

Employee Learning Opportunities

Fall 2017



Graphic Courtesy of <https://www.theodysseyonline.com/the-power-of-learning>

**OZARKS TECHNICAL
COMMUNITY COLLEGE**

Classroom Help

Brown Bag Lunch: Break a Rule Review

In August, Dr. McGrady challenged instructors to “break a rule.” Have you broken one yet? Do you want to brainstorm ideas? Do you want opinions? Do you want help? Bring your lunch and start the conversation with your peers.

Fridays, starting Sept 8 12:15-1:15 p.m. Springfield Campus-ICE 222

Show Up and Teach

This panel will discuss the misperception that an online course teaches itself, with the instructor merely serving as a “guide on the side”. The role of instructor in an online course is actually more important than ever. Students look to the instructor to serve as guide, facilitator, and teacher. Not “showing up for class” in an online environment leads to confused and frustrated students. Come hear how 3 instructors “show up for class” and discuss other ways to show up and teach. *Facilitators: Stephanie Davenport, Karen Foresee and Melissa Wittmer. If you are at a location other than Springfield and would like to join the conversation, please contact profdev@otc.edu by Thursday, September 14.*

Tuesday, September 19 3-4 p.m. Springfield Campus-ICW 108BC

Proactive Course Management Strategies

This panel will discuss the type of active participation needed in class and the need for class oversight and management. Specific strategies discussed include monitoring assignment submissions, communicating and reminding students of missing and/or upcoming due dates, and making course progress adjustments where and when necessary. Come hear how 3 instructors manage their online classrooms. *Facilitators: Stephanie Davenport, Karen Foresee and Melissa Wittmer. If you are at a location other than Springfield and would like to join the conversation, please contact profdev@otc.edu by Thursday, October 19.*

Tuesday, October 24 3-4 p.m. Springfield Campus-ICW 108BC

Finish Strong

This panel will discuss effective methods to encourage students to successfully complete an online course. Come hear three instructors share strategies that worked to increase student retention and successful completion in their online courses. *Facilitators: Stephanie Davenport, Karen Foresee and Melissa Wittmer. If you are at a location other than Springfield and would like to join the conversation, please contact profdev@otc.edu by Thursday, November 9.*

Tuesday, November 14 3-4 p.m. Springfield Campus-ICW 108BC

Online Sessions and Help

For upcoming faculty development opportunities and training for Canvas, please check the OTC Online events calendar: <http://online.otc.edu/faculty/>

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 elderv@otc.edu.

Teaching Circles

A teaching circle is a group faculty who commit to providing a respectful, safe, mutually supportive environment in which they learn from each other's teaching. Participants attend a brief training orientation, observe at least one class taught by each circle 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 Circle during the FA17 semester, please email impact@otc.edu.*

GROW as a teacher

Join our new series of sessions! No RSVP is needed. *If you have questions, please email profdev@otc.edu.*
 Thursday afternoons 3-4 p.m. Springfield Campus-ICE 222

<p style="text-align: center;">G</p> <p style="text-align: center;">Give Back to Yourself (Spend a little time on YOU)</p>	<p style="text-align: center;">R</p> <p style="text-align: center;">Review New Classroom Strategies</p>	<p style="text-align: center;">O</p> <p style="text-align: center;">Open Discussions with your Peers</p>	<p style="text-align: center;">W</p> <p style="text-align: center;">Wisdom from your Peers</p>
<p style="text-align: center;">Thursday, September 7</p> <p style="text-align: center;">Self-Care 101</p>	<p style="text-align: center;">Thursday, September 14</p> <p style="text-align: center;">Top 10 Evidence Based Teaching Strategies—Do They Work?</p> <p style="text-align: center;">http:// www.evidencebasedteaching.org.au/ evidence-based-teaching-strategies/</p>	<p style="text-align: center;">Thursday, September 21</p> <p style="text-align: center;">Can Socratic questioning show your own biases?</p> <p style="text-align: center;">https://chroniclevitae.com/news/1806 -tread</p>	<p style="text-align: center;">Thursday, September 28</p> <p style="text-align: center;">Blame the Train</p> <p style="text-align: center;">Martha Crise</p>
<p style="text-align: center;">Thursday, October 5</p> <p style="text-align: center;">12 Truths</p>	<p style="text-align: center;">Thursday, October 12</p> <p style="text-align: center;">Can concept mapping be used to teach critical thinking?</p> <p style="text-align: center;">http://cmap.ihmc.us/docs/theory-of- concept-maps</p> <p style="text-align: center;">https://sakai.luc.edu/access/content/ group/27f78813-754d-41f2-914b- 898831e54e7b/External% 20Documents/The%20Use%20of% 20Concept%20Maps%20to% 20Evaluate%20Critical% 20Thinking%20in%20the% 20Clinical%20Setting.pdf</p> <p style="text-align: center;">https://www.uhcl.edu/about/ administrative-offices/institutional- effectiveness/quality-enhancement- plan/documents/publications-and- presentations/wei-yue-using-concept- maps-to-teach-and-assess-critical- thinking-in-is-ed.pdf</p>	<p style="text-align: center;">Thursday, October 19</p> <p style="text-align: center;">How Do you Get Better at the Things You Care About?</p>	<p style="text-align: center;">Thursday, October 26</p> <p style="text-align: center;">The Feedback Pyramid: Increased Feedback Quality with Decreased Instructor Effort</p> <p style="text-align: center;">Stephanie Davenport</p> <p style="text-align: center;">This session will cover how to decrease the amount of time spent grading, while still being able to provide quality feedback to students. This session applies to both seated and online instructors.</p>
<p style="text-align: center;">Thursday, November 2</p> <p style="text-align: center;">Thank you</p>	<p style="text-align: center;">Thursday, November 9</p> <p style="text-align: center;">Five Highly Effective Teaching Strategies</p> <p style="text-align: center;">https://www.edutopia.org/blog/5- highly-effective-teaching-practices- rebecca-alber</p>	<p style="text-align: center;">Thursday, November 16</p> <p style="text-align: center;">What do we need to focus on next semester that will help YOU?</p>	<p style="text-align: center;">Thursday, November 30</p> <p style="text-align: center;">Share Fair</p> <p style="text-align: center;">Tips shared by faculty members who attended conferences this semester</p>

General Sessions

FERPA 101 for Faculty and Staff

Many of today's students put their entire lives out on Facebook, Snap-Chat and other social media. However, when it comes to their academic record FERPA regulations still clearly define the information we can and cannot share about our students. Faculty and staff at OTC need to remain up-to-date regarding current FERPA regulations, so whether you are new to OTC or have been here a while, this FERPA refresher course will provide real-life examples of how FERPA applies to you! Come join us for this interactive presentation followed by a time for questions and answers. *Facilitators: Scott Fiedler and Katie Moore* *To reserve a seat, please visit the [online calendar](#)*

Tuesday, August 29	10-11:30 a.m.	Springfield Campus-ICW 108C
Tuesday, August 29	2-3:30 p.m.	Springfield Campus-ICW 108C
Thursday, August 31	1-2:30 p.m.	Springfield Campus-ICW 219P (Brooks Conf Room)
Wednesday, October 4	9-10:30 a.m.	Springfield Campus-ICW 108C
Wednesday, October 4	3-4:30 p.m.	Springfield Campus-ICW 211 (Farmer Conf Room)
Thursday, October 5	Noon-1:30 p.m.	Springfield Campus-ICW 211 (Farmer Conf Room)

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 and interpersonal violence. *To reserve a seat, please visit the [online calendar](#)*

Wednesday, August 30	2:30-3:45 p.m.	Springfield Campus-ICW 108C
Tuesday, September 19	10-11:15 p.m.	Springfield Campus-ICW 108C
Thursday, October 26	3-4:15 p.m.	Springfield Campus-ICW 108C
Wednesday, November 29	9:30-10:45 a.m.	Springfield Campus-ICW 108C

Workman's Comp 101

A faculty, staff or student worker is in your area and slips and falls. What do you do? This session will explain how to handle, react and mitigate student and employee injuries. The facilitators will also explain the workman's comp process and how it impacts OTC and our insurance. *Facilitators: Cara Griffin. If you are at a location other than Springfield, contact profdev@otc.edu by September 7 and we'll "broadcast" to you so you can participate.* *To reserve a seat, please visit the [online calendar](#).*

Tuesday, September 12	10-11 a.m.	Springfield Campus-ICW 108C
Tuesday, September 12	2:30-3:30 p.m.	Springfield Campus-ICW 108C

Scheduling/Common Use 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 Griffin and Jaclyn Boatright. If you are at a location other than Springfield, contact profdev@otc.edu by September 7 and we'll "broadcast" to you so you can participate.* *To reserve a seat, please visit the [online calendar](#)*

Wednesday, October 25	10-11 a.m.	Springfield Campus-ICW 108C
Wednesday, October 25	2-3 p.m.	Springfield Campus-ICW 108C

General Sessions

Self-Authorship and Transitional Development

As we become more focused on learning outcomes synthesized by initiatives similar to Liberal Education and America's Promise (LEAP), we need to engage in more transformative learning experiences for our students. In this workshop, we will discuss and utilize Baxter Magolda's Self-Authorship Theory and Schlossberg's Transition Theory. *Facilitator: David Lind. To reserve a seat in this session, please email lindd@otc.edu.*

Wednesday, September 13	2-3 p.m.	Springfield Campus-ICW 211 (Farmer Conf Room)
Thursday, September 14	2-3 p.m.	Springfield Campus-ICW 211 (Farmer Conf Room)

Grants 101: How to Get Funding Support for Your Projects

This session will provide an introduction to the grant development process. The interactive session will outline how the Office of Research, Strategic Planning and Grant Development can assist departments in securing grant funding in support of college and departmental goals. Grant research, writing and proposal development will be discussed, so bring project ideas that you are interested in securing funding for. *Facilitator: Abby Benz.*

Friday, September 15	10:30-11:30 a.m.	Springfield Campus-ICW 233
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Applying the Student Development Theory to Everyday Practice and Assessment

How can we develop our students from their first year to commencement while also assessing the impact we are making? This workshop will introduce key student development theory. Attendees will learn real-life examples and practices of how to weave student development theory into their educational practices and assessment. *Facilitator: David Lind. To reserve a seat in this session, please email lindd@otc.edu.*

Tuesday, October 24	2- 3 p.m.	Springfield Campus-ICW 211 (Farmer Conf Room)
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Will You Write A Letter for Me?

Do you ever feel stumped when asked to write a letter of recommendation for a student? Recommending students for scholarships, universities, jobs, and even OTC's own selective admission programs is a big responsibility and can feel like a daunting task, especially when it's been several semesters since you had that student in class. However, these letters make a big impact and can set students apart from their peers. This interactive session will help you feel prepared to say "yes" with confidence the next time a student asks for your endorsement. *Facilitators: Martha Crise and David Lind. To reserve a seat, please visit the [online calendar](#).*

Thursday, November 9	2:30-3:30 p.m.	Springfield Campus-ICW 234
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ZOOM Web Conferencing Training

ZOOM is a new tool that faculty and staff can use to host and record online web meetings and conferences. Do you want to have virtual office hours with students? How about meetings with staff and/or faculty at remote locations? The list is endless. Please visit <https://online.otc.edu/zoom-web-conferencing/> for a training that fits your schedule.

Student Showcases

Watch your inbox for more information about student showcases.

MOSAIC (diversity and inclusion)

MOSAIC 101: Introduction to Diversity and Inclusion

In this two-hour introductory session, we will cover common vocabulary, personal identity, stereotypes, microaggressions, how to have difficult conversations and other resources regarding serving a diverse student population. *For more information or to reserve a seat in the session, please email mosaic@otc.edu.*

Tuesday, September 5	1-3 p.m.	Springfield Campus-ICW 108BC
Friday, November 3	10 a.m.-Noon	Springfield Campus-ICW 108BC

Loving Diversity Week

Watch your inbox and fliers around campus to see how you can get involved with Loving Diversity Week.

September 11-15

Age Diversity and Stereotypes

In this workshop, we will explore cultural influence on the aging process, including common stereotypes and myths around aging. In addition, we will review research regarding the damage these stereotypes cause. *No RSVP required.*

Tuesday, September 12	1-2 p.m.	Lebanon Center-Room TBD
Tuesday, September 19	1-2 p.m.	Springfield Campus-ICW 108C

Safe Zone Series—Part I: Understanding Sexual Orientation

This two-hour session covers the basics of how to be an ally and/or safe person for our Lesbian, Gay, Bi, Trans and Questioning (LGBTQ) students and employees. This session includes a panel discussion which allows participants to hear the real-life experiences of our LGBTQ+ community at OTC. *To reserve a seat in this session, please email mosaic@otc.edu.*

Friday, September 22	10 a.m.-Noon	Springfield Campus-ICW 108BC
Friday, November 17	1-3 p.m.	Springfield Campus-ICW 108BC

Safe Zone Series—Part II: Basics of Gender Identity

This two-hour session will explore vocabulary of the Trans community, correct some common misconceptions and explore/explain some frequently asked questions (both appropriate or not). This session includes a panel discussion which allows participants to hear the real-life experiences of our Trans community at OTC. *Facilitator: Ren Adams. To reserve a seat in this session, please email mosaic@otc.edu. NOTE: This is a combination of the Trans 101 portion of Safe Zone and the Trans 101 Panel Discussion offered in the spring.*

Friday, September 22	1-3 p.m.	Springfield Campus-ICW 108BC
Friday, November 17	10 a.m.-Noon	Springfield Campus-ICW 219P (Brooks Conf Room)

MOSAIC (diversity and inclusion)

What Being a Veteran Has Taught Me

Veterans report that beliefs and values they held when entering into the U.S. military are often not the same when they return to civilian life. A panel of Veterans from various military branches will discuss what they have learned about several issues such as respect, media and comradery. *Audience participation is welcome. No RSVP is required.*

Tuesday, September 26 Noon-1 p.m. Springfield Campus-ICW 108C

Not One of Us: The Power of Perception

Our ability to show empathy and compassion to others is largely influenced by what group the other individual belongs. Do we perceive them as "one of us" or "one of them?" In this presentation, we will explore the important role perceptions play in our ability to serve our diverse student body. *No RSVP is required.*

Wednesday, September 27 10 a.m.-Noon Table Rock Campus-Room TBD
Tuesday, November 28 10 a.m.-Noon Springfield Campus-ICW 108C

Diverse Faiths and Belief Systems

In this two-hour session, we will cover vocabulary, spectrums, stereotypes and exploration of various religious identities. We will provide resources that help serve our diverse student population. *Facilitators: Jordan Schreiber, Steve Fouse and Terri Fahnestock. To reserve a seat in this session, please email fahnestt@otc.edu.*

Wednesday, October 4 2-4 p.m. Springfield Campus-ICW 108BC
Tuesday, November 7 2-4 p.m. Table Rock Campus-Room TBD

Multicultural Panel Discussion

This is a Q&A session with employees and students from a variety of cultural/ethnic identities. Participants are encouraged to come hear individual stories, concerns and suggestions for creating an inclusive environment at OTC. *No RSVP is required.*

Tuesday, October 10 1-3 p.m. Springfield Campus-ICW 108BC

Biology of Gender

Have you wondered what makes someone Trans? Come learn about what is known about human development and the biology of gender. *To reserve a seat in this session, please email adamsr@otc.edu.*

Wednesday, October 11 2-4 p.m. Springfield Campus-ICW 108B

Appearance Shaming and Biases

This two-hour session will explore the harm that arises from judging people based on their appearance; additionally, we will address how our own comfort zone influences our perceptions and opinions. We will also discuss the stereotypes and biases that we often bring into our interactions with those who have a physical appearance that is different from what we as individuals or as a culture have deemed acceptable or normal. Topics will include body types, clothing, hairstyles and body modifications. *Facilitators: Amy Bergant and Erin Dooley. No RSVP is required.*

Friday, October 20 10 a.m.-Noon Springfield Campus-ICW 108C

MOSAIC (diversity and inclusion)

U.S. Military Veterans as Students

This is a panel session with students who are military Veterans sharing their stories, concerns and resources. Topics of discussion include how the adult student learns, how being a military Veteran affects learning and what resources are available at OTC for students who are military Veterans. *No RSVP is required.*

Wednesday, November 15

2-4 p.m.

Springfield Campus-ICW 108BC

Coffee and Conversation

Do you speak Spanish or French? Every Friday, students have the opportunity to interact in a language lab directed by our language tutors. Stop by, play games and practice conversation skills

Fridays

9 a.m.-3 p.m. (Spanish)

Springfield Campus-Turner Student Lounge (ICW 1st floor)

Noon-3 p.m. (French)

Springfield Campus-Turner Student Lounge (ICW 1st floor)



Advising

“Getting Started” at OTC

Getting to know the admissions process, academic programs that OTC offers, the campus resources available to all students, and clubs for students is an important piece to be a successful advisor. In this session, we will discuss all these topics and more. Optional campus tour after the session. *Facilitator: David Lind. To reserve a seat for this session, please email lindd@otc.edu.*

Wednesday, August 30	2-3 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)
Thursday, August 31	2-3 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)

Advising Veteran Students

As more veterans enter the college campus, we aim to support their success in the classroom. In this session, learn about unique needs of student-veterans, discuss ways we can engage, encourage and empower our student-veterans, and hear from current student-veterans about their personal transition and experiences. *Facilitator: David Lind. To reserve a seat for this session, please email lindd@otc.edu.*

Wednesday, September 27	2-3:30 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)
Thursday, September 28	2-3:30 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)

Developmental Advising for Student Success

Many advisors answer questions that assist students with selecting courses for a program of study the student has already selected. This assumes that the student has gone through some systematic decision-making process on which program to study, though research indicates few students have actually engaged in this process of selecting a program. In this session, we discuss how to engage students to evaluate and explore their personal, academic, and professional goals. *Facilitator: David Lind. To reserve a seat for this session, please email lindd@otc.edu.*

Wednesday, October 18	2-3 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)
Thursday, October 19	2-3 p.m.	Springfield Campus-ICW 211 (Farmer’s Conference Room)

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 affect their success. In this workshop, we will discuss transfer programs offered, things your advisee should be aware of, and how to assist students moving on to their next institution. *Facilitator: David Lind. To reserve a seat for this session, please email lindd@otc.edu.*

Wednesday, November 1	2-3 p.m.	Springfield Campus-ICW 117
Thursday, November 2	2-3 p.m.	Springfield Campus-ICW 117

Advising Fair Prep/OTC Central Workshop

Advising and OTC Central Basics to help your students plan and register classes for the spring semester. Designed as an open lab session, come and go as you please. 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! *Questions? Please email lindd@otc.edu.*

Monday, November 13	1-4 p.m.	Springfield Campus-ICW 117
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Advising Fair—Tuesday, November 14

Accessibility

Deafness and the Classroom: How to Facilitate Learning for Students with a Hearing Loss

This session is geared toward any instructor who currently has a student who is deaf or hard of hearing in his/her class and will cover such topics as: students' needs as they relate to the classroom, interpreter etiquette, accommodations and technology. There will be time for Q&A and discussion. *For more information, please contact jonemeli@otc.edu. To reserve a seat, please visit the [online professional development calendar](#).*

Wednesday, August 30 1-2:30 p.m. Springfield Campus-ICE 224 (Simmons Conf Room)

Cool Gadgets 101

Have you ever wondered how students who are blind or low vision would use a computer? Or how a student who is paralyzed would write their research paper? Or how a student with dyslexia studies their textbook at home? Corey Charle' will demonstrate the "gadgets" used to help students with disabilities gain access at OTC. Participants will be introduced to the DaVinci CCTV, Smart Pens, JAWS Screen Reading Software, Read & Write 11.5, ZoomText and much, much more. *To reserve a seat, please visit the [online professional development calendar](#).*

Thursday, September 21 2:30-3:30 p.m. Springfield Campus-ICE 116
Friday, September 22 10-11 a.m. Springfield Campus-ICE 116

Testing with Accommodations

In this session staff from both Testing Services & Disability Support will team up to offer an overview of the testing/scheduling process for makeup exams and exams with accommodations. Information will include helpful links and forms for instructors to use and guidelines for best practices to ensure the best possible testing experience for all involved. *Facilitators: Corey Charle' 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, please visit the [online professional development calendar](#).*

Thursday, November 16 10-10:50 a.m. Springfield Campus-ICE 224 (Simmons Conf Room)

Need Help Making a Video Accessible?

If you need assistance making a video accessible for your class, please contact <http://online.otc.edu/faculty/faculty-development/support-on-demand/>

Accessibility Checklist

Accessibility Checklist for your Classes

Have you considered all of these accessibility related items?



Closed Captions

Are all of your videos closed captioned?
Transcripts are a plus, but closed captions are the standard.



Alt Text

Do all of the pictures on your website, Blackboard or Canvas have alt text (and not just captions)?



Document Accessibility

OCR PDFs, alt text, bookmarked, formatted headers, etc.



Font Readability

Do you use high contrast, easy-to-read, traditional fonts and sizes?



Hyperlinks

Does hyperlinked text clearly describe where your link sends the student?
"Click Here" isn't enough.



Confused by Anything Above?

Contact Corey Charle' in Disability Support Services.
charlec@otc.edu or 417.447.8193

Need Ideas for Department Meetings?

We can bring the training to you!

Gainful Employment Information

contact Vivian Elder at elderv@otc.edu

Escalation/Dating Abuse

contact Autumn Porter at portera@otc.edu

Title IX

contact Autumn Porter at portera@otc.edu

Ask A(n) Discussion (diversity discussion)

contact Marcia Wheeler at wheelerm@otc.edu

Available for Viewing

Academic Services purchased a DVD and an electronic copy of "[The Raising of America](#)" documentary. If you would like to have access to this 5-part series, please contact profdev@otc.edu

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. Faculty members follow the academic year calendar. Staff members follow the calendar year.

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

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If you have questions about the Fall 2017 sessions, would like to suggest a topic for Spring 2018 or would like to facilitate a session in Spring 2018, 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.

Employee Learning Opportunities, 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.