

## **The Center for Professional Excellence (CPE)** *a learning and development hub for Winthrop employees*

### Frequently Asked Questions (FAQs)

#### **Center Information:**

##### **What is the Center for Professional Excellence?**

The Center for Professional Excellence (CPE) is a learning and development hub for Winthrop employees. It was created to provide better coordination and promotion of learning and development opportunities for Winthrop's faculty, staff, administrators, and—as appropriate—student workers. The Center for Professional Excellence also will advocate for and provide additional learning and development opportunities for our employee community.

##### **What happened to the TLC (Teaching and Learning Center)?**

Winthrop's Teaching and Learning Center, a common model for professional development and training primarily directed toward faculty needs, has been expanded with our Center for Professional Excellence model. Though the specific learning and development needs of faculty will continue as a priority, the learning and development needs of non-faculty employees also will be an integral part of the Center for Professional Excellence's mission and purpose.

Furthermore, the peer-led TLC sessions continue (watch for the TLC calendar to be renamed shortly, but continue its function). Now, however, the additional resources of the Center for Professional Excellence's physical classroom and conference room spaces expand our services. Dedicated staffing focused on promoting and coordinating learning opportunities across campus — with an increasing focus on moving assessment from reaction to results— will provide for an increased awareness of Winthrop's investment (and return) in the area of employee learning and development.

##### **How is the Center for Professional Excellence staffed?**

Currently, the Center for Professional Excellence has a part-time Coordinator. In addition, Winthrop's Vice Provost for Academic Quality and Innovation serves as the CPE's Executive Director. The CPE will work with numerous partners across campus whose roles include (but are not exclusive to) learning and development responsibilities for the Winthrop employee community. Watch for additional details over the coming weeks as our list of formal partners is created and communicated.

##### **Where is the Center for Professional Excellence?**

The Center for Professional Excellence is located in the former President Emeritus' Suite, within the larger DiGiorgio Campus Center (behind the bookstore, with an external access point from Scholars Walk).

**Who can use the Center for Professional Excellence?**

The Center of Professional Excellence is accessible to all Winthrop's faculty, staff, administrators, and—as appropriate—student workers.

**What kind of spaces are available within the Center for Professional Excellence?**

The space includes a reception area and balcony, a conference room, and a classroom.

**For what may the space within the Center for Professional Excellence be reserved?**

Employee learning and development opportunities at Winthrop are the priority for the Center for Professional Excellence (CPE). Small group formats (primarily face-to-face) such as workshops, clinics, and small group webinar sessions may be scheduled in the CPE Classroom and CPE Conference room.

The CPE Reception Area and CPE Balcony include open seating that does not need to be scheduled during hours when the CPE is otherwise open. These spaces are available for individuals, pairs, or small groups to drop in (first come, first serve) as a community of practice, sharing expertise, and providing problems and solutions for teaching and learning at Winthrop University. Please note that the CPE Balcony is only available for use when the CPE Classroom is not reserved.

**What is the capacity for each space within the Center for Professional Excellence?**

The CPE Classroom capacity is 20 participants while the CPE Conference room can hold comfortably up to 6 participants. Please note, however, that each space capacity may vary due to the room setup. Additionally, please include the number of facilitators in your participant count when completing your reservation requests.

**Reservation Information:****How do I reserve space within the Center for Professional Excellence?**

The Center for Professional Excellence may be reserved for Mondays, Tuesdays, Thursdays, and Fridays, from 9 a.m. to 2 p.m. At this time, email your best contact information and a short description of the request to [thecpe@winthrop.edu](mailto:thecpe@winthrop.edu). Our Center for Professional Excellence Coordinator will contact you within 1-3 calendar days for a scheduling conversation.

Space requests should be submitted more than 10 calendar days – but less than a calendar year – from desired program date. Any exceptions must be approved by the Center for Professional Excellence. No program requests will be advertised on the CPE website until approved.

**What if I would like to see the space within the Center for Professional Excellence before I reserve it for an event?**

The Center for Professional Excellence is open for drop-in traffic on Tuesdays and Thursdays, from 9 a.m. to 2 p.m. Appointments are available on Mondays and Fridays by email at [thecpe@winthrop.edu](mailto:thecpe@winthrop.edu). The Center for Professional Excellence is not open on Wednesdays or

weekends at this time. We will monitor space operation and will make adjustments over time based on needs.

**How long may the space within the Center for Professional Excellence be reserved?**

Each space can be reserved for a maximum of 2.5 hours. If additional time is needed for a space, please include those details in your request.

**What time does access to the space reserved within the Center for Professional Excellence begin?**

Each space can be accessed within 30 minutes of reservation start time. This provides you with set up and/or testing time of technology on the day of your event. It also allows the Center for Professional Excellence's Coordinator to answer questions or concerns.

**How do I confirm my reservation has been approved?**

At this time, once the Center for Professional Excellence Coordinator approves use of the space, you will receive a confirmation notice by email that will include details from your meeting request form. If your request is declined, you will receive notification from the Center for Professional Excellence's Coordinator.

**What if I need to reserve a space today?**

Unreserved spaces, including the CPE Classroom and CPE Conference room, are first come, first serve. At this time, the best way to schedule an urgent reservation is to contact the Center for Professional Excellence's Coordinator by phone at x3110 or by email at [theepe@winthrop.edu](mailto:theepe@winthrop.edu).

**What if I need additional rooms or just want to change my room?**

At this time, please refer to your confirmation email and forward it, with a reason for possible modification or cancellation, to the Center for Professional Excellence's Coordinator at [theepe@winthrop.edu](mailto:theepe@winthrop.edu). If you no longer have the email, please contact the CPE's Coordinator for help changing and/or canceling a reservation.

**Additional Information/Resources/Troubleshooting:**

**I have an idea for an educational program or training enhancement. How do I get that idea considered?**

At this time, please provide this feedback in an email to the Center for Professional Excellence's Coordinator at [theepe@winthrop.edu](mailto:theepe@winthrop.edu). All suggestions or requests will be considered and a response provided. Please allow two weeks for responses.

**Are there financial resources available through the Center for Professional Excellence to support my belonging to my own professional organization(s)?**

No, the Center for Professional Excellence is not resourced to provide subsidies or grants for professional memberships.

**Are there financial resources available through the Center for Professional Excellence to support my participating in a professional conference?**

At this time, the Center for Professional Excellence is not resourced to financially support conference participation for individuals.

**Can the Center for Professional Excellence sponsor hospitality components of my office or department workshop or training event?**

At this time, the Center for Professional Excellence (CPE) is not resourced to provide subsidies or grants for employee food or drink; however, because the CPE has a very small kitchen, preparation and storage of food items to accompany an educational program in the CPE is possible.

**Can alcoholic beverages be served in a reserved space at the Center for Professional Excellence?**

Yes, if alcoholic beverages are to be served during a training or learning development session at the Center for Professional Excellence, they can be (the Center is part of the DiGiorgio Campus Center, an allowed space for serving alcoholic beverages on Winthrop's campus), but the group must comply with Winthrop University policies, which support all federal, state, and local laws relating to the possession and use of alcoholic beverages.

Alcoholic beverages are only permitted in reserved, closed-off spaces in the Center for Professional Excellence. These enclosed spaces include the CPE Classroom, the CPE Conference Room, and the CPE Reception Area. Alcoholic beverages are not allowed on the CPE Balcony.

At all events where alcoholic beverages are served, alternative nonalcoholic beverages and food must also be available. Supervision may be required to insure Alcoholic Beverage Policies are observed. Please see University polices [[more additional information here](#)].

Furthermore, the session contact person will be asked to provide names and birthdates of participants appearing on the event roster. This will be required 24 hours before the session date.

Please note that all space reservations in the Center for Professional Excellence must have a learning-related objective that promotes the CPE's mission and purpose as a learning and development space for Winthrop employees.

**If I am hosting a peer-led session and/or professional development training at which alcoholic beverages will be served, can I bring my own into a reserved space?**

No. University Departments looking to serve alcoholic beverages in a reserved space at the Center for Professional Excellence should contact [Dining Services](#) (SODEXO) by phone at x2134.

Please note that all space reservations in the Center for Professional Excellence must have a learning-related objective that promotes the CPE's mission and purpose as a learning and development space for Winthrop employees.

**Where are the TLC *Weekly Readers*? Will the Center for Professional Excellence have a similar weekly reader?**

The TLC *Weekly Readers* are now archived and fully accessible within Winthrop's Digital Commons at [digitalcommons.winthrop.edu](http://digitalcommons.winthrop.edu). Though the Center for Professional Excellence currently is without plans to produce a weekly reader, higher ed blogs and podcasts will soon be curated.

**Will tech staff be available to help me the day of the event?**

At this time, the Center for Professional Excellence has not arranged on hand support from the Information Technology Services department; however, if your event will require assistance or equipment, outside of what is available at the Center for Professional Excellence, please indicate in space request email.

**I have a question not answered here. To whom do I direct it?**

At this time, please provide your questions in an email to the Center for Professional Excellence's Coordinator at [thecpe@winthrop.edu](mailto:thecpe@winthrop.edu). All questions will be reviewed and, as appropriate, added to an updated FAQ. Please provide up to two weeks for new questions to be answered online in the FAQs.

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