

Spring Planning and Preparation

Week Schedule

January 12-16, 2009



OKLAHOMA CITY COMMUNITY COLLEGE

Spring Planning and Preparation Week Schedule January 12 – 16, 2009

Monday, January 12

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. - 4:30 p.m.

Master Advisor Workshop

Location: 206 Library

Host: Liz Largent, Dean of Student Development

The master advisor workshop is designed to introduce faculty members to theories, technologies, policies and procedures related to their role as a faculty advisor.

This is part of the continuation of the New Faculty Orientation. All interested faculty are also welcome to attend.

1:00 p.m. - 2:00 p.m.

Electronic Submission of Printing Requests

Location: 3K6

Presenter: Mr. Steve Duncan, Material Control supervisor, Facilities Management

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

Tuesday, January 13

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.

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

Student Learning Council

Location: CU1

Host: Ms. Catherine Kinyon, Director of Curriculum and Assessment

This meeting is for members from the Entry Level Assessment Committee, General Education Committee, Academic Outcomes Assessment Committee and Academic Deans and any others interested in assessment. Updates from each committee will be presented.

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

Using Classroom Multimedia Equipment

Location: 3K6 MB

Presenter: Tim Whisenhunt, Coordinator of Instructional Video Services

Are you interested in using the multimedia equipment in your classroom? Participants in this workshop will receive step by step instruction in the use of each piece of equipment generally available in the multimedia classrooms or which can be requested through Instructional Video Services. Each participant will also receive individual hands-on training, as desired.

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

Critical Student Interventions (CSI)

Location: 3N0 MB

Presenter: Rebecca Williams, LPC CABA Director

Faculty routinely observes 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.

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

General Faculty/Professional Staff Meeting

Location: CU 1, 2, 3

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

*This is a required meeting for faculty and academic professional employees.
Coffee and Tea will be served.*

2:40 p.m. - 3:40 p.m.

Online and Web-Enhanced Courses Faculty Meeting

Location: 401 LB

Facilitator: Ms. Kathy Wullstein, Director of Distributed Learning and Instructional Services

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

3:50 p.m. - 4:50 p.m.

Success in College and Life Instructors Meeting

Location: 401 LB

Facilitator: Ms. Darby Johnsen, Coordinator of Student Learning

Share Your Success

Success in College and Life instructors are encouraged to meet and discuss course successes. Come and share your favorite activity or assignment and get fresh ideas from your colleagues.

Wednesday, January 14

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. - 10:15 a.m.

Division Meetings

Arts and Humanities

Location: 1C3 AH

Chair: Susan VanSchuyver, Dean

Business

Location: 2N2 Main

Chair: Dr. Jim Schwark, Dean

Health Professions

Location: 1N1 HP

Chair: Dr. Jo Ann Cobble, Dean

Information Technology

Location: 407 B Library

Chair: Tom Ashby, Acting Dean

Science and Math

Location: 2A7 MB

Chair: Max Simmons, Dean

Social Sciences

Location: 1H5 SS

Chair: Dr. Susan Tabor, Dean

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

Department Meetings

Language Arts

Location: 2F3 AH

Communications and the Arts

Location: 1C3 AH

Accounting

Location: 2N2 Main

Administrative Office Technology

Location: 2N0 Main

Business, Banking, Finance, and Insurance Programs

Location: 2N5 Main

Transportation Technology Programs

Location: 1C3 TTB

Emergency Medical Sciences Program

Location: 1H8 HTC

Nursing Program

Location: 1N1 Nursing

Occupational Therapy Assistant Program

Location: 1H1 HTC

Physical Therapist Assistant Program

Location: 1H12 HTC

Computer-Aided Technology

Location: IT Conference Room

Computer Science

Location: 407 B Library

Science

Location: 2A7 MB

Mathematics

Location: 2C8 MB

History and Political Science

Location: 1H5 SS

Behavioral Sciences

Location: 1H7 SS

11:30 a.m. - 12:30 p.m. Faculty and Academic Professional Staff Luncheon with Dr. Paul W. Sechrist, President (Early Luncheon)

Location: CU 1

Host: Dr. Paul W. Sechrist, President

The lunch is limited to 40 people. Please RSVP to President's office, at ext. 7502 by 4:00 p.m., Monday, January 5.

12:45 p.m. - 1:45 p.m. Faculty and Academic Professional Staff Luncheon with Dr. Paul W. Sechrist, President (Late Luncheon)

Location: CU 1

Host: Dr. Paul W. Sechrist, President

The lunch is limited to 40 people. Please RSVP to President's office, at ext. 7502 by 4:00 p.m., Monday, January 5.

2:00 p.m. - 3:00 p.m. Department Chairs, Program Directors, Program Coordinators, Directors of Academic Departments and Programs Information Sharing Session

Location: 3K6 MB

Facilitator: Dr. Cheryl Stanford, Department Director of Language Arts

The goal of this session is to have an opportunity to discuss experiences, issues, and concerns with the goal of sharing and brainstorming solutions.

2:00 p.m. - 3:00 p.m. Classroom Emergencies and Active Shooter

Location: 1X3 MB

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

Classroom Emergencies and Active Shooter, this class will prepare you to handle classroom and campus emergencies when they arise. It will also cover the mindset needed to survive a critical incident involving an Active Shooter on campus.

This session will satisfy the safety requirement for this quarter.

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

Oklahoma Initiative for a strong and healthy Oklahoma

Location: 3N0 MB

Presenter: Ms. Judy G. Duncan, Director of Physical Activity and Nutrition, Strong and Healthy Oklahoma from the Oklahoma State Department of Health

This session will satisfy the safety requirement for this quarter.

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

Human Resources Sign-Up for New Adjunct Faculty

Location: 1X3 MB

Coordinator: Carolyn Rouillard, Senior Human Resources Specialist

This is an opportunity for new adjunct faculty members to complete employment paperwork. Drop in any time during this time period.

5:30 p.m. - 8:00 p.m.

InfoFest for New Adjunct and Fulltime Faculty

Location: CU 1, 2 & 3

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

Light Buffet Dinner

This activity is for new adjunct and fulltime faculty beginning in the spring semester. Deans, Department Chairs and Program Directors, as well as Presenters are invited to attend the buffet meal.

Thursday, January 15

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. - 10:00 a.m.

Electronic submission of Printing Requests

Location: 3N0 MB

Presenter: Mr. Steve Duncan, Material Control supervisor, Facilities Management

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

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

Multi-Divisional Programs Advisors' Meeting

Location: Oklahoma Room

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

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.

10:00 a.m. - 12:00 a.m.

Conflict Resolution Workshop

Location: 1C3 AH

Facilitator: Stephen Morrow, Professor of English

Are you having conflicts in your classes or with students? Would you like to build toward cooperation, trust, and mutual respect by improving listening skills and transforming classroom conflict and frustration into peaceful resolutions? This workshop is for you.

11:00 a.m. - 12:30 p.m.

F2F: Effective Online Classes

Location: 401 LB

Facilitator: Anita Philipp

*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.*

12:30 p.m. - 1:20 p.m.

Faculty Association Executive Committee Meeting

Location: Instructional Conference Room

Chair: Sue Hinton, Faculty Association Chair

1:30 p.m. - 3:00 p.m.

General Education Assessment Session

Location: CU 1, 2, & 3

Facilitator: Jon Inglet

How can the General Education Curriculum support your academic programs and expertise at OCCC? Program faculty and staff are invited to attend the General Education Assessment Session to

- Learn about the assessment philosophy of the General Education Curriculum;
- Understand the process of collecting artifacts and assignments from faculty across disciplines; and

- Encourage faculty to participate in providing sample artifacts or assignments that will help ALL programs better serve student success.

Please join Professor Jon Inglett as he demonstrates the new and exciting process of evaluating student learning in the common thread of courses binding ALL of our programs together.

All faculty are strongly encouraged to attend. General education is a component of all programs and is therefore important to the whole OCCC college community.

Coffee and Tea will be served.

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

Instructional Technology Center Overview

Location: 2C4 SEM

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

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.

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

Welcome Reception for Adjunct Faculty

Location: CU 1, 2 & 3

Light Buffet Dinner in Dining Area

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

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

Institutional Update

Dr. Felix Aquino, Vice President for Academic Affairs

Bloodborne Pathogens and Hazardous Communications
Lisa Vaughan, Coordinator of Risk Management

Human Resources: EAP and Health Insurance
Carolyn Rouillard, Senior Human Resources Specialist

Student Support Services: Mental Health Counselor
Pat Stowe, Director of Student Support Services

6:30 p.m. - 8:00 p.m.

Adjunct Faculty Division and Department Meetings

Arts and Humanities

Location: Visual & Performing Arts Center Lobby

Chair: Susan VanSchuyver, Dean

Business

Location: 2N2 Main

Chair: Dr. Jim Schwark, Dean

Health Professions

Location: 1N1 & 1N2 Nursing

Chair: Dr. Jo Ann Cobble, Dean

Information Technology

Location: Library 407 A & B

Chair: Tom Ashby, Acting Dean

Science

Location: 2A7 MB

Chair: Dr. Sonya Williams

Mathematics

Location: Math Lab

Chair: Dr. Tamara Carter

Social Sciences

Location: 1H8 SS

Chair: Dr. Susan Tabor, Dean

Department meetings immediately follow division meetings

Friday, January 16

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. - 10:30 a.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. 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.

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

Getting to Know Outlook 2007

Location: 3K6

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

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 set up rules and alerts plus learn to set up options for each function. In addition, you will become familiar with Web Access II program for remote email access.

11:45 a.m. - 1:00 p.m.

College Staff Luncheon with Dr. Paul W. Sechrist, President

Location: CU 1

Host: Dr. Paul W. Sechrist, President

The lunch is limited to 40 people. Please RSVP to President's office, at ext. 7502 by 4:00 p.m., Monday, January 5.