

WOW!

Faculty & Staff Development

Presenter Handbook

Fall 2005

<http://employee.okccc.edu/wow>



Oklahoma City Community College
WOW! Faculty and Staff Development

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Introduction

Welcome to the second year of **WOW!** We had wonderful presentations for all our **WOW!** activities last year and we are anticipating another excellent group this fall. We appreciate your willingness to share your knowledge and experience with the faculty and staff at Oklahoma City Community College. Through this system, we are offering activities suggested by faculty and staff, deans and supervisors, and the members of the President's Cabinet. You are the vital link in this system—taking the suggestions from ideas to actual activities. Thank you so much for your willingness to be a presenter for one or more of the activities!

The purpose of this Presenter Handbook is to provide you with as much helpful information as possible. If you look at the Presenter Procedures, you will notice that we ask you to submit your activity material to Dr. Jim DeChenne, Dean of the Division of Learning Resources. The purpose for this is to ensure that the materials have some uniformity from activity to activity. Of course, we want you to be creative and innovative, but we also want to be sure that all the activities have learning objectives and outcomes. Using the material that you e-mail to Jim DeChenne, we will create a packet for you to hand out to the participants at the **WOW!** activity, so they can leave each session with something to refer back to later. If you have not seen any of the packets, you should ask Sherry Hulett or for a copy of one; they are impressive documents!

Also in the procedures we are asking you to take roll, using the list of registrants provided to you in advance of the activity. Please add the names of any participants who drop in without preregistering. This will allow transcripts of participation in development activities to be maintained for all employees.

Finally, evaluations are important to any activity; we need to know what we are doing correctly and what needs to be improved. We have developed an evaluation form and we are asking you to reserve 5 minutes at the end of your session to hand out the forms and allow the participants to fill them out. Please collect them and return them along with the updated roll sheets to Sherry Hulett in the Office of Staff Development and Risk Management after your activity. You will be provided a summary of participants' feedback.

Again, we appreciate your help! Let Sherry Hulett know if you have any questions. There is **WOW!** Contact Information for Presenters in the back of this handbook.

WOW! Presenter Procedures

In order to facilitate the development and distribution of **WOW!** Activity materials, we ask that you follow the process below. If you have any questions, please do not hesitate to contact, Sherry Hulett, shulett@okccc.edu or Jim DeChenne, jdechenne@okccc.edu

1. An Activity Overview document will be e-mailed to you for the completion of the objectives and outcomes for your session.
2. Compile the completed Activity Overview document along with any other handouts and resources that you will be distributing at your activity and send them in an electronic attachment (if possible) via e-mail to Dr. Jim DeChenne. These documents need to be received at least **one week** prior to your presentation. After review, he will send them to Sherry Hulett to be copied for your activity.
3. If you use PowerPoint in your presentation, the **WOW!** PowerPoint template is located at http://employee.okccc.edu/wow/documents/presenter_info.htm
4. To request any special audio-visual needs for your activity, contact Rhonda Simpson at 682-7810 **two days** prior to your activity. If your presentation requires special needs, contact Tim Whisenhunt at 682-7349 at least 24 hours prior to your activity.
5. A list of registered participants and copies of the bound activity materials along with Activity Evaluation Forms will be delivered to your mailbox prior to the activity.
6. To provide an accurate **WOW!** enrollment history for participants, please take roll using the list of registrants provided to you in your packet of activity materials. **Add any drop-ins that did not appear on your roll sheet and mark through any people on the roll that did not come to the session.**
7. Allow approximately 5 minutes at the end of the activity for participants to complete the evaluation forms. Once the evaluation forms have been completed, return them along with the updated roll sheet to Sherry Hulett in the Office of Staff Development and Risk Management in person or by campus mail. A summary of the results will be provided to you.

Activity Template Example**Activity Title: Test Development**

Activity Presenter(s): Dr. Jim DeChenne, Dean of Learning Resources

Activity Section Number: TETE 1007-001

Activity Date: April 1, 2005

Activity Description: General principles of test construction; as well as, the advantages and disadvantages of various types of test items will be presented. In addition, guidelines for each type of “objective” test item will be discussed. Examples of well-written test items and poorly written test items will be presented during this session. Participants will be asked to revise flawed test items in such a way as to more accurately assess student knowledge.

Activity Learning Objective(s): Upon successful completion of this activity the participant will, when presented a series of test items, be able to recognize poorly written items and revise them in such a way as to more accurately assess student knowledge.

Activity Outcome(s): Upon successful completion of this activity the participant will review at least one of the tests administered in one of their courses and, use the knowledge gained from this session, to modify appropriate test items to create a test that more accurately assesses student learning.

Handouts and Additional Resources:

- A PowerPoint presentation
- A handout that includes the PowerPoint visuals and provides spaces for participants to respond during interactive portions of the presentation.

Stipends for WOW! Faculty and Staff Development Activities

Stipend payment for developing and presenting **WOW!** Faculty and Staff Development activities are:

Presentation Material

A stipend of \$35 per topic, per person will be paid for curriculum development.

Presentation

A stipend of \$35 per hour, per person will be paid for presenting **WOW!** activities. Presentations of 45 minutes will be considered as one hour and presentations of one and one-half hours will be considered as two hours.

For questions on stipend payment, contact Sherry Hulett at extension 7827 or Rhonda Simpson at extension 7810.



**WOW! Faculty and Staff Development
Activity Evaluation Form
Fall 2005**

Instructions: Please fill out the form below and return it to your presenter before leaving your session.

Title of Activity: _____

Date of Activity: _____

Your Employee Classification: Full-Time Faculty Adjunct Faculty Professional Classified Other

Circle one rating per statement

- | | | | | | |
|--|-----------|-----------|------|------|------|
| 1. Rate your knowledge on this subject before the activity: | Excellent | Very Good | Good | Fair | Poor |
| 2. Rate your knowledge on this subject after the activity: | Excellent | Very Good | Good | Fair | Poor |
| 3. Overall quality of the activity: | Excellent | Very Good | Good | Fair | Poor |
| 4. Specification of activity objectives: | Excellent | Very Good | Good | Fair | Poor |
| 5. Explanation of concepts: | Excellent | Very Good | Good | Fair | Poor |
| 6. Activity organization/structure: | Excellent | Very Good | Good | Fair | Poor |
| 7. Quality of handouts and/or web resources: | Excellent | Very Good | Good | Fair | Poor |

8. Suggestions: _____

9. Would you recommend this activity to your peers?

For more information or to make comments:

E-Mail: shulett@okccc.edu

Telephone: (405) 682-782



WOW! Contact Information for Presenters

Activity	Name and Extension
Check on Enrollment	Rhonda Simpson, 7810
Emergency Cancellation	Sherry Hulett, 7827 Rhonda Simpson, 7810
General Information about WOW!	Sherry Hulett, 7827 Jim DeChenne, 7223
Material Development and Distribution	Jim DeChenne, 7223 Sherry Hulett, 7827
Multi-Media Equipment and Set-up	Tim Whisenhunt, 7349
Network Resources (network space)	Lisa Davis, 7628
Room Assignment	Rhonda Simpson, 7810 Sherry Hulett, 7827
Rooms Locked	Security, 7691
Room Set-up	Rhonda Simpson, 7810 Sherry Hulett, 7827
Room Temperature	Physical Plant, 7554
Supplies for Presentation	Rhonda Simpson, 7810 Sherry Hulett, 7827
Tech Support	7777
Check registration in your session	MineOnline>Faculty/Staff> WOW! Activities>My Class Schedule>05FFS (term)

