

Professional Development

Veterans PTSD GreenDot OTC Retention IT OneNote Ninja Community Accessibility CubaTrip CAC-110 Dashboard facultyval CWD Tutors WordPress Advising

SP16 Interviewing HLC Teaching Informer Community Enrichment Showcases Students TitleIX

SP16 Professional Development Schedule

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LEARN ABOUT OTC

First Friday Fun Days

Come join us and learn a little about OTC while we have fun! Each session will have fabulous prizes.

- Friday, February 5** 10-11 a.m. Springfield Campus-ICW 108C
The first First Friday Fun Day of 2016. Will it be a game? Will it be an activity? Join us and find out!
- Friday, March 4** 2-3 p.m. Springfield Campus-ICW 108C
Art Walk on the Springfield Campus. Meet in ICW 108C and we'll take a field trip to view the student artwork that is hanging in various places around campus.
- Friday, April 1** 1-2 p.m. Springfield Campus-ICW 108C
April is Community College History Month. Learn about the history of community colleges as you play a fun game!
- Friday, May 6** 11 a.m.-noon Springfield Campus-ICW 108C
End-of-the-semester food fun. *If you plan to participate, please contact profdev@otc.edu so we will have enough for everyone.*

OTC Central...it's not just for advisors

In the fall we launched a new platform, OTC Central, as an easier way for students to plan their academic paths, work with their advisors, and register for classes. This semester, we are rolling out new features in OTC Central that are for the benefit of all full-time OTC employees. Come see an overview of this platform, and learn how the new features will help you. Facilitator: Vivian Elder *If you are at a location other than Springfield, contact profdev@otc.edu and we'll find a good date and time to bring the training to you. To reserve a seat in the session, please contact profdev@otc.edu.*

- Wednesday, January 27 3-4 p.m. Springfield Campus-ICE 350
Friday, January 29 9-10 a.m. Springfield Campus-ICE 350
Friday, January 29 1-2 p.m. Springfield Campus-ICE 350

Common Area Agreements

If you or your department frequently books rooms for events, this session is for you. What exactly is the common use agreement that is shown on the room request form? The common area agreement form should be utilized if you are using a public space on campus inside the buildings. All third party entities are required to complete the agreement for review and approval. What are considered public spaces at OTC? This session will allow time for your questions. Facilitators: Cara Borneman and Jaclyn Boatright *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

- Tuesday, February 9 2-3 p.m. Springfield Campus-ICW 108C
Wednesday, February 10 10-11 a.m. Springfield Campus-ICW 108C

LEARN ABOUT OTC

Career/Technical Education Showcase

In honor of Career/Technical Education Month, we turn the spotlight on several of our programs. This year, the following programs are showcased: agriculture, business, drafting and design, graphic design, health information technology, heating refrigeration and air conditioning, machine tool technology, occupational therapist assistant, physical therapist assistant, welding and electrical. Facilitators: Program faculty

Tuesday, February 16

9-11 a.m.

Springfield Campus-LCN 211

It Takes A Campus to Build a Professional! Let's Get to Work....Together!

One of the key factors in ensuring student success in college is to engage them early on in the career development process. Using a campus-wide integrated approach to career development, OTC Career Services is developing a partnership with faculty, staff and college departments to promote the success of transfer, technical, and allied health students.

This professional development will: Introduce you to the 5 stages of the student career cycle – a framework for career decision making, include resources available to you and your students at each of these stages and encourage discussion on how we can partner to promote student success

Join us for additional information to augment your current skills and knowledge in advising students. *Limited seating is available because they will feed you lunch. To reserve a place in one of the sessions, please email careeremp@otc.edu or call 447.6964.*

Wednesday, February 17

11 a.m.-Noon

Springfield Campus—ICW 219P (Brooks Conf Room)

Tuesday, March 29

11 a.m.-Noon

Springfield Campus—ICW 219P (Brooks Conf Room)

Wednesday, April 27

11 a.m.-Noon

Springfield Campus—ICW 219P (Brooks Conf Room)

STUDENT SHOWCASES

Come see the amazing things our students are doing in the classroom!

The ***Fine Arts*** department participates in First Friday Art Walk. Choir and theater students will also participate.

Friday, February 5

6-9 p.m.

Gillioz-Third Floor

Friday, March 4 (faculty showcase)

6-9 p.m.

Gillioz-Third Floor

Friday, April 1

6-9 p.m.

Gillioz-Third Floor

Friday, May 6

6-9 p.m.

Gillioz-Third Floor

The ***Graphic Design Technology*** students will showcase their portfolios, a collection of project samples that display the student's technical skills and conceptual creativity. All faculty and staff are invited to attend this visual presentation and talk with individual students about their portfolio and experiences in the GDT program.

Tuesday, April 26

3:45-4:45 p.m.

Springfield Campus-LCN 211

The ***Dental Assisting Hybrid Track*** students present table clinics which are informal, but professional presentations using oral communication and visual media to inform, clarify and/or review dental/medical material on a timely topic. All faculty and staff are invited to attend this very informative come-and-go session.

Wednesday, May 4

2-4 p.m.

Springfield Campus-Jared Family Atrium

GENERAL SESSIONS

Bystander Intervention Training (Green Dot)

These sessions are part of our requirement to meet federally mandated *Violence Against Women Act* (VAWA) guidelines. By providing **bystander intervention training** to our faculty, staff and students, we contribute to a larger community initiative headed by the Community Partnership of the Ozarks in partnership with Drury, MSU, Evangel and OTC. This effort is facilitated through the **Green Dot Etcetera** organization (simply referred to as Green Dot). Come and find out what Green Dot is all about and how you can become part of the national movement to prevent sexual violence. Facilitator: Dr. Loren Lundstrom. *To reserve a seat in the session, please email profdev@otc.edu. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Friday, January 22	2:30-4 p.m.	Springfield Campus-ICW 108C
Wednesday, February 24	9-10:30 a.m.	Springfield Campus-ICW 108C
Wednesday, March 23	3-4:30 p.m.	Springfield Campus-ICW 108C
Friday, April 15	9-10:30 a.m.	Springfield Campus-ICW 108C
Thursday, May 19	3-4:30 p.m.	Springfield Campus-ICW 108C

Classroom Accommodations for our Active-Duty Veterans

The semester is cruising along and one of your students says to you, "I'm in the military and just received orders...." What accommodations are you required to make for that student? Facilitator: Dennis Peters. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate. To reserve a seat in a session, please contact profdev@otc.edu*

Wednesday, February 3	9-10 a.m.	Springfield Campus-ICW 108C
Wednesday, February 3	2-3 p.m.	Springfield Campus-ICW 108C

Title IX Follow-Ups

Equity and Compliance 101 was presented during October's College Development Day. At that session, you were encouraged to write down questions that you have concerning Title IX. Questions include religious harassment, what to do in case of domestic abuse, how confidential is "confidential," etc. At this session, you'll get the answers to those questions and more. Facilitator: Matt Brown. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate. To reserve a seat in a session, please contact profdev@otc.edu.*

Tuesday, February 9	11:30 a.m.-1 p.m.	Springfield Campus-ICW 108C (Bring your lunch)
Wednesday, February 10	3-4 p.m.	Springfield Campus-ICW 108C

How to be a Productivity Ninja

Do you feel like there aren't enough hours in the day? In this session, we will discuss the tips and techniques provided by Graham Allcott, a productivity trainer and founder of Think Productive. In this guide, he addresses how to deal with procrastination, overflowing inboxes, extensive to-do lists, and countless meetings. It is a fun, practical guide to getting more done while enjoying your work. Facilitator: Jayna Spindler. *To reserve a seat in the session, please email profdev@otc.edu. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Friday, February 12	10-11 a.m.	Springfield Campus-ICE 350
Thursday, February 25	2:30-3:30 p.m.	Springfield Campus-ICW 219P (Brooks Conf Room)

GENERAL SESSIONS

SPOL Open Lab Come-and-Go Sessions

Did you know that a 200+ page report of objectives and initiatives was produced from the 2015-2016 plans? It is time to review your department's 2015-2016 plan and begin thinking about what you'd like to accomplish in 2016-2017. Don't forget: The due date for 2016-2017 plans is March 15. Stop by these come-and-go sessions if you have questions about your report or if you need a little help.

If you need help with your plan and cannot attend one of these sessions, please contact research@otc.edu or assessment@otc.edu.

Friday, February 12	1-3 p.m.	Springfield Campus-ICE 350
Friday, February 26	1-3 p.m.	Springfield Campus-ICE 350

Start at OTC—Go to Cuba

Take an hour long trip to Cuba with Kay Murnan. Learn about the amazing time warp in technology, as well as the interesting social dynamics in this small nation that has been 90 miles and 60 years away. Please feel free to invite your students who may be interested. Facilitator: Kay Murnan. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Thursday, February 18	1-2 p.m.	Springfield Campus-LCN 211
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Word Press Training

OTC's website has transitioned from RedDot to Word Press. Learn the basics of Word Press so your webpages can stay updated. Facilitators: Vivian Elder, Sherry Phelan, Philip Arnold, George Lamelza. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll find a good date and time to bring the training to you. To reserve a seat in the session, please contact profdev@otc.edu.*

Wednesday, February 24	3-4 p.m.	Springfield Campus-ICE 350
Friday, February 26	8:30-9:30 a.m.	Springfield Campus-ICE 350

How Can IT Help YOU?

Come learn about the IT resources available at OTC, check out some of the new software and hardware available and talk to IT staff about how they can help with your technology needs. Anyone who signs up and attends receives a gift and your name will go into a drawing for a grand prize (must be present to win). Facilitators: Jennifer Marshall-Hoggatt and your friendly IT staff. *Please email marshallj@otc.edu to reserve a seat.*

Friday, February 26	1-2 p.m.	Springfield Campus-ICW 108C
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Get Informed on Informer

Do you spend a lot of time asking IT or research to pull the same type of data for you multiple times a year? Do you find yourself building spreadsheets from scratch that you are pretty sure must already be "in the system" somewhere? Is there data that would be really useful for you if you could access it in real-time? If so, this session might be your favorite this semester! Informer Reports/Dashboards are reports that can be set up to pull (almost) any data found in Datatel/Colleague in real-time. This session is geared toward faculty and staff who are not already regular informer users. An overview of Informer, along with some excel tips and tricks will be presented. Facilitator: Vivian Elder *If you are at a location other than Springfield, contact profdev@otc.edu and we'll find a good date and time to bring the training to you. To reserve a seat in the session, please contact profdev@otc.edu.*

Tuesday, March 1	3-4 p.m.	Springfield Campus-ICE 350
Friday, March 18	8:30-9:30 a.m.	Springfield Campus-ICE 350

GENERAL SESSIONS

Adobe Acrobat Forms

Learn how to create forms using Adobe Acrobat. Facilitator: Jennifer Marshall-Hoggatt. *Seating is limited, please email marshalj@otc.edu to reserve a seat.*

Friday, March 25

8:30-9:30 a.m.

Springfield Campus-ICE 350

Retention 101

Retention has been at the forefront of a lot of conversations. However, there are many definitions of retention throughout the college. For example: teachers look at start of class to end of semester. Program directors look at semester to semester. The state has an entirely different definition. Learn how each of these definitions work together. Facilitators: Matt Simpson, Lance Renner, Dr. Steve Bishop *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Tuesday, March 29

1-2 p.m.

Springfield Campus-ICW 108C

Wednesday, March 30

10-11 a.m.

Springfield Campus-ICW 108C

Google Docs and You

More and more of our students are using Google Docs. Do you know how to use them? Facilitators: Nathan Nelson, Jennifer Marshall-Hoggatt and Carolyn Brockman. *Contact marshalj@otc.edu to reserve a seat.*

Tuesday, March 29

3-4 p.m.

Springfield Campus-GRF 123

Friday, April 1

8:30-9:30 a.m.

Springfield Campus-GRF 123

PTSD and the Student Combat Veteran

Julie Batson of the Springfield Vet Center, is OTC's readjustment counselor for our student Veterans. Ms. Batson provides counseling services for our student Veterans Tuesday afternoons on the Springfield campus. Faculty and staff are invited to hear Ms. Batson speak about how we can better understand and support our student combat Veterans at OTC both in and outside of class. She will conduct a 30-minute presentation and 30-minute Q&A. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Wednesday, March 30

10-11 a.m.

Springfield Campus-LCN 211

Thursday, March 31

2-3 p.m.

Springfield Campus-LCN 211

A Legion of Super Tutors: OTC's Tutoring's New Mentorship Program

Building connections in college makes a huge difference in a student's path towards success. In the Fall 2015 semester, the *Speckman* Tutoring & Learning Center launched a new CRLA-Certified Mentorship Program paired with specific courses and offered in a variety of formats. Our mentoring vision is to empower students to achieve success by enriching their college experience with peer support. In this session we will share our success and failures from the Fall semester and discuss plans for expansion of the mentorship program during the 16-17 Academic Year. Facilitator: Samantha Crandall. *To reserve a seat in the session, please email profdev@otc.edu. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Monday, April 11

10-11 a.m.

Springfield Campus-ICW 108C

Wednesday, April 20

3-4 p.m.

Springfield Campus-ICW 108C

One Note Basics

Come learn the basics of OneNote; an easy-to-use note-taking and information management program. Facilitator: Jennifer Marshall-Hoggatt. *Seating is limited, please email marshalj@otc.edu to reserve a seat.*

Wednesday, April 13

2-2:50 p.m.

Springfield Campus-GRF 103

Friday, April 15

8:30-9:30 a.m.

Springfield Campus-GRF 123

GENERAL SESSIONS

Faculty Evaluation Listening Session

Full-time faculty members have just completed the first year of a new evaluation method. Now, it is time to assess the new process. What worked? What didn't? What would you change if you could? Facilitator: Tim Baltes. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Thursday, April 14	4-5 p.m.	Springfield Campus-ICW 108C
Friday, May 13	9-10 a.m.	Springfield Campus-ICE 350

Dashboard Basics

The Research and Strategic Planning Office has compiled a lot of the College's data into a "one stop shop." Come learn about the new site (dashboard) and how it can help your area. Facilitator: Matt Simpson *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Thursday, April 28	3-4 p.m.	Springfield Campus-ICE 350
Wednesday, April 27	8:30-9:30 a.m.	Springfield Campus-GRF 103

Myth Busting the HLC

The Higher Learning Commission (HLC) is the regional agency that accredits Ozarks Technical Community College. You'll learn what is expected of the College, concerning our quality initiative, faculty credentials and the "750-rule." Updates from the 2016 conference will also be discussed. Facilitator: Dr. Vivian Elder. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Tuesday, April 26	10-11 a.m.	Springfield Campus-ICW 108C
Wednesday April 27	3-4 p.m.	Springfield Campus-ICW 108C

What in the World is CAC-110: Introduction to College?

It is the mission of the *Speckman* Tutoring & Learning Center to empower students to achieve success. Our latest endeavor to accomplish this involves CAC-110: Introduction to College. Facilitators: Jacob Lewellen and Shelby Gannott. *To reserve a seat in the session, please email profdev@otc.edu. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Wednesday, April 27	10-11 a.m.	Springfield Campus-ICW 108C
Monday, May 2	3-4 p.m.	Springfield Campus-ICW 108C

Assessment

With the assessment mandates changing, do you have questions on what is now expected? Bring your questions to these come-and-go sessions. Receive help from your peers through collaboration. *If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Tuesdays	9-10 a.m.	Springfield Campus-ICE 224 (Simmons)
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Safe Zone Training

This workshop is designed to certify LGBTQ allies and available to any employee who is willing to become open and knowledgeable about gay, lesbian, bisexual, transgender, and questioning issues and who choose to openly provide support and advocate for LGBTQ individuals. *This training will be offered during the 2015-2016 year. Days and time TBA. If you are interested, please email Matt Scott at scottm@otc.edu.*

ADVISING

Faculty Advising: Guiding Students' Self-Placement in Reading

OTC's reading program does more than help the student to become an efficient reader; it also helps the student to develop better study skills and valuable critical thinking skills. As faculty advisors, the more we know about the benefits of OTC's reading program, the more we can contribute to student success and retention. With new guided self-placement beginning in the spring of 2016, students may need your help in determining whether or not they need to take a reading class. In this session, participants will explore what they can do to help students avoid struggling unnecessarily in college coursework. We will discuss practical, guided questions that faculty advisors can ask advisees in making this critical initial decision. Additional strategies will include how to help those students who may have opted themselves out of taking reading, but then become overwhelmed in their college-level coursework. Facilitator: Kim Whalen. *To reserve a seat in the session, please email profdev@otc.edu. If you are at a location other than Springfield, contact profdev@otc.edu and we'll "broadcast" to you so you can participate.*

Friday, January 22

11 a.m.-Noon

Springfield Campus-ICW 108C

FOCUS 2 at Ozarks Technical Community College

One of the key factors in ensuring student success in college is to engage them early in the career development process. Using a campus-wide integrated approach to career development, OTC Career Services is implementing an "It Takes a Campus to Build a Professional" partnership with faculty, staff and college departments to promote the success of our transfer, technical, and allied health students. This session will: Introduce you to FOCUS 2, an online, self-guided career and education planning system designed to help students make better informed decisions about future career goals and education plans. It will also provide you with a broader understanding of the features, functions and benefits of a career assessment tool that aids in the career advisement process, helps students develop career goals and helps students select a major based on their interests and skills. Finding the right fit avoids a waste of time, effort, energy and money! Facilitators: The Career Employment Services team. *For more information or to reserve a seat in the session, please contact Kathy Christy at christyk@otc.edu.*

Tuesday, January 26

1-2 p.m.

Springfield Campus-Brooks Conference Room (ICW 219)

Thursday, February 25

1-2 p.m.

Springfield Campus-Brooks Conference Room (ICW 219)

Wednesday, March 2

1-2 p.m.

Springfield Campus-Brooks Conference Room (ICW 219)

Best Practices with OTC Central

With the new OTC Central platform, we have a new intuitive way to help students plan out their degree. As it becomes more important to plan out classes to graduation, OTC Central assists in our advising sessions. In this workshop we will cover what your advisees see in OTC Central and how you could use OTC Central to enhance your advising sessions. Facilitator: David Lind *For more information or to reserve a seat in the session, please contact lindd@otc.edu.*

Tuesday, February 9

11 a.m.-Noon

Springfield Campus-ICW 116

Wednesday, February 10

11 a.m.-Noon

Springfield Campus-ICW 116

Advising Allied Health and BCS Degree Seeking Students

Are your advisees in the BCS degree? Do they plan to apply for an Allied Health program? Do they plan to enter in a health field? When meeting with these students, it is important to know how you can help plan for entrance in to health programs. Pre-Admission courses, admission steps, and general information will be discussed in this workshop. Facilitator: David Lind *For more information or to reserve a seat in the session, please contact lindd@otc.edu.*

Tuesday, February 23

11 a.m.-Noon

Springfield Campus-ICW 116

ADVISING

Transfer Students, What Do They Need to Know?

A significant percentage of OTC students transfer to another institution. Many times this process can be complicated, increasing anxiety students may have. Helping them plan early by asking the right questions can significantly impact their success. In this workshop we will discuss transfer programs offered, things your advisee should be made aware of, and how to best assist students move on to their next institution. Facilitator: David Lind *For more information or to reserve a seat in the session, please contact lindd@otc.edu.*

Tuesday, March 1	11 a.m.-Noon	Springfield Campus-ICW 116
Wednesday, March 2	11 a.m.-Noon	Springfield Campus-ICW 116

Advising Fair/Registration Refresher

Advising basics to help your students plan and register classes for the Summer and Fall semesters. If you plan to take part in the Advising Fair, you will be prepared for the excitement that comes with seeing 400 plus students in one day! Facilitator: David Lind *For more information or to reserve a seat in the session, please contact lindd@otc.edu.*

Tuesday, March 29	11 a.m.-Noon	Springfield Campus-ICW 116
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ACCESSIBILITY

Accessibility in Online Courses

In a traditional classroom setting, a university or college's disability services office typically works with students who need accommodation for a disability. But with the growth of online education, it is now largely the obligation of the instructors themselves to proactively design courses that are equally accessible to all students. This session will provide examples of accessible online content and demonstrate how to design and update courses to make them accessible to all learners. Facilitator: Philip Arnold *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Tuesday, January 5	11 a.m. CT	Online via Collaborate AND Creative Services Building
Tuesday, March 1	11 a.m. CT	Online via Collaborate AND Creative Services Building
Tuesday, May 3	11 a.m. CT	Online via Collaborate AND Creative Services Building

CLASSROOM/TEACHING

ONL 101: Introduction to Online Teaching and Learning

Introduction to Online Teaching and Learning is offered as a six-week professional development training class delivered fully online via the Blackboard learning management system. The training introduces participants to online teaching and learning best practices with an emphasis on developing effective teaching knowledge and skills. This course is facilitated and offers opportunities for interaction with peers. To register for this training, please complete the registration form at <http://bit.ly/1mcSxqa>

January 18–February 28
March 14–April 24
April 25–June 5

ONL 150: Blackboard Essentials

Blackboard Essentials is a self-paced professional development training delivered online via Blackboard. This course is ideal for those who have taken ONL 101 and would like a “refresher”. It is also useful for instructors who use Blackboard in their seated classes, or those who want (or need) to learn more about the latest functions in Blackboard. Grade Center, Retention Center, test and rubric creation, using the content editor, and including media in lessons, are several of the topics covered in this training. You may register for the course at any time and take as long as you need to complete the course. At a moderate pace, the course takes about 2 weeks to complete. The course is facilitated and feedback and discussions will be a part of the course. To register for this training, please complete the registration form at <http://bit.ly/1Gwjglr>

Join the Game!

This PD Game provides instructors with a flexible and engaging PD environment. The course is divided into seven tracks which address the seven facets of teaching and learning, Blackboard Functions, Technology, Course Design, Course Delivery, Assessment, Accessibility, and College Policies & Protocols. All current and future PD session and course content will be divided into activities and placed into the appropriate track. Players (instructors) will have the flexibility to choose the track they'd like to focus on. Since the course is self-paced and always available, instructors have the opportunity to engage with PD at their convenience. Email online@otc.edu to get into the game!

Open Labs

The lab at the Springfield Campus-Creative Services Building will be open all day. Come and go as you please.

Tuesday, January 26	10 a.m.–3 p.m. CT	Monitoring student performance, Bb assistance
Tuesday, February 23	10 a.m.–3 p.m. CT	Building online community, Bb assistance
Tuesday, March 22	10 a.m.–3 p.m. CT	Grade Center help, Bb assistance
Tuesday, April 26	10 a.m.–3 p.m. CT	Help with tests, Bb assistance
Tuesday, May 24	10 a.m.–3 p.m. CT	Getting courses ready for the fall semester

Blackboard Rubrics

In this session we'll explore the Rubric tool in Bb. We'll cover creating, editing, exporting/importing, and grading with rubrics. We'll also take a look at Blackboard's public repository of rubrics created and shared by educators from around the country. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Tuesday, January 5	1 p.m. CT	Online via Collaborate AND Creative Services Building
Tuesday, March 1	1 p.m. CT	Online via Collaborate AND Creative Services Building
Tuesday, May 3	1 p.m. CT	Online via Collaborate AND Creative Services Building

CLASSROOM/TEACHING

eLearning Library Program

Have you ever wondered how online students have the same opportunity as seated students? Come to the Library Services Overview session to see how the OTC library is reaching our online students. Facilitators: Tracy Ponder and Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Thursday, January 7 2 p.m. CT Online via Collaborate

Social Butterflies: Facebook

In this session we'll examine instructional uses for Facebook. We'll cover functions and settings for Facebook groups and pages. We'll discuss strategies and share examples from instructors who have used Facebook for their courses. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Wednesday, January 13 11 a.m. CT Online via Collaborate AND Creative Services Building

On the Go with Amy

On The Go with Amy sessions are a monthly PD series focused on mobile tools to help make your teaching and life simpler. Facilitator: Amy Schneider *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Wednesday, January 13	1 p.m. CT	Online via Collaborate AND Creative Services Building
Thursday, February 18	1 p.m. CT	Online via Collaborate AND Creative Services Building
Thursday, March 17	11 a.m. CT	Online via Collaborate AND Creative Services Building
Tuesday, April 5	1 p.m. CT	Online via Collaborate AND Creative Services Building
Wednesday, May 11	1 p.m. CT	Online via Collaborate AND Creative Services Building

ePortfolio: Creating a Digital Teaching Portfolio

Creating a digital teaching portfolio is a great way to store and display your credential and teaching artifacts – especially when evaluation time rolls around. This session will explore e-portfolio tools and ways to manage your documentation. Facilitator: Sherry Phelan *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Thursday, January 14 3 p.m. CT Online via Collaborate AND Creative Services Building

Potluck Roundtable Discussions

Grab your favorite snack and join us online or in the lab at the Springfield Campus-Creative Services Building as we discuss various topics. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Thursday, January 14	6 p.m. CT	Authentic assessment
Thursday, February 11	6 p.m. CT	Discussions
Thursday, April 14	6 p.m. CT	Gamification

Bb Gremlin: Troubleshooting in Bb

In this session we'll take a look at some of the most common problems students and faculty face in Bb. We'll offer some tips on avoiding issues and we'll demonstrate how to overcome issues when you encounter them. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>*

Thursday, January 21	11 a.m. CT	Online via Collaborate AND Creative Services Building
Wednesday, April 13	1 p.m. CT	Online via Collaborate AND Creative Services Building

CLASSROOM/TEACHING

Bb Scholars: Advanced Functions in Bb

This session will focus on more advanced functions in Bb. We'll cover using the HTML editor, text formatting, and complex test structuring. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, January 21	1 p.m. CT	Online via Collaborate AND Creative Services Building
Thursday, May 19	1 p.m. CT	Online via Collaborate AND Creative Services Building

Instructor Presence in Online Courses

In this session you will learn the importance of establishing online presence in your online course through announcements, discussions and instructor-created content. Facilitator: Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, January 21	2 p.m. CT	Online via Collaborate
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Groups in Bb

This session will cover the creation and set-up of groups in Bb as well as the tools available to groups. We'll discuss the pros and cons of students using group tools within Bb and some alternative tools that promote greater collaboration and better participation tracking. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Tuesday, February 2	11 a.m. CT	Online via Collaborate AND Creative Services Building
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Head in the Clouds: An Introduction to Cloud Storage

This session cover some best practices for file storage and management as well as introduce cloud storage tools to help instructors keep track of their documents when working on multiple computers. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Tuesday, February 2	1 p.m. CT	Online via Collaborate AND Creative Services Building
Wednesday, May 11	11 a.m. CT	Online via Collaborate AND Creative Services Building

First Friday Faculty Favorites

First Friday Faculty Favorite sessions cover the most requested topics from faculty during the previous month so get your requests in fast. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Friday, February 5	9 a.m. CT	Online via Collaborate AND Creative Services Building
Friday, March 4	9 a.m. CT	Online via Collaborate AND Creative Services Building
Friday, April 1	9 a.m. CT	Online via Collaborate AND Creative Services Building
Friday, May 6	9 a.m. CT	Online via Collaborate AND Creative Services Building

Video Bootcamp

This three-day intensive professional development experience will focus on instructor created videos. From start to finish, we'll cover every aspect of instructor videos. We'll start with brainstorming ideas for videos designed specifically for your course, then record, edit, upload, and embed videos in Blackboard. You'll practice screencasting and webcam recording using Screencast-O-Matic and Camtasia, and we'll cover video editing in YouTube and Camtasia. We'll discuss best practices for video use in online courses. And finally, we'll cover managing your YouTube channel and embed the finished product in your course. Facilitators: Amy Schneider, Jacque Harris, Sherry Phelan *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

February 9 -11	11 a.m. – 2 p.m. CT	Online via Collaborate AND Creative Services Building
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CLASSROOM/TEACHING

Peer Partnering

Let us partner with you to help move your course from good to great! Join us for this session to see how we can collaborate to incorporate new ideas for course design and engaging teaching strategies. Facilitator: Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, February 11

2 p.m. CT

Online via Collaborate

Social Butterflies: Twitter

In this session we'll examine instructional uses for Twitter. We'll cover functions and settings in Twitter. We'll discuss strategies and share examples from instructors who have used Twitter with their students. Facilitator: Jacque Harris *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, February 18

11 a.m. CT

Online via Collaborate AND Creative Services Building

From Boredom to Engagement: Getting Students Actively Involved in Learning

We'll explore active learning strategies to get students excited about learning in your classroom. Facilitator: Sherry Phelan *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, February 18

3 p.m. CT

Online via Collaborate AND Creative Services Building

Google Docs and Collaboration

Google Docs is a set of tools that allows the instructor to stay connected with students. This set of tools will help students gain communication and collaboration skills. If you have never used Google Docs then this session is for you! Facilitator: Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, February 25

2 p.m. CT

Online via Collaborate

Slideshare and Movie Maker for Courses

Discover various ways and tools to incorporate PowerPoint into an online format. This session will include using the Slideshare and Movie Maker tools. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.* Facilitator: Mindy Gomez

Thursday, March 10

2 p.m. CT

Online via Collaborate

Social Butterflies: Pinterest

In this session we'll examine instructional uses for Pinterest. We'll cover functions and settings in Pinterest. We'll discuss strategies and share examples from instructors who have used Pinterest for course activities. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.* Facilitator: Jacque Harris

Thursday, March 17

1 p.m. CT

Online via Collaborate AND Creative Services Building

Who Are Nontraditional Students and How Do We Teach Them?

Nontraditional students are a growing population in our classrooms. Do we know who they are and how they learn the best? Join us as we examine best practices for engaging your nontraditional students. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, March 17

3 p.m. CT

Online via Collaborate AND Creative Services Building

CLASSROOM/TEACHING

Blackboard Collaborate

Would you like to include additional collaborative opportunities for students? Through Collaborate, you can work together with your students and archive sessions for later reference. Find out some exciting ways that other OTC Online instructors are discovering the benefits of virtual office hours, test review sessions, chat, and presentations through the use of Collaborate within Blackboard. By participating, you can experience firsthand some of the features in Collaborate. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.* Facilitator: Mindy Gomez

Thursday, March 31 2 p.m. CT Online via Collaborate

Beyond Bb: Discussions in Voice Thread

This session will cover Voice Thread and interactive audio tool. We'll look at the settings and functions of the tool and discuss strategies for use in courses. Philip will share his experience using the tool in his courses. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.* Facilitator: Philip Arnold

Tuesday, April 5 11 a.m. CT Online via Collaborate AND Creative Services Building
Thursday, May 19 11 a.m. CT Online via Collaborate AND Creative Services Building

I Bet You Didn't Know: Exploring Often Overlooked Features of Blackboard

This session will cover some feature of Blackboard that have a powerful impact on teaching and learning but are sadly seldom put to use by instructors. We'll explore tools that will facilitate engagement on the discussion board, help instructors keep track student performance at a glance, and help student keep track of assignments. *The Collaborate link can be accessed through <http://online.otc.edu/events/>.* Facilitator: Jacque Harris

Wednesday, April 13 11 a.m. CT Online via Collaborate AND Creative Services Building

Copyright and Educational Fair Use for Online Courses: An Overview

The workshop will provide an overview of copyright and educational fair use regarding electronic media, pictures, movie/TV clips, and podcasts in online courses. Facilitator: Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, April 14 2 p.m. CT Online via Collaborate

Start Here! Orientation Activities You Can Use in Your Classroom

We all want our students to get off to a good start each semester, but some may not be well-prepared for handling the basic skills needed in an online course. This session will provide ideas for incorporating orientation activities in the first week of class that will help students be more successful as they move through the semester. Facilitator: Sherry Phelan *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, April 14 3 p.m. CT Online via Collaborate AND Creative Services Building

Lunch and Learn: Google It! Exploring Google Tools

Join us for lunch as we explore Google tools. We'll cover Google Drive & Docs, Voice & Hangouts, Maps & Earth, and we'll take a look at Scholar and Search Tools. Lunch will be provided. *RSVP: online@otc.edu*

Thursday, April 21 11 a.m. – 1 p.m. CT Online via Collaborate AND Creative Services Building

CLASSROOM/TEACHING

Collaboration in Online Courses

Have you ever wondered how to actively engage your students in your online course? In this session we will look at how to use the discussion board, small groups, Blackboard Collaborate and social media effectively in an online course. Facilitator: Mindy Gomez *The Collaborate link can be accessed through <http://online.otc.edu/events/>.*

Thursday, April 28

2 p.m. CT

Online via Collaborate

Breaking the Ice

Icebreaker ideas that foster student interaction and community-building in the classroom. Facilitator: Sherry Phelan
The Collaborate link can be accessed through <http://online.otc.edu/events/>.

Wednesday, May 4

3 p.m. CT

Online via Collaborate AND Creative Services Building

Amara Captioning

It is important to make sure our videos are accessible for all students. In this session I will differentiate between captions, subtitles and transcripts. I will also discuss how to use Amara with YouTube videos. Facilitator: Mindy Gomez
The Collaborate link can be accessed through <http://online.otc.edu/events/>.

Thursday, May 5

2 p.m. CT

Online via Collaborate

Teaching Triangles

A teaching triangle is a group of three faculty who commit to providing a respectful, safe, mutually supportive environment in which they learn from each other's teaching. Participants participate in a brief training orientation, observe at least one class taught by each triangle team member, and then gather for a reflective conversation focused on what they have learned about their own teaching from the observation process. *If you would like to participate in a Teaching Triangle during the FA15 semester, please email impact@otc.edu. We'll take care of building the triangles and facilitating meeting times that work for all triangle members.*

Be on the LIST (Learning Innovative Strategies for Teaching)

This is one list you want to be on! Join the LIST and receive periodic emails, tweets, posts (or whatever format you prefer) about best practices and the latest research on teaching and learning. LIST members will receive NISOD's weekly innovation abstracts, *The Teaching Professor newsletter*, and the *Journal of Community College Research and Practice*, and any other great information we come across. Interested? *Please email impact@otc.edu.*

CENTER FOR WORKFORCE DEVELOPMENT

NOTE: The College provides these classes as professional development opportunities for its full-time employees at no charge. Part-time employees, please contact the Center for Workforce Development for fee information.

In addition, in order to be able to effectively provide this service, the class size will range from 15 – 30 employees. We will register employees on a first come, first serve basis, and any class with less than 15 registrations will be canceled two days prior to the set training date. You will be notified via email of any such cancellations. Please call 417.447.8888 for more information or to register for a session.

Taking the Heat

Organizations need to provide superior customer service in order to build customer loyalty and stay ahead of the competition. Service providers, quite often, know how to have a friendly, positive customer interaction but lack the skills to handle an interaction that takes a turn for the worse. The potential to lost interaction but the lack of skills to handle an interaction that takes a turn for the worse. The potential to lose business increases when the service provider does not respond appropriately to a dissatisfied customer. This course equips learners with an important skill set that is essential to providing high-quality customer service. These essential skills will help service providers turn dissatisfied, upset customers into satisfied, loyal ones. *Instructor: Randy Will*

Thursday, January 14 1-5 p.m. Springfield Campus-ICW 108BC (see note)

Strengths Finder

This module begins with the Gallup Clifton StrengthsFinder assessment that measures the presence of talents unique to each individual. The interactive and experiential class offers leaders an opportunity to discover their greatest talents and build on them to achieve excellence in personal and professional relationships. Based on decades of Gallup research, the approach is designed to provide leaders with information for leading with their strengths and an opportunity to deepen their knowledge and appreciation of their talents and the talents of others in order to maximize team performance. The emphasis is on knowing your strengths, investing in others' strengths, getting the right people on your team, and understanding the needs of those who follow your leadership. Participants will gain a new perspective on how they relate with people, improve their communication skills, and benefit from more satisfying relationships. *Facilitator: Dr. Loren Lundstrom*

Tuesday, February 16 1-4 p.m. Springfield Campus-ICW 220 (see note)

Giving Effective Performance Evaluations

Arguably the single most important document in any employment file, the performance appraisal can make or break your ability to effectively motivate and lead your team. This document can help support any employment decision – whether it be a demotion or a promotion. Learn the techniques needed to make this process one that inspires your team members. *Facilitator: Tim Baltes*

Tuesday, March 1 8 a.m.-Noon Springfield Campus-ICW 108BC (see note)

Valuing Diversity

This course focuses on multiculturalism and emphasizes the value of understanding and respecting cultural diversity in today's pluralistic societies. Students explore and discuss issues of race, ethnicity, gender, social class, religion, access, ability, sexual preference or orientation, language, age, size, and appearance. *Facilitator: Bob Stephens*

Tuesday, April 19 1-5 p.m. Springfield Campus-ICW 108BC (see note)

Project Management

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. *Facilitator: NK Shirvastava*

Wednesday, May 18 1-5 p.m. Springfield Campus-ICW 108BC (see note)

5Cs (Covey's Time Management)

Transform your work and life by making five fundamental choices to dramatically increase your ability to achieve your goals with less stress. *Facilitator: Randy Will*

Wednesday, June 15 8:30 a.m.-4:30 p.m. Springfield Campus-ICW 108BC (see note)

COMMUNITY ENRICHMENT

The College provides these classes as professional development opportunities for its full-time employees at no charge. Part-time employees, please contact the Community Enrichment for fee information.

In addition, in order to be able to effectively provide this service, the class size will range from 15 – 30 employees. We will register employees on a first come, first serve basis, and any class with less than 15 registrations will be canceled two days prior to the set training date. You will be notified via email of any such cancellations. Please call 417.447.8888 for more information or to register for a session.

Section	Title	Start Date	End Date	Start Time	End Time
CEFL-237-01	Beginning Sign Language	1/12/2016	3/1/2016	6:00:00 PM	8:00:00 PM
CEFL-238-01	Intermediate Sign Language	3/22/2016	5/3/2016	6:00:00 PM	8:00:00 PM
CEFL-239-01	Advanced Sign Language	3/21/2016	5/2/2016	6:00:00 PM	8:00:00 PM
CEFL-294-01	Family Sign Language	1/11/2016	3/7/2016	6:00:00 PM	8:00:00 PM
CEFL-500-01	Beginning Spanish Part 1	2/25/2016	3/24/2016	6:00:00 PM	7:30:00 PM
CEFL-501-01	Beginning Spanish Part 2	4/7/2016	5/5/2016	6:00:00 PM	7:30:00 PM
WDB-101-01	Oral, Writen & Email Communication	1/12/2016	1/12/2016	6:00:00 PM	9:00:00 PM
WDB-111-01	Listen Vs Hear Your Employees	3/3/2016	3/3/2016	6:00:00 PM	9:00:00 PM
WDB-116-01	Art of Meeting Management	1/28/2016	1/28/2016	6:00:00 PM	9:00:00 PM
WDB-117-01	Leading a Virtual Team	2/9/2016	2/9/2016	6:00:00 PM	9:00:00 PM
WDB-118-01	Leading Through Change	3/15/2016	3/15/2016	6:00:00 PM	9:00:00 PM
WDB-119-01	Addressing Poor Performance	2/26/2016	2/26/2016	6:00:00 PM	9:00:00 PM
WDB-273-01	Customer Service	3/21/2016	3/21/2016	1:00:00 PM	5:00:00 PM
WDB-344-01	Identifying-Resolving Conflict	4/4/2016	4/4/2016	1:00:00 PM	5:00:00 PM
WDB-701-01	Communicating With Impact	1/11/2016	1/11/2016	1:00:00 PM	5:00:00 PM
WDB-774-01	Taking the Heat	5/5/2016	5/5/2016	1:00:00 PM	5:00:00 PM
WDC-009-01	iPhone	3/14/2016	3/14/2016	5:30:00 PM	8:00:00 PM
WDC-010-01	iPad	3/21/2016	3/21/2016	5:30:00 PM	7:30:00 PM
WDC-261-01	Excel 2013 Level 1	1/11/2016	1/11/2016	8:30:00 AM	3:30:00 PM
WDC-262-01	Excel 2013 Level 2	1/25/2016	1/25/2016	8:30:00 AM	3:30:00 PM
WDC-263-01	Excel 2013 Level 3	2/1/2016	2/1/2016	8:30:00 AM	3:30:00 PM
WDC-290-01	Getting to Know Your Mac	1/15/2016	1/15/2016	5:30:00 PM	7:30:00 PM
WDC-318-01	HTML - Level 1	1/23/2016	1/23/2016	8:30:00 AM	3:30:00 PM
WDC-318-02	HTML - Level 1	2/27/2016	2/27/2016	8:30:00 AM	3:30:00 PM
WDC-318-03	HTML - Level 1	4/2/2016	4/2/2016	8:30:00 AM	3:30:00 PM
WDC-318-04	HTML - Level 1	4/30/2016	4/30/2016	8:30:00 AM	3:30:00 PM
WDC-367-01	HTML - Level 2	1/30/2016	1/30/2016	8:30:00 AM	3:30:00 PM
WDC-367-02	HTML - Level 2	3/5/2016	3/5/2016	8:30:00 AM	3:30:00 PM
WDC-367-03	HTML - Level 2	4/9/2016	4/9/2016	8:30:00 AM	3:30:00 PM
WDC-367-04	HTML - Level 2	5/7/2016	5/7/2016	8:30:00 AM	3:30:00 PM
WDC-325-01	QuickBooks - Level 1	4/13/2016	4/13/2016	8:30:00 AM	5:00:00 PM
WDC-371-01	QuickBooks - Level 2	4/20/2016	4/20/2016	8:30:00 AM	3:30:00 PM
WDC-474-01	QuickBooks - Level 3	4/27/2016	4/27/2016	8:30:00 AM	3:30:00 PM
WDC-291-01	Photoshop - Level 1	2/6/2016	2/6/2016	8:30:00 AM	3:30:00 PM
WDC-378-01	Photoshop - Level 2	2/20/2016	2/20/2016	8:30:00 AM	3:30:00 PM
WDC-501-01	Photoshop - Level 3	2/27/2016	2/27/2016	8:30:00 AM	3:30:00 PM
WDC-752-01	Excel 2010 Tips & Tricks	2/8/2016	2/8/2016	8:30:00 AM	3:30:00 PM

MANDATORY SESSIONS

ATTENDANCE WILL BE RECORDED!

Progressive Discipline/Coaching

Having a hard time communicating corrective feedback to your team members? Are you struggling with trying to set clear expectations for your team? Are you tired of not being able to motivate your team? Learn how to effectively coach your employees to reach their maximum potential. You will be provided with the psychology behind human motivation and given a proven job aid to assist in the process along with practical role-playing experience. *To reserve a seat in a session, please contact hoskinsr@otc.edu.*

ALL supervisors, department chairs, program directors and deans are required to attend one of the sessions. If you did not attend either the August or October session, you should make plans to attend one of these.

Tuesday, January 19	8:30 a.m.-12:30 p.m.	Springfield Campus-ICW 108BC
Tuesday, February 23	1-5 p.m.	Springfield Campus-ICW 108BC

Interviewing Techniques

Do you know how to identify that next star performer? Are you able to effectively identify the traits your candidates need in order to be successful in your department? Tired of hiring unmotivated candidates? Learn how to systematically identify what you really want to hire for, and how to develop the most successful questions to select the candidate that possesses the traits you desire. You will learn a sure-fire technique that will cut your interviewing time in half – guaranteed! If you struggle to hire efficiently, this is a can't-miss course! Instructor: Tim Baltes *To reserve a seat in a session, please contact hoskinsr@otc.edu.*

If you will be the chair of a hiring committee OR a member of a hiring committee in the near future, you should make plans to attend this session.

Wednesday, February 17	1-5 p.m.	Springfield Campus-ICW 108BC
Wednesday, March 29	1-5 p.m.	Springfield Campus-ICW 108BC

COMMUNITY OPPORTUNITIES

Raising of America

This five-part documentary series and public engagement campaign explores how a strong start for all children can lead to a healthier, safer, better educated and more prosperous and equitable America. Participants will view a video and then have a Q&A session, which is facilitated by representatives from the Community Partnership of the Ozarks. For more information, please see www.raisingofamerica.org. Students are welcome to attend.

Part 1: The Raising of America

Part 2: Once Upon a Time: When Childcare for All Wasn't Just a Fairy Tale

Part 3: Are We Crazy About our Kids?

Part 4: Wounded Places: Confronting Childhood PTSD in America's Shell-Shocked Cities

Part 5: DNA is Not Destiny: How the Outside Gets Under the Skin

Part 1: Thursday, January 21

Noon-1:30 p.m.

Springfield Campus-LCN 211

Part 2: Thursday, February 18

Noon-1 p.m.

Springfield Campus-LCN 211

Part 3: Thursday, March 3

Noon-1 p.m.

Springfield Campus-LCN 211

Part 4: Thursday, April 7

Noon-1 p.m.

Springfield Campus-LCN 211

Part 5: Thursday, April 21

Noon-1 p.m.

Springfield Campus-LCN 211

Our Springfield Kids

It's the American dream: get a good education, work hard, buy a house and achieve success. America is a nation of opportunity, constrained only by ability and effort. However, during the last 25 years, a disturbing "opportunity gap" has emerged. This presentation will explain how this opportunity gap affects Springfield and the surrounding area. This event is free and open to the public. Facilitator: Professor Robert Putnam, Harvard University. *For more information, please contact Abby Benz at benza@otc.edu.*

Friday, April 8

Noon-1:15 p.m.

Juanita K Hammons Hall for the Performing Arts

Hope Starts Here

Convoy of Hope and the City of Springfield are co-sponsoring this collaborative effort to provide thousands of struggling people in our community with groceries, health, community and job services, family portraits, haircuts and games and activities for children and families. The goal is to mobilize hundreds of area residents to serve and make a difference in their community. For more information, please see <https://www.convoyofhope.org/outreach/springfieldmo/>

In order to make this day happen, at least 2,000 volunteers will be needed. *If you or your area would like to volunteer at the event, please contact Marcia Wheeler at wheelerm@otc.edu.*

Saturday, May 7

various volunteer shifts are available throughout the day at the Ozark Empire Fairgrounds

PROFESSIONAL DEVELOPMENT FAQ

Per Policy 3.08, all full-time employees are required to earn a certain number of professional development hours each year.

Please remember: Your supervisor should approve all professional development activities.

It is the employee's responsibility to keep track of the professional development hours they have earned. Please have the list ready for when you have your evaluation with your supervisor.

One hour in training = one hour of professional development

CONTACT US

If you would like to request a specific training for yourself or others in your department, the IMPACT team is more than willing to help! We'll train one – or one hundred! Please contact:

IMPACT@otc.edu

Innovation
Management
Professionalism
Academics
Collegiality
Technology

If you have questions about the Spring 2016 sessions, would like to suggest a topic for Fall 2016 or would like to facilitate a session in Fall 2016, please contact: profdev@otc.edu

The mission of Ozarks Technical Community College is to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve.

Professional development and IMPACT sessions also support the VISION of the college, which is to serve our communities by expanding opportunities for personal and professional growth through our commitment to excellence and innovation.