

NEVER STOP
LEARNING



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Employee Learning Opportunities

Fall 2019

**OZARKS TECHNICAL
COMMUNITY COLLEGE**

Technology/Software Training

Outlook and Outlook Calendar

Learn how to use the tools and features in Outlook and Outlook Calendar. *Facilitator: Jennifer Marshall-Hoggatt* To reserve a place in this session, please use the reservation/ticketing system below.

Monday, October 21	10-10:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/outlook-and-outlook-calendar-3/
Thursday, November 14	9-9:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/outlook-and-outlook-calendar-4/

Colleague Web UI Training

Learn the basic features of Colleague Web UI, tips and tricks, and ask specific questions about Colleague Web UI. *Facilitator: Ethan Penrose*. To reserve a place in this session, please use the reservation/ticketing system below.

Monday, October 21	2-2:50 p.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/colleague-web-ui-training-3/
Wednesday, November 13	9-9:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/colleague-web-ui-training-4/

Campus Event Scheduling Refresher

This session is an overview of the event scheduling processes involved in EMS and a step-by-step guide to reserving rooms and event set-ups. *Facilitators: Tara Hathcock and Cara Griffin* To reserve a place in this session, please use the reservation/ticketing system below.

Tuesday, October 22	10-11 a.m.	Springfield Campus-ICW 108B https://faculty.otc.edu/center/event/campus-event-sch...ing-refresher-3/
Wednesday, October 23	3-4 p.m.	Springfield Campus-ICW 108B https://faculty.otc.edu/center/event/campus-event-scheduling-refresher-4/

Google Docs

How can a Google Doc help me? Can I share it with others? What is the best way to keep them secure? Bring your questions about Google Docs and they'll get answered. *Facilitator: Jennifer Marshall-Hoggatt*. To reserve a place in this session, please use the reservation/ticketing system below

Wednesday, October 23	10-10:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/google-docs-2/
Wednesday, November 13	10-10:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/google-docs-3/

Using Zoom

Learn how to use the tools and features of Zoom web-conferencing software, such as: setting up a session, inviting others, recording sessions and sharing content. *Facilitator: Jennifer Marshall-Hoggatt*. To reserve a place in this session, please use the reservation/ticketing system below

Friday, October 25	10-10:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/using-zoom-3/
Monday, November 11	10-10:50 a.m.	Springfield Campus-GRF 123 https://faculty.otc.edu/center/event/using-zoom-4/

Technology/Software Training

TimeClock Plus

Learn how to use TCP for clocking in and clocking out (part time), filling out a timesheet (FTNE), requesting leave (FTNE and FTE) and how to approve time and requests (supervisor). *Facilitator: Jennifer Marshall-Hoggatt. To reserve a place in this session, please use the reservation/ticketing system below.*

Wednesday, October 30 10-10:50 a.m. Springfield Campus-GRF 123
<https://faculty.otc.edu/center/event/timeclock-plus/>

Thursday, November 14 10-10:50 a.m. Springfield Campus-GRF 123
<https://faculty.otc.edu/center/event/timeclock-plus-2/>

Using Camtasia (Screen capture and video editing software)

Learn how to use tools in Camtasia such as: creating videos, working with your projects adding transitions and annotations, editing videos and sharing videos. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a place in this session, please use the reservation/ticketing system below.*

Wednesday, October 30 11-11:50 a.m. Springfield Campus-GRF 123
<https://faculty.otc.edu/center/event/using-camtasia-screen-capture-and-video-editing-software-3/>

Monday, November 11 2-2:50 p.m. Springfield Campus-GRF 123
<https://faculty.otc.edu/center/event/using-camtasia-screen-capture-and-video-editing-software-4/>

Student Showcases

Our students are doing AMAZING things! Please watch the College Calendar for the ways they showcase their programs. The following are examples of showcases – but check out the calendar, there may be more!

Dental Programs Poster Presentations Monday, Dec 2 1-3 p.m. Jared Family Atrium

Graphic Design Student Showcase

Computer Information Science Showcase

Fall Play

Choir Concert

General Sessions

Registrar 101

Click as you learn in this interactive session! Spend the morning with the Assistant Registrar learning about registrar basics like: tips and tricks for troubleshooting basic registration issues, how and when to fill out a course substitution form, and how to submit a requisite waiver. We will also talk about what's new in the registrar's office and leave time for some Q&A, so this is also a great time to ask any questions that you may have but don't always have the opportunity to ask. This session is open to anyone, but would be especially helpful for department chairs, advisors, and faculty that work closely with students during registration. *Facilitator: Amy Bergant To reserve a place in this session, please use the reservation/ticketing system below.*

Wednesday, August 28	9-10:30 a.m.	Springfield Campus-ICW 116
		https://faculty.otc.edu/center/event/registrar-101/

Wednesday, September 4	10-11:30 a.m.	Springfield Campus-ICW 116
		https://faculty.otc.edu/center/event/registrar-101-2/

Bystander Intervention Training

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. 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 place in this session, please use the reservation/ticketing system below.*

Wednesday, August 28	3-4:15 p.m.	Springfield Campus-Brooks Conf Room (ICW 219P)
		https://faculty.otc.edu/center/event/bystander-intervention-training-2/

Tuesday, November 19	3-4:15 p.m.	Springfield Campus-Brooks Conf Room (ICW 219P)
		https://faculty.otc.edu/center/event/bystander-intervention-training-3/

Date to be determined		Richwood Valley Campus
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Behind Closed Doors? How Violence at Home Can Impact Student Performance

You interact with a student who often stares into space, doesn't turn homework in on time, and frequently misses class. While all of these can be symptoms of an unmotivated student, they can also be symptoms of a much more troubling cause. Interpersonal violence has a wide reach in Southwest Missouri, and the effects of this violence reaches just as far. This session will dive into the complicated problem of interpersonal violence in Southwest Missouri and the effects of violence on concentration, performance, and degree completion. Resources will be identified both on campus and in the community to help students recover from violence and go on to be successful both academically and personally. *Facilitator: Rachel Swadley*

Tuesday, September 24	3-4:30 p.m.	Springfield Campus-ICE 128
		https://faculty.otc.edu/center/event/behind-closed-doors-student-performance/

Thursday, November 14	8-9:30 a.m.	Springfield Campus-ICE 128
		https://faculty.otc.edu/center/event/behind-closed-doors-student-performance-2/

Project Heal Speaker: Wambui Bahati

Project Heal, in collaboration with Harmony House, is bringing Wambui Bahati to campus to discuss domestic violence. She is a survivor of domestic violence and will use entertaining dialogue and humor to educate participants about the impact of domestic violence. There will be time for Q&A. *For more information, please contact Rachel Swadley.*

Thursday, September 26	1-3 p.m.	Springfield Campus-LCN 211
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General Sessions

You Have Taken CliftonStrengths-Now What?

For faculty, staff, and students, living a great life starts when they discover and develop what they naturally do best. CliftonStrengths helps build confidence in all of us and provides a shared language for discussing group activities, career pursuits, and leadership. This presentation will introduce you to a unique way of preparing yourself and students to work successfully in teams through a paradigm shift in thinking.

Before attending this interactive session it is important that you take, or have taken, the CliftonStrengths assessment. Use your own results to dig deeper into how you can develop effective teams that will take them into the world of work as better team members. To access the assessment, please contact Kathy Christy, Director of Career Services.

Facilitators: Kathy Christy, Lacey Busick and Brandon Gash.

Wednesday, October 2	3-4 p.m.	Springfield Campus-ITTC 223
Thursday, November 14	3-4 p.m.	Springfield Campus-ITTC 223

Guiding the Undecided Student

Have you ever met with a student who seemed a little lost in their career path? Have you noticed they seem disinterested and are struggling? In this session we will explore how to utilize Career Coach as a tool to assist students in the career exploration and development process. Learn how students can use Career Coach to explore specific careers that match their strengths and achieve their career goals through OTC academic programs, and find regional information about job outlook, salaries, and current job postings. Career Coach is a user-friendly tool in which faculty, staff, and students can all benefit! *Facilitators: Kathy Christy, Lacey Busick and Brandon Gash.*

Tuesday, October 8	10-11 a.m.	Springfield Campus-ICW 234
Wednesday, November 6	3-4 p.m.	Springfield Campus-ICW 234

First Friday A.R.T.S. Sessions

Sessions are every hour, on the hour, beginning at 9 a.m. and ending at 3 p.m. *Facilitator: Steve Fouse.*

Please visit <https://www.signupgenius.com/go/30E0E4AAAF23A7FF2-firstfriday> so Steve knows which session you'd like to attend.

Advising Toolbox

Back by popular demand! The six tools to use with students immediately.

Friday, September 6	Springfield Campus-LCN 101
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Core 42 and Degree Audits

Back by popular demand! What you need to know to help students confidently.

Friday, October 4	Springfield Campus-ICE 123C
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Guided Self-Placement and Which Math is Right for Students

This is a GSP refresher and how to help students get into the math class that is right for them.

Friday, November 1	Springfield Campus-ICW 108B
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Upping Your Advising Game

Moving from passive to proactive advising in career exploration, financial aid, course planning and resource referrals.

Friday, December 6	Springfield Campus-ITTC 222
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MOSIAC

Undocumented Students and How to Help

We continue to explore this "Hot Topic" as a growing number of undocumented students graduate high school and attempt to pursue their dreams. OTC is exploring how to help undocumented, DACA, and other "non-residential" students navigate higher education. Questions often arise in how to help this group of students pursue their dreams and what barriers are faced as they navigate higher education. OTC's goal is to remove the hesitation of working with these students and open our doors to better serve them. *Presented by Terri Fahnestock and Barry Armstrong. No RSVP required.*

Thursday, September 5

1-3 p.m.

Springfield Campus-ICW 216

Ask A(n) _____ Discussion

In this session, we will view and discuss the diversity video that was produced by Southeast Missouri State University in 2016 which resulted in an "honest conversation about race, religion, diversity stereotypes and the uniqueness of everyone's personal experience" at their campus. Part of the discussion will include what we can do to "continue the conversation" at OTC. *Students are welcome to attend. If you are at a location other than Springfield and would like to join the conversation, please contact profdev@otc.edu and a session will be scheduled at your location.*

Tuesday, September 24

1-2 p.m.

Springfield Campus-ICW 108B

Wednesday, October 9

11 a.m.-Noon

Springfield Campus-ICW 108B

Tuesday, November 12

1-2 p.m.

Springfield Campus-ICW 108B

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. *Presented by Eloise Thomas. No RSVP required.*

Thursday, September 26

2:30-3:30 p.m.

Springfield Campus-ICW 222

Microaggressions

Warning: We've all experienced microaggressions – both as the victim and the aggressor. We all have responsibility for creating a safe learning environment for our students, faculty and staff. Are you aware of the little things that you say or do that may be offensive to someone from another race? Or religion, socioeconomic background, gender, the list goes on and on. This session will differentiate between microaggressions, microinsults and microinvalidations. We'll look at common phrases and sayings and discuss ways of making them more appropriate in the classroom and/or work setting. Awareness is the first step in addressing this common problem. *Facilitators: Barry Armstrong and Marcia Wheeler.*

Friday, October 4

10 a.m.-2 p.m..

Lebanon Center

Understanding Your Transgender Students and Colleagues

An overview of basics to help you make sure that your vocabulary is LGBTQ friendly, why this is important, some tips and tricks to help you avoid or navigate through tricky situations, and Q&A to address some of your specific concerns. *Presented by Ren Adams. RSVP appreciated but not necessary. E-mail adamsr@otc.edu to reserve a seat.*

Wednesday, October 9

2-3 p.m.

Springfield Campus-ICW 108B

MOSIAC

Better Relationships in 30 Seconds

Do you have trouble knowing how to relate to people who are different? Do you have trouble knowing how to relate to people you don't know, or even those you do? This presentation will introduce reciprocity heuristics, which are systems of responding to and interacting with people. We will cover three related reciprocity heuristics, including one that is well-known, and practice applying these three systems to current relationships in small discussion/interaction groups. A mix of information and practical application, this session has the potential to revolutionize how people view their professional and personal relationships and give them a guide to improve them in as little as 30 seconds. This presentation, including lecture, group activities, and discussion time, will be one hour. *Presented by Steve Fouse. No RSVP required.*

Tuesday, November 5

2:30-3:30 p.m.

Springfield Campus-ICW 108B

Effective Integration of Students with Disabilities:

A short presentation about inclusive vocabulary and disability models followed by a panel discussion/ Q&A with students with disabilities. *Presented by Jeff Jones and Ren Adams. For more information, please email adamsr@otc.edu.*

Available to groups/departments/classes on request.

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 please email mosaic@otc.edu.

Available to groups/departments/classes on request.

Safe Zone 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. *Facilitators: Ren Adams and Dani Lacio. For more information please email mosaic@otc.edu.*

Available to groups/departments/classes on request.

Safe Zone 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. *Facilitators: Ren Adams and Dani Lacio. For more information please email mosaic@otc.edu.*

Available to groups/departments/classes on request.

Employee 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
- All events can be viewed electronically at <https://faculty.otc.edu/center/events/> . Check this calendar periodically since additional sessions may be added.
- All teaching/classroom sessions are offered through the Center for Academic Innovation. To view the sessions offered by the Center, please visit <https://faculty.otc.edu/center/>

Want to facilitate a session?

If you have questions about the fall 2019 sessions, would like to suggest a topic for future sessions or would like to facilitate a session, please contact: profdev@otc.edu

Proposals for spring 2020 sessions are due to profdev@otc.edu by September 30, 2019.

Proposals for summer 2020 sessions are due to profdev@otc.edu by March 31, 2020.

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 Development Activities 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.

They also address Strategic Initiative One, Goal Three: Encourage professional development opportunities for faculty and staff aligned with institutional priorities and employee feedback.