

**NEVER STOP
LEARNING**



© Can Stock Photo

Employee Learning Opportunities Spring 2020

**OZARKS TECHNICAL
COMMUNITY COLLEGE**

Academic Program Showcase

The annual program/department showcase will feature the following areas of the College:

Computer Information Science
Electronic Media Production
Medical Laboratory Technician
Surgical Technology
Simulation Center

Culinary/Hospitality
Behavior Health Support
Networking Technology
Health Sciences
Physical Sciences
Life Sciences

Early Childhood Development
Hearing Instrument Science
Respiratory Therapy
Aviation
Social Sciences

Come learn about these areas of the College. *All are welcome to attend.*

Tuesday, February 18

8:30-10:30 a.m.

Springfield Campus-LCN 211

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
- Graphic Design Student Showcase
- Computer Information Science Showcase
- Spring Play/Musical
- Choir Concert

Community Involvement

One of the categories of employee development is Community Involvement. There are many ways that you can earn hours in this category. *Please remember: Your supervisor should approve all professional development activities.*

Please watch the calendar and/or your inbox for different volunteer opportunities.

If there are opportunities that you would like to have added to the calendar, please contact profdev@otc.edu with the information.



Innovation Celebration Boot Camp

The 2020 OTC Innovation Celebration event will recognize and reward OTC employees, programs and departments that make exceptional contributions to innovation at the college. The new Game Changer Grants will award significant funding for proposals meeting one of OTC's three Strategic Initiatives, and the Student Success Mini-Grants will be awarded again. The Grants Office is available to provide assistance and feedback to those who are applying or considering it. Come to an Innovation Celebration Boot Camp to get the help you need to be competitive! One more boot camp opportunity scheduled for January 22.

Tuesday, January 14

1:30-3:30 p.m.

Springfield Campus-ICW 108BC

Innovation Celebration Boot Camp

The 2020 OTC Innovation Celebration event will recognize and reward OTC employees, programs and departments that make exceptional contributions to innovation at the college. The new Game Changer Grants will award significant funding for proposals meeting one of OTC's three Strategic Initiatives, and the Student Success Mini-Grants will be awarded again. The Grants Office is available to provide assistance and feedback to those who are applying or considering it. Come to the last Innovation Celebration Boot Camp to get the help you need to be competitive!

Wednesday, January 22

8:30-10:30 a.m.

Springfield Campus-ICW 108BC

Mandatory Session

Essentials for Supervisors

Mandatory for all new supervisors hired since January 2019. Includes, but is not limited to: Covering PageUp basics and onboarding processes, employee related injuries, avoiding management snafus, employee relations, and an inside glance at performance management best practices. *Facilitator: Cara Griffin. Please contact Cara at griffinc@otc.edu for the Zoom link.*

Friday, March 27

9 a.m.-Noon

Springfield Campus-ICW 108BC or Zoom

General Sessions

Page Up Training

Come learn the capabilities of PageUp- our new onboarding, recruiting, and hiring system! Learn how to locate a job description, prepare a job requisition, the job posting process, onboarding process, and answer questions about hiring committees. Feel free to bring questions with you as we navigate PageUp together. *Facilitator: Cara Griffin. Please contact Cara for the Zoom link.*

Tuesday, January 28 10 a.m.-Noon Springfield Campus-ICW 108BC or Zoom

Why Use CliftonStrengths in Higher Education?

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. Do you have student group assignments in your classroom? Would you like to incorporate the type of teamwork skills into group projects that improve team productivity and thus, student success? 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 student 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, Brandon Gash and Lacey Busick.*

Thursday, February 6 9-10 a.m. Springfield Campus-ICW 234
Tuesday, March 24 3-4 p.m. Springfield Campus-ICW 234

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 visit the corresponding links below.*

Tuesday, February 11 3-4:15 p.m. Springfield Campus-ICW 219P (Brooks)
<https://faculty.otc.edu/center/event/bystander-intervention-training-4/>

Friday, March 13 9:30-10:45 a.m. Springfield Campus-ICW 219P (Brooks)
<https://faculty.otc.edu/center/event/bystander-intervention-training-5/>

Monday, March 30 2-3:15 p.m. Springfield Campus-ICW 219P (Brooks)
<https://faculty.otc.edu/center/event/bystander-intervention-training-6/>

Thursday, April 16 10:30-11:45 a.m. Springfield Campus-ICW 219P (Brooks)
<https://faculty.otc.edu/center/event/bystander-intervention-training-7/>

General Sessions

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. Reservations are appreciated, but not required. To reserve a seat in this session, please visit the corresponding links below*

Wednesday, February 12 3-4:30 p.m. Springfield Campus-ICE 128
<https://faculty.otc.edu/center/event/behind-closed-doors-how-violence-at-home-can-impact-student-performance-3/>

Thursday, April 2 1-2:30 p.m. Springfield Campus-ICE 128
<https://faculty.otc.edu/center/event/behind-closed-doors-how-violence-at-home-can-impact-student-performance-4/>

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. *Facilitator: Ren Adams. RSVP appreciated but not necessary. E-mail adamsr@otc.edu to reserve a seat.*

Thursday, February 27 2:30-3:30 p.m. Springfield Campus-ICE 228

Ask A(n) _____ Discussion

This is a viewing and discussion of 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. *Facilitator: Marcia Wheeler. Students are welcome to attend. If you are at a location other than Springfield and would like to join the conversation, please contact wheelerm@otc.edu and a session will be scheduled at your location.*

Friday, February 28 1-2 p.m. Springfield Campus-ICW 108C
 Wednesday, March 25 11 a.m.-Noon Springfield Campus-ICW 108C

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.*

Tuesday, March 3 2:30-3:30 p.m. Springfield Campus-ICE 228

General Sessions

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. *No sessions are scheduled. If you would like this for a department meeting or group setting, please email mosaic@otc.edu.*

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. No sessions are scheduled. If you would like this for a department meeting or group setting, please email wheelerm@otc.edu.*

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. Facilitator: Ren Adams. *No sessions are scheduled. If you would like this for a department meeting or group setting, please email mosaic@otc.edu.*

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). *No sessions are scheduled. If you would like this for a department meeting or group setting, please email mosaic@otc.edu.*

Technology/Software Training

Google Docs and Google Services

Learn the basic features of Google Docs and other Google services. Walk through features and brainstorm on how to use the Google services in the classroom or office. Learn about Google Docs, Google Sheets, Google Slides, Google Drive, & Google Forms. All faculty and staff at OTC can sign in and use the features with their OTC username and password. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a computer in this session, please visit the corresponding links below.*

Tuesday, January 14 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/google-docs-and-google-services/>

Tuesday, January 14 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/google-docs-and-google-services-2/>

Camtasia (Screen Recording and Editing Software)

Learn how you can get access to Camtasia for your OTC computer, and for personal use. Walk through features in Camtasia, and brainstorm on how to use Camtasia in the classroom or office. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a computer in this session, please visit the corresponding links below.*

Wednesday, January 22 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/camtasia-screen-...editing-software/>

Wednesday, January 22 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/camtasia-screen-...iting-software-2/>

Colleague Web UI

Learn basic features in Colleague Web UI. Walk through tips and tricks for using the software. *Facilitator: Ethan Penrose. To reserve a computer in this session, please visit the corresponding links below.*

Tuesday, January 28 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/colleague-web-ui/>

Wednesday, February 12 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/colleague-web-ui-2/>

Using Zoom (Video and Audio Conferencing Software)

Learn about Zoom and the basic features of using Zoom. We will walk through the features and brainstorm on uses in the office & classroom. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a computer in this session, please visit the corresponding links below.*

Wednesday, January 29 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/using-zoom-video...rencing-software/>

Wednesday, January 29 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/using-zoom-video...ncing-software-2/>

Technology/Software Training

Outlook and Outlook Calendar

Learn basic features in Outlook & Outlook Calendar. Walk through features such as automatic replies, setting up rules, using voting buttons, checking names and locating email addresses, creating folders and moving mail into the folders, voicemail to email feature, setting up your signature, creating calendar appointments and meetings, using the scheduling assistant, & sharing your calendar. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a computer in this session, please visit the corresponding links below.*

Tuesday, February 4 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/outlook-and-outlook-calendar-5/>

Tuesday, February 4 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/outlook-and-outlook-calendar-6/>

Keeping Your Computer Secure

This presentation will cover common methods that attackers use, as well as, basic steps that can be taken to keep your information secure. Attendees will understand 1) Common attack vectors used by malicious users/ organizations such as email, advertisements, and mobile apps. 2) Basic steps to determine if an email is malicious as well as basic steps to keep information secure on the computer as well as online. *Facilitator: Tom Foley. To reserve a computer in this session, please visit the corresponding links below.*

Thursday, March 5 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/keeping-your-computer-secure/>

Thursday, April 16 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/keeping-your-computer-secure-2/>

One Drive (Electronic File Cloud Storage)

Learn how to access OneDrive and store files electronically in the OneDrive location. Facilitator: Neil Mann. To reserve a computer in this session, please visit the corresponding links below.

Thursday, March 5 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/one-drive-electronic-file-cloud-storage/>

Thursday, April 2 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/one-drive-electronic-file-cloud-storage-2/>

Technology/Software Training

Adobe Acrobat Forms

Learn how to use Adobe Acrobat to create fillable forms! We will walk through basic features such as creating a PDF, creating forms, editing the fields in the forms, adding text boxes, check boxes, drop-down menus, and signatures. *Facilitator: Jennifer Marshall-Hoggatt. To reserve a computer in this session, please visit the corresponding links below.*

Tuesday, March 24 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/adobe-acrobat-forms/>

Friday, March 27 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/adobe-acrobat-forms-2/>

Wednesday, April 8 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/adobe-acrobat-forms-3/>

OTC Phone Tips

Learn basic tips & tricks to features of the OTC office phones such as how to use the corporate directory to locate colleagues, how to forward your OTC phone to your cellphone, how to use the voicemail to email features, and other tips. *Facilitators: Jennifer Marshall-Hoggatt, Lee Marsh and Mike Gilmore. To reserve a seat in this session, please visit the corresponding links below.*

Tuesday, March 31 10-10:50 a.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/otc-phone-tips/>

Wednesday, April 29 2-2:50 p.m. Springfield Campus-Graff 123
<https://faculty.otc.edu/center/event/otc-phone-tips-2/>

Advising Sessions

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.*

Thursday, February 13
Tuesday, April 7

9-10 a.m.
2-3 p.m.

Springfield Campus-ICW 234
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: Erin Dooley*

Please visit <https://www.signupgenius.com/go/30E0E4AAAAF23A7FF2-firstfriday> so Erin knows which session you'd like to attend.

Career Exploration for Advisors

This is an introduction to Career Coach and Focus 2 for advisors.

Friday, February 7

Springfield Campus-NKM 122

Financial Aid Basics

Erin will explain the four types of financial aid, the financial aid process and how to help students.

Friday, March 6

Springfield Campus-ICE 123C

Secret Student Supports

Back by popular demand! The ten student supports you might not know about

Friday, April 3

Springfield Campus-ICW 115

Help Students Transfer

Back by popular demand! Help OTC students get the best start on their transfer plans and goals.

Friday, May 1

Springfield Campus-ICE 123C

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 employee 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 specific 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 spring 2020 sessions, would like to suggest a topic for future sessions or would like to facilitate a session, please contact: profdev@otc.edu

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

Proposals for fall 2020 sessions are due to profdev@otc.edu by June 30, 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.