

# FALL ORIENTATION SCHEDULE

**August 11-16, 2008**

## **Monday, August 11, 2008**

8:00 a.m.-5:00 p.m.

### **Class Preparation and Student Appointments**

*This time is provided for preparation for classes and appointment with students.*

9:00 a.m.-9:30 a.m.

### **New Full Time Faculty Meeting with Senior HR Specialist, Ms. Carolyn Rouillard**

*This is a time for new full time faculty to drop off forms they received during the New Full Time Faculty Orientation.*

9:30 a.m.-10:20 a.m.

### **Introduction to the Faculty Mentoring Program**

*Host: Mr. Greg Gardner, Associate Vice President for Academic Affairs and Susan VanSchuyver, Dean of Arts and Humanities*

Location: CU 3

*(Attended by the Director of CLT and Faculty Mentors)*

9:30 a.m.-10:20 a.m.

### **Electronic Submission of Printing Requests**

*Host: Mr. Steve Duncan, Material Control supervisor, Facilities Management*

Location: CU 1-2

A walk through how to use the College's new electronic Online Print Shop request process.

10:30 a.m.-12:20 p.m.

### **Workshop: Teaching in ANGEL**

*Presenter: Ms. Kathy Wullstein, Director of Distributed Learning and Instructional Technology*

Location: 2G1(A)

This workshop is designed for instructors who will be teaching courses in ANGEL and will cover the following topics: ANGEL Overview, Communication Tools, and Grading. You must register for the workshops. Please contact Emalee Lemke, the Online Learning Assistant, to register, [elemke@occc.edu](mailto:elemke@occc.edu). Please include your College

ID and MineOnline ID in the email you send to Emalee so she can register you for the workshop. If you can not attend, please let Emalee know as soon as possible, so we can notify the next person on the waiting list.

10:45 a.m.-11:15 a.m.

**New Faculty/Mentors Visitation**

Location: New Faculty Offices

1:30 p.m.-2:20 p.m.

**Reception for New Full-Time Faculty**

*Host: Dr. Felix Aquino, Vice President for Academic Affairs*

Location: CU 3

*This reception is for new full-time faculty, the President's Cabinet, Deans' Council and Student Services Deans and Directors.*

1:30 p.m.-2:20 p.m.

**Hazardous Chemical and Safety Procedures**

*Host: Ms. Lisa Vaughan, Coordinator of Risk Management*

Location: CU 1-2

This is your opportunity to complete the mandatory first quarter safety training. Four completed safety training sections are required each year. You may complete two of the four during orientation week, or you may complete training online through MineOnline and ANGEL.

This session will satisfy the safety requirement for this quarter.

2:30 p.m.-3:20 p.m.

**Getting to Know Outlook 2007**

*Presenter: Mr. Johnny Allen, Office of Professional Development Coordinator of Technology Training*

Location: MB 2P0

Learn how to navigate your new time management and communication tool. You will create emails, contacts, calendars, meeting requests and tasks. You will learn to setup rules and alerts plus learn to setup options for each function. In addition, you will become familiar with the Web Access II program for remote email access. Session includes: 25 minute video presentation, 15 minute instructor presentation and 10 minutes of questions and answers.

**Tuesday, August 12, 2008**

8:30 a.m.-9:00 a.m.

**President's Reception for All Employees**

*Host: Dr. Paul W. Sechrist, President*

Location: General Dining Area

*President Sechrist invites all employees to this reception. The reception includes a buffet breakfast.*

9:00 a.m.-10:30 a.m.

**General Convocation and Employee Awards Ceremony**

*Host: Dr. Paul W. Sechrist, President*

Location: General Dining Area

10:45 a.m.-11:45 a.m.

**Overview of Equipment in Multimedia Classrooms**

*Presenter: Mr. Tim Whisenhunt, Coordinator of Instructional Video Services*

Location: MB 1X4

Attendees will receive an overview of operational procedures of multimedia equipment in classrooms. These procedures include power up and power down as well as selection of audio and video sources as well as basic troubleshooting. There will be a time for hands on instruction if desired.

10:45 a.m.-11:45 a.m.

**Incorporating Service Learning into the Classroom**

*Presenters: Mr. Darin Behara, Director of Student Life; Ms. Katie Treadwell, Service Learning and Student Life Programs Coordinator*

Location: MB 1X3

Incorporating service-learning as a course component is an easy yet powerful way to enhance learning outcomes. Participants will learn how to use service-learning in any course in any discipline. Presenter will review the Student Life Service-Learning Center program elements, tools for reflection, and methods for incorporating service-learning into courses.

1:00 p.m.-3:00 p.m.

**General Faculty and Instructional Staff Meeting**

*Host: Dr. Felix Aquino, Vice President for Academic Affairs*

Location: CU 1-3

In this meeting Dr. Aquino will update attendees about activities affecting academic affairs.

3:00 p.m.-3:50 p.m.

**Bloodborne Pathogens**

*Presenter: Ms. Brandy Smith, Instructor, Francis Tuttle Technology Center*

Location: CU 1-3

This is your opportunity to complete the mandatory first quarter safety training. Four completed safety training sections are required each year. You may complete two of the four during orientation week, or you may complete all online through MineOnline and ANGEL.

Note: While there is online training for Bloodborne Pathogens, you are encouraged to complete this training in person.

This session will satisfy the safety requirement for this quarter.

4:00 p.m.-4:50 p.m.

**Benefits Information Session for All Employees**

*Coordinator: Ms. Carolyn Rouillard, Senior Human Resources Specialist*

Location: MB 1X3

Employee benefits will be reviewed with an overview of eligibility, cost, benefits provided, and claims processes. There will also be ample opportunity for employees to ask questions.

4:00 p.m.-4:50 p.m.

**Getting to Know Outlook 2007**

*Presenter: Mr. Johnny Allen, Office of Professional Development, Coordinator of Technology Training*

Location: MB 2P0

Learn how to navigate your new time management and communication tool. You will create emails, contacts, calendars, meeting requests and tasks. You will learn to setup rules and alerts plus learn to setup options for each function. In addition, you will become familiar with the Web Access II program for remote email access. Session includes: 25 minute video presentation, 15 minute instructor presentation and 10 minutes of questions and answers.

**Wednesday, August 13, 2008**

8:00 a.m. - 8:20 a.m.

**Continental Breakfast**

*Host: Dr. Felix Aquino, Vice President for Academic Affairs*

Location: CU 1-3

This continental breakfast, hosted by Dr. Aquino, presents an opportunity for faculty and staff to get coffee or tea and pastries before attending the morning workshop.

8:30 a.m.-12:00 p.m.

**Student Learning Outcomes Assessment**

*Workshop Presenter: Dr. Susan Hatfield*

Location: CU 1-3

*This workshop is for faculty and professional staff.*

This session is for anyone involved in assessment of student learning. The lecture/hands-on workshop by Dr. Susan Hatfield, Assessment Coordinator of Winona University, will cover outcomes assessment, current trends and attitudes, as well implementing change through assessment data.

12:00 p.m.-12:50 p.m.

**Brown Bag Luncheon: Department Chairs Meeting**

*Host: Dr. Cheryl Stanford, Department Director of Language Arts*

Location: MB 1X3

1:30 p.m.-3:30 p.m.

**Division and Department Meetings**

***Arts and Humanities***

*Chair: Ms. Susan VanSchuyver, Dean*

Location: 1C3 AH

***Business***

*Chair: Dr. Jim Schwark, Dean*

Location: 2N2 Main

***Health Professions***

*Chair: Dr. Jo Ann Cobble, Dean*

Location: 1N1 Nursing

***Information Technology***

*Chair: Ms. Vicki Gibson, Dean*

Location: 407A Library

***Science and Mathematics***

*Chair: Mr. Max Simmons, Dean*

Location: 1D4 Main

***Social Sciences***

*Chair: Dr. Susan Tabor, Dean*

Location: 1H7 HTC

4:00 p.m.-4:50 p.m.

**Electronic Submission of Printing Requests**

*Presenter: Mr. Steve Duncan, Material Control Supervisor,  
Facilities Management*

Location: MB 1X3

A walk through how to use the College's new electronic Online Print Shop request process.

4:00 p.m.-5:20 p.m.

**Human Resources Sign-Up for New Adjunct Faculty**

*Coordinator: Ms. Carolyn Rouillard, Senior Human  
Resources Specialist*

Location: MB 1X4

Attendance is required for all new adjunct faculty. There are two sessions: Wednesday, August 13, 2008 from 4:00-5:20 p.m. and Thursday, August 14, 2008 from 4:00-5:30 p.m. Please plan to attend **one** of these sessions.

5:30 p.m.-8:30 p.m.

**Infofest for New Adjunct Faculty Members**

*Host: Dr. Felix Aquino, Vice President for Academic  
Affairs*

Location: CU 1-3

Light Buffet Dinner

This is an opportunity for adjunct faculty teaching at Oklahoma City Community College for the first time to learn about College procedures important to adjunct faculty. This session is required for all new part-time faculty members.

**Thursday, August 14, 2008**

9:00 a.m.-9:50 a.m.

**Getting to Know Outlook 2007**

*Presenter: Mr. Johnny Allen, Office of Professional  
Development, Coordinator of Technology Training*

Location: MB 2P0

Learn how to navigate your new time management and communication tool. You will create emails, contacts, calendars, meeting requests and tasks. You will learn to setup rules and alerts plus learn to setup options for each function. In addition, you will become familiar with the

Web Access II program for remote email access. Session includes: 25 minute video presentation, 15 minute instructor presentation and 10 minutes of questions and answers.

10:00 a.m.-10:50 a.m.

**Success in College and Life Instructors Meeting**

*Facilitator: Ms. Darby Johnsen, Coordinator of Student Learning*

Location: MB 3P3

All Success in College and Life course instructors are strongly encouraged to attend this meeting which provides an opportunity for questions and sharing. Updates, new information and handouts will be provided.

10:00 a.m.-10:50 a.m.

**Instructional Technology Center Overview**

*Presenter: Mr. Bill Hill, Coordinator of Instructional Technology Center*

Location: MB 2C4

This session will discuss resources available in OCCC's Instructional Technology Center. Topics will cover software, training, and new technologies in education. There will be a brief description of SmartBoard technology, Podcasting, and Multimedia delivery over the internet. These technologies can be utilized in traditional as well as online classrooms to enhance student learning and comprehension. All faculty who are interested in embracing new technologies are encouraged to attend.

11:00 a.m.-12:00 p.m.

**Faculty Association Executive Committee Meeting**

*Chair: Ms. Sue Hinton, Faculty Association Chair and Professor of Journalism/English*

Location: MB 3N0

11:00 a.m.-11:50 a.m.

**Safety Orientation and Emergency Procedures**

*Presenter: Mr. Ike Sloas, Director of Campus Safety and Security*

Location: CU 1-3

Where do I go in the event of an emergency situation on campus and where do I take my students? The more you know about emergency procedures, the calmer you will be in the event of one. This session will cover a wide variety of emergencies including fire, severe weather, armed intruders, bombs, etc. that can occur on campus and how

you can be better prepared to handle them. Update on security operation, review of emergency procedures and survival mindset for surviving an active shooter event. This session will satisfy the safety requirement for this quarter.

1:00 p.m.-1:50 p.m.

**Overview of Equipment in Multimedia Classrooms**

*Presenter: Mr. Tim Whisenhunt, Coordinator of Instructional Video Services*

Location: MB 1X4

Attendees will receive an overview of operational procedures of multimedia equipment in classrooms. These procedures include power up and power down as well as selection of audio and video sources as well as basic troubleshooting. There will be a time for hands on instruction if desired.

2:00 p.m.-2:50 p.m.

**Online and Web-Enhanced Courses Faculty Meeting**

*Presenter: Ms. Kathy Wullstein, Director of Distributed Learning and Instructional Technology*

Location: Lib 401

This meeting will provide faculty with an update regarding Distributed Learning and online course delivery

3:00 p.m.-3:50 p.m.

**Multi-Divisional Programs Advisors' Meeting**

*Chair: Ms. Bertha Wise, Multi-Divisional Programs Director and Professor of English*

Location: Oklahoma Room

The purpose of this meeting is to interact with Diversified Studies and Liberal Studies advisors, answer questions, discuss suggestions, and refine procedures for degree plans.

4:00 p.m.-5:30 p.m.

**Human Resources Sign-Up for New Adjunct Faculty**

*Coordinator: Ms. Carolyn Rouillard, Senior Human Resources Specialist*

Location: Main 1X4

Attendance required for all new adjunct faculty. There are two sessions: Wednesday, August 13, 2008 from 4:00-5:20 p.m. and Thursday, August 14, 2008 from 4:00-5:30 p.m. Please plan to attend **one** of these sessions.



5:00 p.m.-5:30 p.m.

**Welcome Reception for Adjunct Faculty**

*Host: Dr. Felix Aquino, Vice President for Academic Affairs*

Location: General Dining Area

This is an opportunity for adjunct faculty to become acquainted with each other and members of the College faculty and staff. Human Resources will provide a brief presentation on new benefits. The reception includes a light buffet dinner.

5:30 p.m.-5:45 p.m.

**Adjunct Faculty Meeting**

*Chair: Dr. Felix Aquino, Vice President for Academic Affairs*

Location: General Dining Area

5:45 p.m.-6:30 p.m.

**Safety Orientation and Emergency Preparations**

*Host: Mr. Ike Sloas, Director of Campus Safety and Security*

Location: General Dining Area

This is mandatory training for all adjunct faculty.

Where do I go in the event of an emergency situation on campus and where do I take my students? The more you know about emergency procedures, the calmer you will be in the event of one. This session will cover a wide variety of emergencies including fire, severe weather, armed intruders, bombs, etc. that can occur on campus and how you can be better prepared to handle them. Update on security operation, review of emergency procedures and survival mindset for surviving an active shooter event. This session will satisfy the safety requirement for this quarter.

6:30 p.m.-8:30 p.m.

**Adjunct Faculty Division and Department Meetings**

Follow-up to Safety Orientation and Emergency Preparations will continue in Division Meetings. Questions are welcome.

**Arts and Humanities**

*Location: MB CU3*

*Chair: Ms. Susan VanSchuyver, Dean*

**Business**

*Location: MB 2N2*

*Chair: Dr. Jim Schwark, Dean*

**Health Professions**

*Location: Nursing 1N1 & 1N2*

*Chair: Dr. Jo Ann Cobble, Dean*

**Information Technology**

*Location: Library 407A*

*Chair: Ms. Vicki Gibson, Dean*

**Science and Mathematics**

*Location: CU 1-2*

*Chair: Mr. Max Simmons, Dean*

**Social Sciences**

*Location: HTC 1H7*

*Chair: Dr. Susan Tabor, Dean*

*Department meetings immediately follow division meetings.*

**Friday, August 15, 2008**

8:00 a.m.-5:00 p.m.

**Class Preparation and Student Appointments**

*This time is provided for preparation for classes and appointments with students.*

8:00 a.m.-9:00 a.m.

**Higher Learning Commission**

**Self-Study Steering Committee Meeting**

*Presenter: Mr. Andrew Lootens-White, Liaison with the Higher Learning Commission.*

*Location: CU 3*

*An overview will be given of the role of the Steering Committee in the self-study process.*

9:00 a.m.-10:00 a.m.

**Higher Learning Commission**

**General Meeting of All Self-Study committees/Members**

*Presenter: Mr. Andrew Lootens-White, Liaison with the Higher Learning Commission*

*Location: CU 3*

*Attended by all members of self-study committees*

*Andrew Lootens-White will provide an overview of the work of the committees in the self-study process.*

10:30 a.m.-11:30 a.m.

**Higher Learning Commission  
Official Self-Study Kick-Off**

*Host: Dr. Paul Sechrist, President*

Location: CU 1-3

All members of the OCCC community are invited to attend.

*Andrew Lootens-White will provide an overview of the accreditation process.*

**Saturday, August 16, 2008**

12:00 p.m.-1:00 p.m.

**Opening Day Volunteer Luncheon**

Location: College Union

1:00 p.m.-4:00 p.m.

**Opening Day**

All new students have been invited to campus to get help finding their classes, to meet additional faculty and staff and to get their last minute business taken care of and questions answered. Our goal is to make their first day of classes as stress free as possible.

Many volunteers are needed among the faculty and staff. Contact Darin Behara at [dbehara@occc.edu](mailto:dbehara@occc.edu) or at 682-7523 to help out with this very important event for all of our new students.