W●W!
Faculty & Staff Development

Fall 2005
Activity Schedule

Oklahoma City Community College
WOW! Faculty and Staff Development

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Introduction

Welcome to the second year of **WOW!** Faculty and Staff Development System. The first year went extremely well, even with the few glitches we experienced, and we are looking forward to an even better year. We hope that more of you will take the time to look over the schedule and make plans to attend the most appropriate sessions to improve your knowledge and skills.

For those new employees, **WOW!** is a coordinated system that offers development activities throughout the year. The **WOW!** Crew has worked hard to offer something for everyone whether you are interested in technology, leadership, personal growth, teaching options, service to others, or one of many other ideas. Although some activities are directed toward a certain group, all the sessions are open to faculty and staff. We do request that you pre-register if at all possible. Directions are included in this schedule on page 7.

We hope that you find the fall 2005 activities interesting and helpful. If you have suggestions for future sessions, please contact Sherry Hulett, Director of Staff Development and Risk Management or Jim DeChenne, Acting Director of the Center for Learning and Teaching. Their contact information is listed below. If you would like to present or facilitate a session next spring, please complete the Call for Proposal form which is located in the back of this schedule. For additional information about the **WOW!** system, please visit http://employee.okccc.edu/wow

Sherry Hulett, Director of Staff Development and Risk Management
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Instructions for Registering and Dropping Activities

You can now register and drop **WOW!** activities on your own; just follow the instructions below.

1. Go to the Employee Home Page http://employee.okccc.edu/ and click on **MineOnline** located on the left toolbar or type: http://mineonline.okccc.edu

2. MineOnline Login Information:

   a. If you are new to MineOnline: Your User ID consists of your first and middle initials plus your 7 digit Datatel ID number.   For more information on your User ID and Password, click on **I'm new to MineOnline** located under the **Submit** button on the login page.

   b. If you have forgotten your MineOnline ID or Password: Click on **What's my User ID** or **What's my Password** link listed under the Submit button of the login page.

3. Once you have logged in, Select the **Faculty/Staff Menu** located at the bottom right of your screen.

4. Look for the **WOW! Activity Menu** and select your option. Be sure to follow the instructions at the top of each screen. Option information:

   a. To register in an activity, select **Register for Activity**.

   b. To drop an activity, select **Cancel Registration**

   c. To view your **WOW!** schedule, select **My Activity Schedule,** then select the term which is **05FFS.**

   d. To view all activities, select **All Activities.**

4. You will receive a confirmation e-mail (**if you included your e-mail address in your transaction**) of the activities you have registered or dropped.

5. A reminder will be sent to you a few days before the activity.

If you have any problems or concerns with these instructions, please contact Rhonda Simpson at 682-7810 or Sherry Hulett at 682-7827.

NOTE: Drop-ins are welcome as long as there are seats available; you can register after the activity is over. Please note that some activities, especially the ones that involve hands-on technology, have limited seating.

WOW! Faculty and Staff Development Fall Activity Schedule

AUGUST

Bloodborne Pathogens
Online/WebCT
Section: ENHS 1000 W001
Date: Available on-line at any time
Contact Person: Sherry Hulett, Director of Staff Development and Risk Management

Do you work in a department where there is a risk of exposure to human blood or other potentially infectious materials? Your schedule doesn't allow you to go to an in-class session? Then this WebCT session is for you. All at-risk employees at Oklahoma City Community College who have a reasonable chance for occupational exposure to human blood or other potentially infectious materials (OPIM) are required to obtain annual training in this area. Participants will learn about types of pathogens, hepatitis A, B and C virus, Human Immunodeficiency Virus (HIV), ways to prevent an exposure incident, and the post-exposure process. This session will satisfy the required annual training in Bloodborne Pathogens.

Sexual Harassment
Online/WebCT
Section: LGIS 1003 W001
Date: Available on-line at any time
Contact Person: Sherry Hulett, Director of Staff Development and Risk Management

Are you sure you know what sexual harassment really is? You don't have time to attend an in-class session? This Online/WebCT session will provide basic information on the rules and procedures related to sexual harassment at Oklahoma City Community College. This session will explain the definition of sexual harassment as well as discuss examples of prohibited behavior, the initiation and investigation of complaints, appropriate supervisory action, the College's disciplinary procedures, and EEOC guidelines. This session is required for all new full time faculty as part of their orientation program.

Fire Extinguisher Safety
Tuesday, August 16, 2005, 3:30-5:00
Section: ENHS 1004 001
Location: 1G7 MB
Presenter: John White, Safety Consultant for Francis Tuttle Technology Center

Do you know how to use a fire extinguisher correctly? This workshop will focus on identification of the various types of fire extinguishers and their specific uses. Participants will demonstrate techniques learned by using a fire extinguisher to put out a controlled fire.

Utilizing Classroom Multimedia Equipment (How Do I Make This Darn Thing Work?)
Friday, August 19, 2005, 9:00-10:00
Section: WKPL 1012 001
Location: 1X4 MB
Presenters: Tim Whisenhunt, Coordinator of Instructional Video Services, & Michael Bates, Broadcast Video Engineer

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, if desired.

Introduction to Online Teaching
Friday, August 19, 2005, 10:00-1:00
Section: TEC 1004 001
Location: 120 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Are you interested in teaching online? This hands-on workshop is designed for faculty who are new to the online teaching environment. The workshop will provide a general overview of the teaching tools and basic skills necessary to teach an online course. The workshop will focus on using the communication tools, online grade book, online quiz feature, and assignment drop box found in WebCT. Enrollment is limited.

Introduction to Online Teaching
Saturday, August 20, 2005, 9:00-12:00
Section: TEC 1004 002
Location: 120 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Are you interested in teaching online? This hands-on workshop is designed for faculty who are new to the online teaching environment. The workshop will provide a general overview of the teaching tools and basic skills necessary to teach an online course. The workshop will focus on using the communication tools, online grade book, online quiz feature, and assignment drop box found in WebCT. Enrollment is limited.

SEPTEMBER

Performance Appraisal Process and Faculty Development Plans
Friday, September 2, 2005, 1:30-2:30
Section: PRDV 1003 001
Location: 2N3 MB
Presenter: Susan VanSchuyver, Dean of Arts and Humanities

Are you confused about the performance appraisal process for faculty members? In this session, participants will go over the directions and forms which are part of the process; they will also receive some tips to make the preparation for the appraisal conference a little less stressful. This session is required for all new full time faculty as part of their orientation program and is designed with the new faculty in mind; however, all faculty are welcome to attend.   For the more experienced faculty members, separate sessions on Preparing a True Development Plan, Developing a Teaching Portfolio, and Preparing for Performance Appraisals are scheduled. This activity is required for all new full time faculty member as part if their orientation program.

Excel Cells the Better Way
Friday, September 2, 2005, 9:00-10:00
Section: TEC 1027 001
Location: 101 LB
Presenter: Becky Graves, Financial Aid System Specialist and Adjunct Professor, Department of Computer Science

Have you wanted to learn the faster way to work with cells, rows, and columns in Excel? Participants will work with cells, columns, and rows as well as move, copy, and edit cell contents. Session includes a real world case study to apply knowledge.

Making Headway in Word with Headers and Footers
Friday, September 2, 2005, 3:00-4:00
Section: TEC 1023 001
Location: 101 LB
Presenter: Rhonda Simpson, Administrative Assistant to the Vice President of Human Resources and Support Services and Adjunct Professor, Department of Computer Science

Need help with those pesky headers and footers? In this session, you will learn all the different ways you can use headers and footers, page and section breaks, file names and page numbers.

Using Mimeo to Record Your Whiteboard Activity
Tuesday, September 6, 2005, 1:30-2:30
Section: TEC 1022 001
Location: 101 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Would you like to make available the information you write on the board to your online students or record the content of your meeting? This workshop will demonstrate how to capture the material you write on a whiteboard including your narration, and then convert it into multiple formats, including streaming video.

Understanding and Pronouncing International Names
Wednesday, September 7, 2005, 12:00-12:50
Section: WKPL 1008 001
Location: 2N3 MB
Presenter: Abra G. Figueroa, Professor of English as a Second Language

Why do so many Vietnamese students have the same name? And how is "Nguyen" pronounced anyway? Why are there so many different spellings of "Mohamed?" (Muhammad? Mohammad? Mohammed?) And why do Hispanic students sometimes turn in homework signed with a family name different from the one on my role sheet? Get answers to these and other compelling questions along with some guidance on pronunciation.

Academic Integrity and Plagiarism
Thursday, September 8, 2005, 12:30-1:20
Section: CSMG 1002 001
Location: Business and Finance Conference Room MB
Presenters: Mike Punches, Professor of English, and Jon Inglett, Professor of English

Are you concerned that your students may be plagiarizing material from the Internet? This workshop will allow participants to be introduced to a number of techniques for detecting plagiarism, focusing on theft from electronic media. In addition, we will discuss strategies for preventing plagiarism to begin with. Time permitting, we will address methods for handling instances of plagiarism, consistent with the College policy. Participants will create their own plagiarism policy statement for inclusion in their syllabi.

Respiratory Protection (2 repeated sessions, 1 hour each)
Thursday, September 8, 2005
Section: ENHS 1011 001 - 10:00-11:00
Section: ENHS 1011 002 - 11:00-12:00
Location: Business and Finance Conference Room MB
Presenter: John White, Safety Consultant for Francis Tuttle Technology Center

Do you know when you should be using a respirator? Participants will be provided the knowledge and practical experience necessary to identify and describe federal compliance regulations and guidelines pertaining to respiratory protection in the workplace to implement a quality program, and to describe and apply the various techniques used to provide personal protection with respirators.

Utilizing Classroom Multimedia Equipment (How Do I Make This Darn Thing Work?)
Thursday, September 8, 2005, 3:00-4:00
Section: WKPL 1012 001
Location: 1X4 MB
Presenters: Tim Whisenhunt, Coordinator of Instructional Video Services, & Michael Bates, Broadcast Video Engineer

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, if desired.

Academic Dishonesty and Student Misconduct
Friday, September 9, 2005, 1:30-2:30
Section: PRDV 1004 001
Location: 2N3 MB
Presenters: Dr. Marion Paden, Vice President for Student Services; Dr. Brenda Harrison, Associate Vice President for Academic Affairs; and Ms. Mary Candler, Director of Student Relations

Have you heard about but not fully understood the College's Academic Dishonesty policy or the Student Conduct Code? National surveys report that 80 percent of high school students say they have cheated at some point in their years of education. Do you think your students may be cheating, but you don't know what to do about it? Have you had students misbehave in class, but you did not know which behaviors to deal with and which to ignore? This session will explore those two areas and the policies and procedures which are related. This activity is required for all new full time faculty members as part of their orientation program; however, any faculty member who is interested in these issues is invited to attend.

Teamwork: Together Everyone Wins
Monday, September 12, 2005, 1:00-3:00
Section: LEAD 1011 001
Location: College Union 2
Presenter: Tom Massey, Pacesetter Consulting Group

How "together" is your team? Is it a real team or just a group? This course outlines the stages of team development and how both managers and team members can contribute to moving their team toward high performance. Every team goes through four stages of information. You will learn to recognize which stage of formation your team is experiencing. Identify the forces acting on the team as it moves toward a high performing mode.

Communicating with Sign Language
Tuesday, September 13, 2005, 9:00-10:00
Section: WKPL 1003 001
Location: Business and Finance Conference Room MB
Presenter: Staff from Services to Students with Disabilities

Would you like to know how to communicate using sign language? Participants in this interactive course will be introduced to basic sign language which will include the manual alphabet, simple phrases, signs that will assist in communicating with deaf students in class or on campus. Cultural issues of deafness will also be addressed as well as tips for working with interpreters and having deaf students in the classroom.

Employee Discipline and Documentation
Wednesday, September 14, 2005, 9:00-11:00
Section: LGIS 1000 001
Location: 2J8, Television Studio
Presenters: Gary Lombard, Vice President for Human Resources and Support Services and Nancy Gerrity, General Counsel

Whether you are an experienced manager or a new supervisor, do you understand or need a refresher on the principles for dealing with and properly documenting difficult employment situations? Participants in this interactive session will learn techniques for correcting employee behavior, administering employee discipline according to College procedures, and creating proper documentation. A general question and answer session will be included in this session.

Kicking it off with PowerPoint
Wednesday, September 14, 2005, 11:00-12:00
Section: TEC 1010 001
Location: 101 LB
Presenter: Larry Robertson, Senior Human Resources Specialist

Just a few clicks of a mouse and you too can create a simple yet powerful presentation. In this session participants will create a basic presentation that will include setting up tables, visual elements, graphics, clipart, pictures and transition animations.

Preparing a True Development Plan
Wednesday, September 14, 2005, 12:00-12:50
Section: PRDV 1000 001
Location: 2N3 MB
Presenters: Susan VanSchuyver, Dean of Arts and Humanities

Do you have trouble creating a plan that is focused on the development of specific skills—what you will learn during the next year—instead of a list of goals—what you want to do during the next year? Participants will look at both types of documents and create "development" plans instead of lists of tasks to be done. We will provide some tips and examples. Participants will create new or revised development plans.

Competency Based Education
Friday, September 16, 2005, 1:30-2:30
Section: PRDV 1009 001
Location: 2N3 MB
Presenters: Jim DeChenne, Dean of Instructional Resources

Would you like to learn more about the competency based education system that we use at Oklahoma City Community College? This session will cover the vocabulary associated with this systematic approach to the design of instruction and the basic tenets, so you can improve your ability to write appropriate competencies, use instructional strategies that are appropriate to the state objectives, and evaluate the students based on the criterion-referenced method. This activity is required for all new full time faculty member as part of their orientation program.

Records Management
Wednesday, September 21, 2005, 9:00-10:00
Section: LGIS 1010 001
Location: College Union Room 1
Presenter: Karen Schmidt, Human Resources Specialist

Do you know the basics of managing records for your department? This session will detail the process, the forms, and the steps involved in making sure your records are accurately and efficiently managed according to state regulations. You will learn the basics of records inventory, records disposal, and proper disposal of approved records. Attendees will become familiar with Department of Library forms and the Universities and Colleges Schedule for disposing of various records. All records management departmental coordinators are encouraged to attend.

Basic GroupWise
Thursday, September 22, 2005, 9:00-10:00
Section: TEC 1008 001
Location: 101 LB
Presenter: Joey Ware, Network Specialist

Would you like to have a good basic knowledge of how to use GroupWise 6.5? This basic hands-on session is designed to prepare participants to create new mail, reply, forward e-mails, use the address book and add attachments.

Microsoft Access (Creating Databases and Tables)
Thursday, September 22, 2005, 3:00-4:00
Section: TEC 1034 001
Location: 101 LB
Presenter: Joyce Morgan, Research Coordinator

Would you like to learn the basics of using Access? This session acquaints the new user with the standard features of Access. It includes planning the database and tables; creating tables; modifying fields in a table; adding, editing, and formatting data; sorting; searching for data with the find feature; and printing data. **This session or prior knowledge of Access is required as a perquisite to all other Access sessions.**

Defusing Hostile and Violent Situations
Tuesday, September 27, 2005, 3:00-4:00
Section: ENHS 1019 001
Location: Business and Finance Conference Room MB
Presenter: John White, Safety Consultant for Francis Tuttle Technology Center

Have you ever had to deal with a potentially volatile situation? This session will help you to identify potentially violent and hostile situations and individuals and show you how to defuse these types of difficult situations using techniques to resolve the conflict.

Dialogue with a Computer
Wednesday, September 28, 2005, 12:30-1:20
Section: TEC 1021 001
Location: 101 LB
Presenter: Vicky Wilson, Assistive Technology Specialist and Pat Stowe, Director Services to Students with Disabilities

Did you know you can verbally make notes into a computer and listen to your e-mail? Technology can make our lives more efficient so that we in turn can be more effective with our time and energy. This session demonstrates the technology that can be employed to do just that. What makes tasks easier or more convenient for the majority can be essential for participation with a disability. If you would like to use the features demonstrated in this session at your computer, you will need to purchase the software.

Social Security Benefits
Wednesday, September 28, 2005, 2:30-3:30
Section: LGIS 1005 001
Location: 2N3 MB
Presenter: Jane Carney, Professor of Sociology

How will Social Security affect you? This presentation will review Social Security retirement benefits, as well as dependent and survivor's benefits, and will clarify issues. Among the questions answered will be: Can you work and draw benefits? How much can you earn? At what age can you first qualify for payment? What are reduced benefits? What are family maximums? Can divorced spouses draw benefits? In addition, participants will have an opportunity to ask questions.

Computer Security Awareness
Thursday, September 29, 2005, 12:30-1:20
Section: WKPL 1014 001
Location: Business and Finance Conference Room MB
Presenter: Al Heitkamper, Cyber Security Program Director/Professor of Computer Science/Cyber Security

What is Computer Security and why is it a problem? This session is designed to familiarize college employees with the basics of Computer Security. The participant will learn: general security topics, attacks and threats, e-mail and communication, mobile devices privacy and software and applications.

Webcasting: Using Avacast to Deliver Live Internet Presentations
Friday, September 30, 2005, 2:00-4:00
Section: TEC 1014 001
Location: 101 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Are you interested in having a live interactive session with your online students? Would you like to have an interactive training session or meeting at a remote site? Avacast is excellent, easy to use Webcasting software that incorporates live video, Power Point, quizzes, chat and user-presenter interaction into your internet delivered presentation. This session will demonstrate the key features of Avacast.

Sexual Harassment
Friday, September 30, 2005, 1:30-2:30
Section: LGIS 1003 001
Location: 2N3 MB
Presenter: Nancy Gerrity, General Counsel

Are you sure you know what sexual harassment really is? In this session, the participant will learn basic information on the rules and procedures related to sexual harassment at Oklahoma City Community College. This session will explain the definition of sexual harassment as well as discuss examples of prohibited behavior, the initiation and investigation of complaints, appropriate supervisory action, the College's disciplinary procedures, and EEOC guidelines. This activity is required for all new full time faculty members as part of their orientation program.

OCTOBER

Get On the Right Track in Word with Merges and Tracking
Tuesday, October 4, 2005, 9:00-10:00
Section: TEC 1024 001
Location: 101 LB
Presenter: Rhonda Simpson, Administrative Assistant to the Vice President of Human Resources and Support Services and Adjunct Professor, Department of Computer Science

Having problems coordinating all those document changes from several sources? This session is designed to help you merge and compare documents, track changes, and create comments.

Analyzing Data with Excel
Tuesday, October 4, 2005, 2:00-3:00
Section: TEC 1028 001
Location: 101 LB
Presenter: Becky Graves, Financial Aid System Specialist and Adjunct Professor, Department of Computer Science

Have you wanted to use Excel to provide more detailed information? Participants will explore cell references, formulas, and functions as well as techniques for auditing, analyzing, and summarizing worksheets. Session includes a real world case study to apply knowledge.

Writing Job Descriptions
Thursday, October 6, 2005, 10:00-11:00
Section: LGIS 1014 001
Location: College Union 3
Presenter: Carolyn Rouillard, Senior Human Resources Specialist

Do you realize how important a job description is? The lack of well-thought-out job descriptions can lead to numerous management problems. In this session you will learn the techniques on how to write a job description to meet hiring needs and legal requirements.

Microsoft Access (Queries)
Friday, October 7, 2005, 9:00-10:00
Section: TEC 1035 001
Location: 101 LB
Presenter: Joyce Morgan, Research Coordinator

This session assumes that the Creating Databases and Tables course was taken, or that the user is sufficiently familiar with the features covered in that session. It discusses table relationships and demonstrates how to create them. The set up of queries manually, and the use of wizards is covered. Queries will be used to sort, and select records in the database tables. **This session or prior knowledge is required for the Access Forms session.**

Turn up the Heat! Take a cool presentation and make it better with PowerPoint!
Friday, October 7, 2005, 1:30-2:30
Section: TEC 2004 001
Location: 101 LB
Presenter: Larry Robertson, Senior Human Resources Specialist

Take that basic presentation and turn up the heat! In this session, you will work with and modify slide masters, learn techniques on how to reorganize your presentation, combine presentations and options on printing presentations.

Building a Website with Dreamweaver
Monday, October 10, 2005, 10:00-12:00
Section: TEC 1000 001
Location: 101 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Would you like to develop a faculty website? This two-hour hands-on workshop will give participants the opportunity to develop a basic website using Dreamweaver and to discuss good web design strategies. Enrollment is limited.

How to Interview and Find Great Employees
Tuesday, October 11, 2005, 9:00-12:00
Section: LEAD 1014 001
Location: 401 LB
Presenter: Tom Massey, Pacesetter Consulting Group

Are you interested in learning the best techniques for hiring great employees? Selecting the right person for the job is more than a "gut feeling". An effective interview begins with understanding the job you are filling so you know what kind of knowledge, skills and qualities the right candidate must have. Then, craft questions designed to identify the right match for the job.

Student Disciplinary Problem? When and who do I call?
Wednesday, October 12, 2005, 12:00-12:50
Section: LGIS 1011 001
Location: 2N3 MB
Presenter: Mary Candler, Director of Student Relations

Have you had students misbehave, but you did not know which behaviors to deal with, which to ignore and who to call for help? This session will explore the campus resources available to deal with student behavior issues. Faculty and staff are welcome to attend this session.

Effective Use of MineOnline in Faculty Advisement/Degree Check
Thursday, October 13, 2005, 3:00-4:00
Section: TEC 1017 001
Location: 101 LB
Presenters: Barbara Gowdy, Director of Admissions & Graduation and Bertha Wise, Professor of English

Would you like to learn how to do the program evaluation through MineOnline? This will be a basic hands-on experience in understanding the program evaluation of your advisees. Learn how to read the evaluation as well as use it to help advisees plan their coursework to graduate and transfer more easily. Various tips will be provided.

Open Finance Lab
Friday, October 14, 2005, 9:00-10:00
Section: TEC 1019 001
Location: 101 LB
Presenter: Charlotte Baird, Accounting/Budget Systems Coordinator and Kerri Thomas, Purchasing Supervisor

Do you need one-on-one assistance with requisitions, purchase orders or reading budget reports? Participants will receive individual assistance in creating, approving and tracking requisitions and individual assistance in creating and reading budget reports.

GroupWise Scheduling and Calendar
Tuesday, October 18, 2005, 3:00-4:00
Section: TEC 1031 001
Location: 101 LB
Presenter: Joey Ware, Network Specialist

Have you ever wanted to know more about how to schedule appointments and use the Calendar in GroupWise? In this session you will learn how to schedule appointments, tasks, and reminder notes for yourself and other users, whether the event happens once or on a recurring basis. You will also learn how to view your schedule in a variety of views or formats, including day, week, month, year, task list, project planner, and multi-user.

Creating Dynamic Online Presentations with Camtasia
Wednesday, October 19, 2005, 10:00-12:00
Section: TEC 1013 001
Location: 101 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Are you interested in adding narrated presentations to your online course? Camtasia is an easy to use software that records and creates full motion presentations of your desktop activity in real time with audio. It is an excellent way to develop lectures and presentations for your online course. In this hands-on workshop participants will use Camtasia to record a Power Point presentation that includes animations, transitions and narration. Enrollment is limited.

Sex After Sixty
Wednesday, October 19, 2005, 2:30-3:30
Section: ENHS 1018 001
Location: 2N3 MB
Presenter: Jane Carney, Professor of Sociology

This presentation will cover the normal changes in sexual response with age for men and women, and the incidence and experience of sexual activity for older people. It also will cover the primary causes of sexual dysfunction with age and the variety of treatments that address these problems. Other issues will be covered as time allows...question and answer period as well.

Working with the Press
Thursday, October 20, 2005, 12:30-1:20
Section: WKPL 1009 001
Location: Instructional Conference Room (1B3) MB
Presenter: Sue Hinton, Professor of Journalism/English

What should you do when you get a call from a journalist who wants to write a story about you or your area? How can you help them - and help yourself at the same time? How can you get information you want in the Pioneer? Learn tips on how to work with the media and how to participate in a successful interview. Ask questions about media issues you've always wondered about.

ABC's of Travel
Friday, October 21, 2005, 1:30-2:30
Section: TEC 1020 001
Location: 101 LB
Presenter: Anna Webb, Accounts Payable Supervisor and Donna Angus, Travel Records Assistant.

Does your job require you to travel? Or are you responsible for making travel arrangements? In this session there will be discussion on the rules regarding travel, what object to use for each part of travel, what information needs to go on a requisition and how to complete reimbursement requests. There will also be open discussion at the end of the session for questions.

Ergonomics/Office Safety
Tuesday, October 25, 2005, 3:00-4:00
Section: WKPL 1001 001
Location: College Union Room 1
Presenter: Peggy Newman, Professor of Physical Therapist Assistant/Program Director

Do you have back or neck pain that you think may be related to how you sit at your desk **or teach in your lab or classroom**? Would you like to gain a better understanding of ergonomics? This session will include a presentation of basic ergonomics related to computer/office workstations **and sustained postures that result in pain that** ensue**s** without proper modifications and self-help strategies. Simple exercises will be described and demonstrated that should be done **as a part of every work day**. Participants will have the opportunity to perform these movements to insure they are doing each one correctly.

Inner and Outer Peace: Finding It in a Crowded Room
Wednesday, October 26, 2005, 12:00-12:50
Section: PRDV 1011 001
Location: 2N3 MB
Presenters: Bertha Wise, Professor of English & Steve Morrow, Professor of Learning Skills

Did you ever have one of those days when everything seemed worse than it really was? Did you ever have one of those days when every little thing seemed an irritation? Have you ever wondered about how to bridge what we do as educators to the sometimes violent world we live in? This session will explore the relationship between peace as a concept and peace as a way to achieve harmony in our work and in the classroom. The first part of the session explores ideas and provides activities that can bring more relaxation and inspiration to the workplace. The second part of the session looks at ways to bridge our inner sense of peace with the outer reality of our world, more specifically, the classroom. Participants will be encouraged to share their own ideas and insights about bringing peace into our daily lives at the college.

On-Camera Presentations
Thursday, October 27, 2005, 12:30-1:20
Section: WKPL 1015 001
Location: 3K8 MB (Studio)
Presenter: Gwin Foulconer-Lippert, Professor of Mass Media Communications

Are you camera ready? In this day of online teleconferencing and tele-chatting, there are secrets to appearing knowledgeable, confident, and professional. The value of what you say may depend on how you "look" when you say it. This session includes tips and on-camera coaching. It's easier than you think and more fun!

Why Is Everyone Crazy Except For Me?
Friday, October 28, 2005, 1:30-2:30
Section: LEAD 1013 001
Location: 2N3 MB
Presenter: Liz Largent, Director of Student Life

Do you ever find yourself wondering why a co-worker seems to say everything that comes into their mind? Or, why it is so difficult for some students to completely read instructions? This session will review the Myers-Briggs Type Indicator and implications for understanding others' behavior and explore strategies to be a more effective communicator. Participants will take the Myers-Briggs test before the session so that results can be discussed during the session.

NOVEMBER

Hazard Communication (2 repeated sessions, 1 hour each)
Wednesday, November 2, 2005, 11:00-12:00
Section: ENHS 1008-001, 3:00-4:00
Section: ENHS 1008-002, 4:00-5:00
Location: Business and Finance Conference Room MB
Presenter: John White, Safety Consultant for Francis Tuttle Technology Center

Do you know all you need to know about Material Safety Data Sheets (MSDS)? The purpose of this sessions is to state the goals of the Hazard Communication Standard. Employees will learn the proper methods for storing, labeling and recording safety material data sheets (MSDS) on all hazards chemicals. Employees will also learn the importance of having the MSDS readily accessible during each work shift in the event of a spill or leak of hazardous chemicals. **NOTE: Every substance on the Chemical Information List (CIL) must have a Material Safety Data Sheet (MSDS) on file in your department and with the Office of Safety and Security.**

Alternate Course Evaluation Group Testing
Thursday, November 3, 2005, 12:30-1:20
Section: TETE 1023 001
Location: Business and Finance Conference Room
Presenter: Cecelia Yoder, Professor of Psychology

Have you wondered about ways to test students other than those paper/pen objective tests we have been giving for years? In this session, participants will learn first hand about one approach to cooperative testing. Cecelia will explain the process of cooperative testing that she uses in her Introduction to Psychology classes. There will be a demonstration and discussion of the pros and cons of this method.

Managing Your Mailbox in GroupWise
Friday, November 4, 2005, 11:00-12:00
Section: TEC 1032 001
Location: 101 LB
Presenter: Joey Ware, Network Specialist

Would you like to get your GroupWise folders organized? In this session, the participant will learn how to use the folder list, shared folders, manage contacts through your mailbox, archive items, create rules, give other people access to your mailbox, back up your mailbox, find items, filter items and use the columns in your mailbox.

Graphing in Excel
Tuesday, November 8, 2005, 9:00-10:00
Section: TEC 1029 001
Location: 101 LB
Presenter: Becky Graves, Financial Aid System Specialist and Adjunct Professor, Department of Computer Science

Have you wondered what the charts in Excel can do for your worksheets? Participants will explore PivotTables and PivotCharts as well as other charting and graphing. Session includes a real world case study to apply knowledge.

The 7 Lessons in Leadership
Tuesday, November 8, 2005, 12:30-1:20
Section: LEAD 1015 001
Location: 407 LB
Presenter: Paul Sechrist, Provost/Vice President for Academic Affairs

Drawing from personal experience, Dr. Sechrist will share 7 practical tips that underpin his leadership philosophy. The session is designed to include interaction with participants providing personal leadership tips as well.

Charts and Tables in Word
Tuesday, November 8, 2005, 2:00-3:00
Section: TEC 1025 001
Location: 101 LB
Presenter: Rhonda Simpson, Administrative Assistant to the Vice President of Human Resources and Support Services and Adjunct Professor, Department of Computer Science

Would you like to add more zing to your documents? Microsoft Word has a variety of ways to make charts and tables in you document as a handy alternative to using Excel. In this session, you will produce a document using tables and charts to more effectively present data in your documents.

Package and Wrap Your PowerPoint Presentation Up for Delivery!
Wednesday, November 9, 2005, 11:00-12:00
Section: TEC 1038 001
Location: 101 LB
Presenter: Larry Robertson, Senior Human Resources Specialist

Learn to create charts and tables, apply advanced visual effects and set up your presentation for delivery. This session includes preparing the presentation for the web or viewing the presentation without PowerPoint on the viewer's computer.

Techniques and Strategies Facilitating Group Learning
Wednesday, November 9, 2005, 12:00-12:50
Section: TETE 1024 001
Location: 2N3 MB
Presenter: Stephanie Hayes, Professor of Psychology

Have you wondered how to use group projects more effective in your classes? This session will focus on group learning and how it adds to the richness of the learning process and the classroom experience in general. We will look at the philosophy and theory of group work, various techniques and strategies, the role of the professor, as well as the evaluation process and possible challenges.

Microsoft Access (Forms)
Wednesday, November 9, 2005, 3:00-4:00
Section: TEC 1036 001
Location: 101 LB
Presenter: Joyce Morgan, Research Coordinator

Would you like to step it up a notch using Forms in Access? This session assumes that the Creating Databases and Tables, and the Queries session were taken, or that the user is sufficiently familiar with the features covered in those courses. The creation and the modification of forms are covered. Forms are used for viewing, inputting, and editing data.

Online Assessment: Using the Quiz Tool in WebCT
Thursday, November 10, 2005, 9:00-11:00
Section: TEC 1011 001
Location: 101 LB
Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Would you like to learn more about creating quizzes in WebCT? This hands-on workshop will focus on effective techniques for creating online assessments. Participants will have the opportunity to create different types of questions, manage the Questions Database, create quizzes, generate random questions sets, and edit quiz delivery settings. Participants will also use Cool Genius, a third party software, to generate questions.
Prerequisites: Basic Knowledge of WebCT. Enrollment is limited.

Infusing Global Awareness
Tuesday, November 15, 2005, 1:45-2:45
Section: CSMG 1005 001
Location: Business and Finance Conference Room
Presenter: Michael Punches, Professor of English

Have you heard the cry for global awareness but just don't know how to adapt your current courses? In this one-hour workshop, participants will learn to "bring the world into their classrooms" without sacrificing existing goals and objectives. The key is infusion.

Peace Issues in Global Awareness

Wednesday, November 16, 2005, 12:00-12:50
Section: CSMG 1006 001
Location: 2N3 MB
Presenter: Steve Morrow, Professor of Learning Skills

Are you looking for issues, questions, and ideas that can connect your class curriculum to the wider need of global education for our students? Using reflective questions of war and peace make excellent connections to current classroom curriculum and provide students a context for critical thinking; these issues, questions, and ideas of war and peace will also address issues relevant and important to our student population.

Getting Things Done: Mastering Workflow
Wednesday, November 16, 2005, 1:00-4:00
Section: LEAD 1012 001
Location: College Union 1
Presenter: Garland McWatters, Management You Consulting Services

Is everything you need to do a high priority? The key to success is not to try and do it all. Instead, the key is knowing what to do first. That's where this session will help. Mastering workflow will teach you the four stages of workflow management, planning, organizing, implementing and monitoring. You will learn the best practices for quickly and effectively thinking through a project or situation, getting it directed, organized and in motion.

DECEMBER

Add Some Pizzazz to Your Word Document
Thursday, December 1, 2005, 9:00-10:00
Section: TEC 1026 001
Location: 101 LB
Presenter: Rhonda Simpson, Administrative Assistant to the Vice President of Human Resources and Support Services and Adjunct Professor, Department of Computer Science

Really want to spice up that newsletter? Add some pizzazz to your next Word document? In this session, we will create a document using clip art, graphics and drawing tools.

Going the Distance with Excel
Thursday, December 1, 2005, 3:00-4:00
Section: TEC 1030 001
Location: 101 LB
Presenter: Becky Graves, Financial Aid System Specialist and Adjunct Professor, Department of Computer Science

Do you want to take Excel to the next level? Participants will work with objects, 3-D references and templates as well as learn to import and export data from Excel. Session includes a real world case study to apply knowledge.

Microsoft Access (Reports)
Friday, December 2, 2005, 9:00-10:00
Section: TEC 1037 001
Location: 101 LB
Presenter: Joyce Morgan, Research Coordinator

This session assumes that the Creating Databases and Tables, Queries and Forms session were taken, or that the user is sufficiently familiar with the features covered in those session. The creation and the modification of printed reports are covered. Reports are created with wizards and customized. Standard reports are produced for all records, summaries or records, and mailing labels.

Confined Spaces
Friday, December 2, 2005, 3:00-4:00
Section: ENHS 1014 001
Location: Business and Finance Conference Room MB
Presenter: John White, Safety Consultant for Francis Tuttle Technology Center

Have you ever been in a confined space and didn't know what to do? This session will identify potential atmospheric hazards and situations that can occur in a confined space. The session materials and hands-on training allow participants to learn how to use testing and monitoring instrumentations as well as safe entry procedures and techniques.

Customizing GroupWise
Tuesday, December 6, 2005, 2:00-3:00
Section: TEC 1033 001
Location: 101 LB
Presenter: Joey Ware, Network Specialist

Would you like to really be creative with GroupWise? In this session, the participant will learn how to use options to customize GroupWise by setting defaults that are in effect each time you start GroupWise. You can request a reply for all items you send, specify where archived items are stored, customize headers, change default views, customize your tool bar, automatically spell-check every message you send and change how GroupWise looks.

Bloodborne Pathogens
Wednesday, December 7, 2005
Section: ENHS 1001 001 3:00-4:00
Section: ENHS 1001 102 4:00-5:00
Location: Business and Finance Conference Room MB
Presenter: White, Safety Consultant for Francis Tuttle Technology Center

Do you work in a department where there is a risk of exposure to human blood or other potentially infectious materials? All at-risk employees at Oklahoma City Community College who have a reasonable chance for occupational exposure to human blood or other potentially infectious materials (OPIM) are required to obtain annual training in this area. Participants will learn about types of pathogens, hepatitis A, B and C virus, Human Immunodeficiency Virus (HIV), ways to prevent an exposure incident, and the post-exposure process. This session will satisfy the required annual training in Bloodborne Pathogens.

Adobe Acrobat 7.0 Professional
Friday, December 9, 2005, 9:00-11:00
Section: TEC 1018 001
Location: 101 LB
Presenter: Karen Sneary, Instructor of Occupational and Technology Education, UCO

Have you wanted to learn how to create a nice looking form? In this session you will use Adobe Acrobat 7.0 Professional to create, control and deliver more secure, high quality PDF documents. Create interactive PDF forms with test fields, fields with predefined options, buttons, tables and calculations. Assemble electronic or paper files, drawings and e-mail into reliable PDF documents that are easy to share with others. And create Adobe PDF documents with one-button ease from Microsoft Word, Excel, and PowerPoint.

WOW! Frequently Asked Questions

Q: How can I find information about **WOW?**
*A: Information on the **WOW!** System can be located on the **WOW!** website*
http://employee.okccc.edu/wow

Q: How do I register and/or drop a session?
A: You can register or drop a session by:
1. *going to MineOnline* **http://mineonline.okccc.edu**
2. *click on **Faculty/Staff Menu**, bottom right*
3. *click on **Register for Activity** or **Cancel Registration***

Q: How can I make a suggestion for a presentation?
A: You can make a suggestion for a presentation by listing it on the evaluation form distributed at the end of every session or faculty can contact Jim DeChenne by email at dchenne@okccc.edu or at 682-1611 ext. 7223 and staff can contact Sherry Hulett by email at shulett@okccc.edu or at 682-7827.

Q: What if I want to present a **WOW!** activity?
*A: A Call for Proposal form is listed on the **WOW!** website http://employee.okccc.edu/wow or one can be sent to you by contacting Jim DeChenne by email at dchenne@okccc.edu or at 682-1611 ext. 7223 or Sherry Hulett at 682-7827.*

Q: Can I get CEU credits for the sessions I attend?
A: You may request a certificate of completion for the sessions you have completed by contacting Sherry Hulett by e-mail shulett@okccc.edu or at 682-7827. The certificate will include the name of the session, participant's name, date of training and number of clock hours. The participant's CEU granting entity will determine how many CEU credits will be awarded.

Q: How do I get a transcript of all the sessions I've attend?
A: All sessions/activities will be entered in the Colleague system when you register. You can request a transcript by contacting Rhonda Simpson by e-mail rsimpson@okccc.edu or at 682-7810.

Q: I forgot what I enrolled in and what room my session is in; where can I find this information?
A: There are a variety of ways you can check your enrollment:
1. *When you enroll through MineOnline and include your e-mail address when registering, you will get an e-mail confirmation of your enrollment.*
2. *You can go to MineOnline **http://mineonline.okccc.edu** ; click on **faculty/staff menu**, bottom right; click on **My Schedule;** enter the term**, 05ffs** and click **Submit***
3. *You can contact Rhonda Simpson at 682-7810.*

Q: I'd like more information about the Sexual Harassment and Bloodborne Pathogens WebCT sessions offered.
A: Contact Sherry Hulett at shulett@okccc.edu or call 682-7827.

WOW!
Faculty & Staff
Development

Call for Proposal

Presenter(s):			
Name(s):	Title(s):		Division/Department:
Daytime Phone:	E-mail:		

Session Title (no more than 10 words):

Activity Outcomes:

Description: (no more than 50 words)

Indicate your related experience, background, and/or training:

Session Format (Select one):		
__In-Person	__Online/WebCT	__Blended (Web Enhanced)

Type of Session (Select one):	
__Presentation	__Workshop	__Discussion Group

Duration of Session (Select one):				
__30 Minutes	__45 Minutes	__60 Minutes	___1 Hour 30 Minutes	___2 Hours

Faculty return this form to: Martha George: jdechenne@okccc.edu (682-1611 x 7223) **Staff return this form to:** Sherry Hulett: shulett@okccc.edu (682-7827)	**Materials created will be archived and housed in the Library**

An electronic copy of this form is located on the **WOW!** website at http://employee.okccc.edu/wow/index.html

WOW! Sessions by Category

Titles listed in these categories are as listed on MineOnline which may be different then listed in the schedule. This is due to a certain amount of character space in Datatel.

Course Management
- Academic Integrity/Plagiarism
- Infusing Global Awareness
- Peace Issues in Global Awareness

Environmental Health and Safety
- Bloodborne Pathogens Basics
- Fire Extinguisher Safety
- Hazard Communication
- Respitory Protection
- Confined Spaces
- Sex After Sixty
- Hostile & Violent Situations

Leadership Development
- Teamwork: Everyone Wins
- Mastering Workflow
- Is Everyone Crazy Except Me?
- Interviewing for Good Employees
- 7 Lessons in Leadership

Legal Issues
- Employee Discipline/Documentation
- Sexual Harassment
- Social Security Benefits
- Records Management
- Student Disciplinary Problems?
- Writing Job Descriptions

Program Development
- Preparing a Development Plan
- Faculty Performance Appraisal
- Academic Dishonesty Misconduct
- Competency Based Education
- Inner and Outer Peace

Technology
- Building a Website for Faculty
- Intro to Online Teaching
- Kick It Off With PowerPoint

- Using Quiz Tool in WebCT
- Presentation With Camtasia
- Webcast-Internet Presentations
- MineOnline Advisement
- Adobe 7.0 Professional
- Open Finance Lab
- ABC's of Travel
- Dialogue With a Computer
- Headers/Footers in Word
- Merges & Tracking in Word
- Charts and Tables in Word
- Pizzazz to Word Documents
- Excel Cells the Better Way
- Analyzing Data With Excel
- Graphing in Excel
- Going the Distance in Excel
- GroupWise 6.5 Level 1
- GroupWise Scheduling/Calendar
- Managing Mailbox in GroupWise
- Customizing GroupWise
- Access Creating a Database
- Access Queries
- Access Forms
- Access Reports
- Kicking It Off With PowerPoint
- Delivering Your PowerPoint
- PowerPoint Turn Up the Heat

Teaching Techniques
- Alternate Course Evaluation
- Facilitating Group Learning

Workplace Skills
- Sign Language Communication
- Pronouncing International Names
- Working With the Press
- Classroom Multimedia Equipment
- Computer System Awareness
- On-Camera Presentation

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