen Conner has announced her retirement from Michigan State. The University has developed a plan to wind down the program but also to keep its commitment to the NCBC and bankruptcy court employees who enroll and want to complete the noncredit certificate program.

Live Classes at the 2018 Conference

Two live classes will be offered at this year's conference. Visioning and Strategic Planning (with Barry Lander) and Education and Training (with the Federal Judicial Center's Stephanie Hemmert and Phyllis Drum). Schedule details can be found on page 2.

What if I Need More Classes to Finish?

If additional coursework is needed to complete the certificate program, it may be completed via self-paced, online classes or as scheduled in a more interactive mode. But remember, ALL coursework must be completed by March 30, 2019 and all fees paid by April 30, 2019. Details about options start on page 3.

How Will MSU Handle the Final Capstone Project?

Finally, the capstone project, which is the culmination of the certificate program, has several important deadlines. Submissions of Capstone Proposals are due April 30, 2019 with the final papers due July 1, 2019. The final program graduation will be held at the 2019 NCBC Conference.

Can I Still Enroll in the Program and Where Can I Get Additional Information?

Applications are still being accepted to the Michigan State University Judicial Administration Noncredit Program. New students must adhere to the timelines and deadlines set forth above. Cathy White remains as the Judicial Administration Program Administrator and can assist students in assessing the where they are in the program, any outstanding payments due, and other graduation requirements. Cathy may be reached at gamperca@msu.edu.

MSU SNAPSHOT

Sunday, August 12

8:00 a.m.

*Orientation and
Graduation Review*

8:30 a.m. - 2:30 p.m.

*Visioning and Strategic
Planning*

3:00 - 5:00 p.m.

*Education and Training
(Part 1) Principles*

Tuesday, August 14

Graduation

1:30 pm - 3:00 pm

*Education and Training
(Part 2) Applying Principles*

Wednesday, August 15

10:45 am - 12:00 pm

*Education and Training
(Part 3) Practice*



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2018 MSU/NCBC OFFERINGS

THE FOLLOWING CLASSES WILL BE THE LAST LIVE CLASSES

Purposes and Responsibilities of Courts: Must complete to meet requirement (6 Hours)

Orientation
Sunday, August 12, 2018
8:00 a.m. - 8:30 a.m.

Get a briefing about this year's class offerings and the options for completing the program before it closes in August 2019.

Visioning and Strategic Planning: Must complete to meet requirement. (5 Hours)

Visioning and
Strategic Planning

Sunday, August 12, 2018
8:30 a.m. - 2:30 p.m.

Barry Lander
Clerk, U.S. Bankruptcy Court
Southern District of California

The old adage "if you don't know where you're going, you probably won't get there" provides rationale for engaging in personal and organizational planning. Thus, this course addresses the fundamentals of visioning and strategic planning through assessing the readiness to plan, determining who needs to be involved and when, identifying the dynamics of the court culture that makes visioning and strategic planning both a challenge and an opportunity, assessing trends that are or will have an influence on the courts and communicating with individuals and partners in ways that facilitate successful plan development and implementation. This is a highly interactive session.

Open to all attendees. 5 hours credit for Visioning and Strategic Planning

Education, Training and Development: Must complete all 3 to meet requirement. (5 Hours)

Education, Training and
Development
Part 1 - Principles

Sunday, August 12, 2018
3:00 p.m. - 5:00 p.m.

Phyllis Drum
Stephanie Hemmert
Federal Judicial Center

This course will ground students in the fundamental principles of how adults learn best, and why this is critically important to judicial branch work. The contents of this course can be applied in any environment. Students will explore ways to extend learning experiences for more meaningful and transformational learning to take place. This course is not intended to develop students as judicial branch educators. Rather, students will be exposed to the key components of creating and supporting education, training, and development for themselves as learners, and for other judicial branch employees.

Open to all attendees. 2 hours credit for Education, Training and Development (5 hours required)

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<p>Education, Training and Development Part 2 - Applying Principles Tuesday, August 14, 2018 1:30 p.m. - 3:00 p.m. Phyllis Drum Stephanie Hemmert Federal Judicial Center</p>	<p>Based on the education and training principles, participants will identify when training is not the appropriate solution, discuss strategies for establishing different learning objectives, apply fundamentals of adult learning, identify how adult learner characteristics relate to key learning principles, define competencies and develop strategies for assessing needs. 1.5 hours credit for Education, Training and Development (5 hours required)</p>
<p>Education, Training and Development Part 3 - Practice Session Wednesday, August 15, 2018 10:45 a.m. - 12:00 p.m. Phyllis Drum Stephanie Hemmert Federal Judicial Center</p>	<p>In this session, which builds on the previous two sessions, participants will use education, training and development principles to prepare and deliver a short training session. 1.5 hours credit for Education, Training and Development including overnight planning time (5 hours required)</p>

OPTIONS FOR COMPLETING THE PROGRAM ONLINE

Interactive Online Course Schedule (ONLINE but facilitated as a group)

Dates of Course Offering	Noncredit Online Course Offering
September 2018	Purposes and Responsibilities of Courts
September 2018–October 2018	Court and Community Communication
October 2018	Resources, Budget, and Finance
October 2018–November 2018	Education, Training, and Development
November 2018–December 2018	Visioning and Strategic Planning
January 2019	Caseflow Management
January 2019–February 2019	Leadership
February 2019	Essential Components of Courts
February 2019–March 2019	Information Technology Management
March 2019	Human Resources Management

2018 MSU/NCBC OFFERINGS

Self-Paced (Traditional) Online Course Schedule

The ten (10) self-paced online course series will remain available to students from now until March 30, 2019.

Purposes and Responsibilities of Courts	Caseflow Management	
Court and Community Communication	Leadership	
Resources, Budget, and Finance	Essential Components of Courts	
Education, Training, and Development	Information Technology Management	
Visioning and Strategic Planning	Human Resources Management	
MSU at a Glance		
Sunday August 12	8:00 am - 8:30 am	Orientation and Options for Completing Program
Sunday August 12	8:30 am - 2:30 pm	Visioning and Strategic Planning
Sunday August 12	8:30 am - 2:30 pm	Education, Training and Development Part 1
Tuesday, August 14	TBD	Graduation
Tuesday, August 14	1:30 pm - 3:00 pm	Education, Training and Development Part 2
Wednesday, August 15	10:45 am - 12:00 pm	Education, Training and Development Part 3

WHERE AM I (IN THE MSU PROGRAM)?

10 Classes in Five Years to a Non-Credit Bearing Certificate in Judicial Administration		✓Completed
2011 New Orleans	Human Resources Management Resources, Budget and Finance	
2012 San Francisco	Information Technology Management Visioning and Strategic Planning	
2013 Baltimore	Education and Training Essential Components of Courts	
2014 St. Louis	Purposes and Responsibilities of Courts Leadership	
2015 Atlanta	Court and Community Communication Caseflow Management	
2016 Washington DC	Resources, Budget and Finance Essential Components of Courts*	
2017 Denver	Human Resources Management* Information Technology Management	
2018 New York	Visioning and Strategic Planning Education and Training	
2019	Any self directed coursework to be completed by March 30, 2019 with payments due by April 30, 2019. Capstone proposals due by April 30, 2019 with final papers due July 1, 2019. Last graduation ceremony at the 2019 NCBC Conference.	