

# Fall Planning and Preparation

## Week Schedule

August 17-21, 2009



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OKLAHOMA CITY COMMUNITY COLLEGE

**2009 FALL**  
**Planning and Preparation Week Schedule**  
**August 17-21, 2009**

**Monday, August 17, 2009**

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 Acting Director of Benefits**

Location: CU 3

*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*

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 Electronic Online Print Shop request process.

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

**Workshop: Teaching in ANGEL**

*Presenter: Ms. Monique Smith, Instructional Designer*

Location: SEM 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 Monique Smith to register, [mesmith@occc.edu](mailto:mesmith@occc.edu). Please include your College ID and MineOnline ID in the email you send to Monique so she can register you for the workshop. If you can not attend, please let Monique 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

11:00 a.m. - 2:00 p.m.

**Mathematics Teaching and Learning**

*Facilitator: Dr. Tamara Carter*

Location: SEM 2C8

This workshop is designed for faculty to share ideas about the teaching and learning of mathematics. Short presentations will be given on technological and pedagogical topics. We will also reserve time for discussion.

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.*

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

**Getting to Know Outlook 2007**

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

Location: MB 2N2

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.

**Recommended for new faculty members.**

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

**Program Review Team Meeting**

*Presenter: Mr. Greg Gardner, Associate Vice President for Academic Affairs*

Location: Oklahoma Room

This meeting is to discuss the program review process and time-line for completion. Programs under review for FY10 include: Nanotechnology, Humanities, Journalism & Broadcasting and Liberal Studies. Program Deans and review team members should attend.

3:30 p.m. - 4:20 p.m.

**Higher Learning Commission**

**Self-Study Steering Committee Meeting**

Location: Oklahoma Room

This meeting is primarily to discuss the self-study as we move forward into FY10. All self-study committee chairs and the executive committee

members should attend this meeting. Bring a calendar to help set meeting dates/times for the fall and spring semesters.

*Attended by all members of self-study steering committee.*

**Tuesday, August 18, 2009**

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.*

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 1X3

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.

**Approaches and Resources for Teaching Multicultural, International, and Low-Income Students**

*Presenters: Mr. Mark Schneberger & Ms. Kim Jameson, Arts and Humanities*

Location: VPAC 127

This session will provide information, handouts, and tips associated with approaches and resources for working with the multicultural, international, and/or low-income student. The session will provide insight and brief training on cultural differences and diverse learning styles, the affects of generational poverty on student success, and the participants will receive detailed materials and resources for the classroom. Information will be provided for those interested in earning a Certificate of Completion.

12:30 p.m. - 1:00 p.m.

**Break**

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

Location: CU 1

This break, hosted by Dr. Aquino, presents an opportunity for faculty and staff to get coffee or a soft drink and cookies before attending the afternoon workshop.

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, General Education Outcomes, AtD Updates and HLC Self-Study Updates.

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

**Bloodborne Pathogens**

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

Location: CU 1-3

This is your opportunity to complete the mandatory first 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.**

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

**Online Learning Committee Meeting**

*Chair: Ms. Anita Phillip, Professor of Computer Science*

Location: Al Snipes Boardroom

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

**Microsoft Office 2007; New Features**

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

Location: MB 2N2

Using the software products *The New MS Office Interface* and *New MS Word* features, participants will: Examine ways to use styles to format content, format charts and shapes, and use themes to format documents; Practice using Quick Parts and Building Blocks, and adding custom content; Discuss sharing documents in a workflow; Practice ways to compare two versions of a document; Learn the way to save a document to a static format.

4:00 p.m. – 4:50 p.m.

**Using the Einstruction Classroom Response System (clickers)**

*Presenter: Mr. Butch Holland, Educational Consultant*

Location: HPC 215 A&B

This session presents an opportunity for faculty who would like to utilize the Einstruction Classroom Response System to receive training. This system will be available for check out through Instructional Video Services.

**Wednesday, August 19, 2009**

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.*

8:30 a.m. - 10:30 p.m.

**Division and Department Meetings**

***Arts and Humanities***

*Chair: Ms. Susan VanSchuyver, Dean*

*Location: AH 1C3*

***Business***

*Chair: Dr. Jim Schwark, Dean*

*Location: MB 2N2*

***Health Professions***

*Chair: Dr. Jo Ann Cobble, Dean*

*Location: HP 223*

***Information Technology***

*Chair: Mr. Tom Ashby, Acting Dean*

*Location: LB 407A*

***Science and Mathematics***

*Chair: Mr. Max Simmons, Dean*

*Location: SEM 2A7*

***Social Sciences***

*Chair: Dr. Susan Tabor, Dean*

*Location: HTC 1H1*

10:45 a.m. - 11:00 a.m.

**New Electronic Retention Alert System**

*Hosts: Ms. Mary Turner, Learning Support Specialist and Ms. Pat Stowe, Director Student Support Services*

Location: HPC 215 A&B

The College will implement a new “students at risk” alert system for the faculty. The system allows students to be referred to the appropriate staff in Student Services whether the issue is attendance, behavior, counseling, academics or other issues. This system replaces the old Early Alert form. Participants will view a demonstration to learn how to make the referral from the Faculty MineOnline page.

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

**Critical Student Interventions (CSI)**

*Host: Ms. Rebecca Williams, LPC, CABA Director*

Location: HPC 215 A&B

Faculty members routinely observe student behaviors and are the critical key for appropriate intervention. Identifying disturbed, distressed or disruptive behaviors that could signify future problems is the challenge. Join us as we familiarize ourselves with the most frequently observed signs and symptoms and your response and referral options.

***This session will satisfy the safety requirement for this quarter.***

12:10 p.m. - 12:50 p.m.

**Brown Bag Luncheon: Department Chairs Meeting**

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

Location: MB 1X3

1:00 p.m. - 1:30 p.m.

**Supplemental Instructor Users Session**

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

Location: VPAC 126

All faculty utilizing Supplemental Instructors are encouraged to attend this short session on employment, payroll, and supervisory procedures. Information will be given and some time for questions and answers provided.

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 1X3

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.

**F2F: Effective Online Classes**

*Facilitator: Ms. Anita Philipp, Professor of Computer Science*

Location: LB 401

Join us for a **Faculty To Faculty (F2F)** discussion. Bring your ideas and innovations to share with others for increasing the effectiveness of online learning. All full-time and adjunct faculty are welcome and encouraged to attend.

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

**Multi-Divisional Programs Advisors' Meeting**

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

Location: Oklahoma Room

The Multi-Divisional Programs meeting provides updates related to Pre-Education, Diversified Studies and Liberal Studies. All faculty who advise students in these programs should plan to attend to see what's new and different about the programs. It's also an opportunity to discuss issues and ask questions related to effective advising.

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

**Sexual Harassment Prevention**

*Presenter: Ms. Millie Tibbits, Director of EO/AA*

Location: HPC 215 A&B

**This will count as safety training for one quarter.**

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

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

*Coordinator: Ms. Rhonda Simpson, Acting Director of Benefits*

Location: MB 1X3

Attendance is required for all new adjunct faculty. Two sessions are available: Wednesday, August 19, 2009 from 4:00-5:20 p.m. and Thursday, August 20, 2009 from 4:00-5:30 p.m.

Please plan to attend **one** of these sessions.

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

**Infifest 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 20, 2009**

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. - 9:50 a.m.

**In It for the Info @ the OCCC Library**

*Presenter: Ms. Rachel Butler, Reference Librarian*

Location: First Floor Library Instruction Area (by Library Assistance desk)

Learn all about it! The Library isn't just for term papers and Comp Classes. Find out about many of the resources and services the Library provides for you and your students. Discover what students really do in the Library. Learn about many of the things the librarians can do to help make your life easier and help your students be successful!

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

**Incorporating Service-Learning into the Classroom**

*Presenter: 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.

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

**Success in College and Life Instructors Meeting**

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

Location: VPAC 126

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 1X3

This session will discuss resources available in OCCC's Instructional Technology Center. Topics will cover software, training, and new technologies in education. This session will consist of a brief overview of SmartBoards, 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. Dianne Broyles, Faculty Association Chair and Professor of Modern Languages*

Location: MB 3N0

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

**Success in College and Life Instructors Training Workshop**

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

Location: VPAC 126

All instructors of the Success in College and Life course are invited to this training session which will include an overview of online resources available for the Success course and basic instruction on using the master course in ANGEL—online and on-campus. We encourage all Success instructors to use ANGEL to some extent to help students become familiar with this tool.

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

**Creating a Respectful and Welcoming Workplace**

*Facilitator: Ms. Penny Hampton, Director of Professional Development*

Location: CU 1-3

What do you do if someone you care about is the target of demeaning stereotypes? What if you are being demeaned or stereotyped? How often do you speak up on behalf of respect? Staying silent in the face of demeaning comments, stereotypes or bias allows these attitudes and behaviors to thrive. This undermines our ability to create an inclusive workplace where all employees are welcomed, treated with respect and able to do their best work. Yet, most employees and leaders who want to speak up don't know how. So we say nothing. In Emotional Intelligence, Daniel Goleman captures the consequences of not speaking up: ***“The simple act of naming a bias as such or objecting to it on the spot establishes a social atmosphere that discourages it: saying nothing serves to condone it.”*** Using [OUCH! That Stereotype Hurts](#), participants will have the opportunity to explore communication skills for promoting inclusion and respect in the workplace.

**This will count for safety training for one quarter.**

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

**Generation NeXt Comes To College**

*Guest Speaker: Dr. Mark Taylor*

Location: CU 1-3

Today's traditionally aged college students have characteristics and expectations that present unique challenges to those of us charged with teaching, serving and supporting them through their educational experience. They were raised in very different social environments and have had very different formative experiences than any previous generation. Their issues with academic preparation, responsibility and self-esteem, consumer expectations, use of technology and styles of interacting can impact, and interfere with, their learning, persistence and academic success. This program will help faculty and staff understand the social, personal and academic traits and preferences they bring to college, how these characteristics impact learning, persistence and success, and

how we can best help our students reach their educational and personal goals.

**All faculty strongly encouraged to attend—highly recommended.**

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

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

*Coordinator: Ms. Rhonda Simpson, Acting Director of Benefits*

Location: MB 1X3

Attendance required for all new adjunct faculty. Two sessions are available: Thursday, August 13, 2009 from 4:00-5:20 p.m. and Friday, August 14, 2009 from 4:00-5:30 p.m. This is the **last** of the two sessions available to sign and turn in required HR forms.

5:00 p.m. - 5:45 p.m.

**Welcome Reception for Adjunct Faculty**

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

Location: CU 1-3

Light Buffet Dinner in Dining Area

5:45 p.m. - 6:15 p.m.

**Institutional Update**

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

Human Resources: Sexual Harassment Prevention Training

*Ms. Millie Tibbits, Director of EO/AA*

Bloodborne Pathogens and Hazardous Communications

*Ms. Lisa Vaughan, Coordinator of Risk Management*

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

**Adjunct Faculty Division and Department Meetings**

**Arts and Humanities**

*Location: CU 1-2*

*Chair: Ms. Susan VanSchuyver, Dean*

**Business**

*Location: MB 2N5*

*Chair: Dr. Jim Schwark, Dean*

**Health Professions**

*Location: HP 223*

*Chair: Dr. Jo Ann Cobble, Dean*

**Information Technology**

*Location: Library 407A*

*Chair: Mr. Tom Ashby, Acting Dean*

**Science**

*Location: SEM 2A7*

*Chair: Dr. Sonya Williams*

**Math**

*Location: Math Lab SEM*

*Chair: Dr. Tamara Carter*

**Social Sciences**

*Location: HPC 215 A&B*

*Chair: Dr. Susan Tabor, Dean*

*Department meetings immediately follow division meetings.*

**Friday, August 21, 2009**

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.*

8:30 a.m - 9:20 a.m.

**IRB Training**

*Presenter: Dr. Janet Perry, Director of Institutional Effectiveness*

*Location: CU 3*

The OCCC Institutional Review Board (IRB) has been in place for the past couple of years. Many instructors have questions about the purpose of an IRB and when it applies (surveys, data collection and other research activities). Please join us for an open discussion about how to apply and determine when a research project is exempt or requires a review.

9:30 a.m. - 11:00 a.m.

**Working with Veteran Students**

*Presenter: Dr. Rob Braese*

*Location: CU 1-2*

Dr. Braese is a staff psychologist in the Oklahoma City VA's OEF/OIF Readjustment Program. He is completing a postdoctoral fellowship in clinical psychology with an emphasis in combat stress recovery through the University of Oklahoma Health Sciences Center. He works treating veterans through the Operation Enduring Freedom/Operation Iraqi Freedom (OEF/OIF) Readjustment Program and the PTSD Recovery Program.

Dr. Braese will be sharing the results of his studies, as well as practical information to help faculty identify specific PTSD and Combat Stress behaviors and reactions. Practical information will be shared to help

support and assist our veteran students to find success in the classroom at OCCC as they are returning and re-entering the school and community.

**This will count for safety training for one quarter.**

12:00 p.m. - 1:30 p.m.

**Cooperative Learning Implementation Group**

*By invitation. Intended for those who attended the May training.*

Location: CU 3

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

**Instructional Video Services—Open House**

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

Location: TV Studio inside IVS/Marketing office MB 2K7

This will be a come and go event in the studio for faculty interested in utilizing IVS services. These services include videoconferencing, video production and recording services as well as audio visual classroom support. Interested faculty can meet with IVS staff to discuss how these services can be incorporated into their courses.

**Saturday, August 22, 2009**

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.