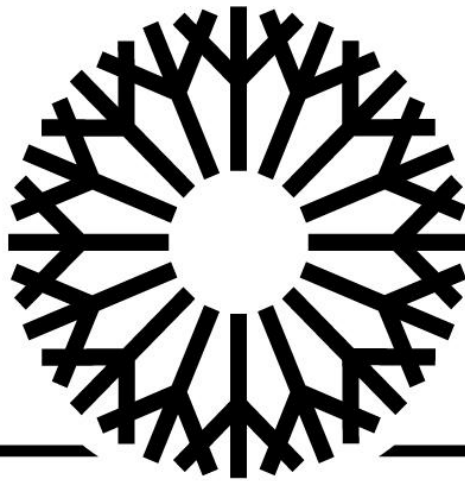


SPRING 2018
WELCOME WEEK



OKLAHOMA CITY
COMMUNITY COLLEGE

JANUARY 8-12, 2018

WELCOME WEEK SPRING 2018 AT-A-GLANCE SCHEDULE

MONDAY, JANUARY 8	TUESDAY, JANUARY 9	THURSDAY, JANUARY 11
8:00AM-5:00PM AF Class Preparation & Student Appointments	8:00AM-5:00PM AF Class Preparation & Student Appointments	8:00AM-5:00PM AF Class Preparation & Student Appointments
9:00AM-11:30AM NF Teaching the 21 st Century Community College Student Location: AH 2F2	10:30AM-11:20AM TL A Good Start and a Great End Location: SEM 2E2	9:00AM-9:50AM M Moodle Crash Course Location: SEM 2G1A
10:30AM-11:20AM MT ELAC/Student Learning Council Location: AH 1D1	1:00PM-3:00PM AF Division and Department Meetings Locations: Division Classrooms* *See complete schedule for location details	10:00 AM-10:50AM M Interactivity in Moodle: H5P Location: SEM 2G1A
10:30AM-11:20AM MT AOAC/Student Learning Council Location: AH 1D1	3:00PM-3:50PM TL Modifying Lectures – Simple Strategies That Will Improve Student Learning Location: SEM 2E2	10:00AM-10:50AM ST Campus Police Personal Safety and Awareness Programming Location: MB 1X5
10:30AM-11:20AM MT General Education Committee/Student Learning Council Location: AH 1D1	4:00PM-4:50PM M Moodle Crash Course Location: SEM 2G1A	11:00AM-12:00PM SE Faculty and Academic Professional Staff Luncheon Host: President Jerry Steward Location: CU 1 <i>RSVP Required by 4:00 p.m. 1/8/18</i>
10:30AM-11:30AM AF Pre-Retirement Planning Location: CU 2 & 3	4:00PM-4:50PM TL Success in College & Life Instructors Meeting Location: AH 1C3	12:15PM-1:15PM SE Faculty and Academic Professional Staff Luncheon Host: President Jerry Steward Location: CU 2 <i>RSVP Required by 4:00 p.m. 1/8/18</i>
1:00PM-2:50PM AF Academic Affairs Faculty and Professional Staff Meeting Location: Bruce Owen Theater	5:00PM-8:30PM ADJ Adjunct Faculty Welcome Reception Location: General Dining Area	1:30PM-2:20PM TL Reflection – Let’s Think About That Location: SEM 2E2
4:00PM-4:50PM M Moodle Overview Location: SEM 2G1A	WEDNESDAY, JANUARY 10	
5:30PM-7:30PM NAF InfoFest for New Adjunct Faculty Members Location: CU 1-3	8:00AM-5:00PM AF Class Preparation & Student Appointments	8:00AM-5:00PM AF Class Preparation & Student Appointments
	10:00AM-11:50AM TL English Teaching and Learning Location: AH 2F2	9:00AM-4:00PM M TL Faculty Drop-In Consultations Location: Center for Learning & Teaching SEM 2G3
	11:00AM-11:50AM ST Campus Police Personal Safety and Awareness Programming Location: MB 1X5	11:00AM-12:00PM SE College Staff Luncheon Host: President Jerry Steward Location: CU 1 <i>RSVP Required by 4:00 p.m. 1/8/18</i>
	11:00 a.m.-11:50 a.m. TL Poll Everywhere Location: SEM 2G1A	12:15PM-1:15PM SE College Staff Luncheon Host: President Jerry Steward Location: CU 2 <i>RSVP Required by 4:00 p.m. 1/8/18</i>
	1:00PM-3:00PM AF Faculty Office Hours—Required Location: Faculty Offices	
FRIDAY, JANUARY 12		

ADJ	AF	M	MT	NAF	NF	SE	ST	TL
Adjunct Faculty	All Faculty	Moodle	Meeting	New Adjunct Faculty	New Faculty	Special Event	Safety Training	Teaching & Learning

Monday, January 8

<p>8:00 a.m.–5:00 p.m. Faculty Offices</p>	<p>Class Preparation and Student Appointments This time is provided for preparation for classes and appointments with students.</p>	<p>AF</p>
<p>9:00 a.m.–11:30 a.m. AH 2F2</p>	<p>Teaching the 21st Century Community College Student <i>Host: Dr. Glenne' Whisenhunt, Director of The Center for Learning and Teaching</i> This workshop is a continuation of the New Faculty Orientation. This session will provide insights to the 21st Century Community College student and strategies to teach, communicate, and engage today's learner.</p>	<p>NF</p>
<p>10:30 a.m.–11:20 a.m. AH 1D1</p>	<p>ELAC/Student Learning Council <i>Host: Ms. Kim Jameson, Associate Vice President for Academic Affairs</i> This meeting is for members from the Entry Level Assessment Committee, General Education Committee, Academic Outcomes Assessment Committee, Academic Deans, and any others interested in assessment. Updates from each committee will be presented.</p>	<p>MT</p>
<p>10:30 a.m.–11:20 a.m. AH 1D1</p>	<p>AOAC/Student Learning Council <i>Host: Ms. Kim Jameson, Associate Vice President for Academic Affairs</i> This meeting is for members from the Entry Level Assessment Committee, General Education Committee, Academic Outcomes Assessment Committee, Academic Deans, and any others interested in assessment. Updates from each committee will be presented.</p>	<p>MT</p>
<p>10:30 a.m.–11:20 a.m. AH 1D1</p>	<p>General Education Committee/Student Learning Council <i>Host: Ms. Kim Jameson, Associate Vice President for Academic Affairs</i> This meeting is for members from the Entry Level Assessment Committee, General Education Committee, Academic Outcomes Assessment Committee, Academic Deans, and any others interested in assessment. Updates from each committee will be presented.</p>	<p>MT</p>
<p>10:30 a.m.–11:30 a.m. College Union 2 & 3</p>	<p>Pre-Retirement Planning <i>Presenters: Human Resources</i> This 60-minute session is an opportunity for OCCC employees to ask questions related to pre-retirement planning. Representatives from the Social Security Administration and VOYA will be part of this session.</p>	<p>AF</p>

Monday, January 8

1:00 p.m.–3:50 p.m.
Bruce Owen Theater

Academic Affairs Faculty and Professional Staff Meeting
All Academic Affairs Faculty and Professional Staff are Required to Attend

NF

4:00 p.m.–4:50 p.m.
SEM 2G1A

Moodle Overview
Presenter: Mr. Morgan Felty, Student Engagement & Moodle End User Administrator, Center for Learning and Teaching

M

This session covers the Moodle basics—navigating within Moodle, the basics of adding resources and assignments, course editing, and using Quickmail to contact students.

5:30 p.m.–7:30 p.m.
College Union 1-3

InfoFest for New Adjunct Faculty Members
Host: Mr. Greg Gardner, Vice President for Academic Affairs

NAF

A light buffet dinner will be served.

This is an opportunity for adjunct faculty teaching at Oklahoma City Community College for the first time to learn about College procedures important to adjunct faculty. **This session is required for all new adjunct faculty members.** Please see separate agenda for program details.

Tuesday, January 9

8:00 a.m.–5:00 p.m.
Faculty Offices

Class Preparation and Student Appointments
This time is provided for preparation for classes and appointments with students.

AF

10:30 a.m. – 11:20 a.m.
SEM 2E2

A Good Start and a Great End
*Presenter: Ms. Susie Stear, Course Design Consultant
Center for Learning and Teaching*

TL

Did you know that the first five minutes of your class time may be the most important? What you do at the beginning and end of each class period has a huge impact on student motivation, participation and over-all learning. Attend this session and learn some strategies for starting and ending class that can be added to your teaching toolbox.

Tuesday, January 9

Full- Time Faculty Division and Department Meetings

<p>1:00 p.m.–3:00 p.m. MB 1X5</p>	<p>Arts, English and Humanities Division and Department Meeting <i>Chair: Ms. Kim Jameson, Acting Dean</i></p>	<p>AF</p>
<p>1:00 p.m.–3:00 p.m. MB 2N3</p>	<p>Business and Information Technology Division and Department Meeting <i>Chair: Mr. John Claybon, Dean</i></p>	<p>AF</p>
<p>1:00 p.m.–3:00 p.m. SEM 2A7</p>	<p>Science and Mathematics Division and Department Meeting <i>Chair: Dr. Max Simmons, Dean</i></p>	<p>AF</p>
<p>1:00 p.m.–3:00 p.m. HP 226</p>	<p>Health Professions Division and Department Meeting <i>Chair: Ms. Deborah Myers, Dean</i></p>	<p>AF</p>
<p>1:00 p.m.–3:00 p.m. SSC 1H7</p>	<p>Social Sciences Division and Department Meeting <i>Chair: Dr. Susan Tabor, Dean</i></p>	<p>AF</p>
<p>3:00 p.m.–3:50 p.m. SEM 2E2</p>	<p>Modifying Lectures – Simple Strategies That Will Improve Student Learning <i>Presenter: Ms. Susie Stear, Course Design Consultant, Center for Learning and Teaching</i></p> <p>Traditional lecturing is a respectable age-old teaching method and a very efficient way to present information. BUT, there are numerous simple teaching strategies that can be used WITH lecturing to improve student learning. Attend this session to find out how (with very little effort) you can engage your students to maximize their learning.</p>	<p>TL</p>
<p>4:00 p.m.–4:50 p.m. SEM 2G1A</p>	<p>Moodle Crash Course <i>Presenter: Mr. Morgan Felty, Student Engagement and Moodle End User Administrator, Center for Learning and Teaching</i></p> <p>This hands-on experience is for faculty who are ready to get their course set up in Moodle.</p>	<p>M</p>
<p>4:00 p.m.–4:50 p.m. AH 1C3</p>	<p>Success in College and Life Instructors Meeting <i>Facilitator: Ms. Chaya Chandrasekhar, Success in College and Life Faculty Member</i></p> <p>All Success in College and Life course instructors are strongly encouraged to attend this meeting which provides an opportunity for questions, updates, new information, sharing, and receiving handouts.</p>	<p>TL</p>
<p>5:00 p.m.–8:30 p.m. General Dining Area</p>	<p>Adjunct Faculty Welcome Reception <i>Host: Mr. Greg Gardner, Vice President for Academic Affairs</i></p> <p>A light buffet dinner will be served.</p> <p>This is an opportunity for our adjunct faculty to hear institutional updates and participate in their respective division and department meetings.</p>	<p>ADJ</p>

AF All Faculty	M Moodle	TL Teaching & Learning	ST Safety Training
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Wednesday, January 10

<p>8:00 a.m.–5:00 p.m. Faculty Offices</p>	<p>Class Preparation and Student Appointments This time is provided for preparation for classes and appointments with students.</p>	<p>AF</p>
<p>10:00 a.m.–11:50 a.m. AH 2F2</p>	<p>English Teaching and Learning <i>Facilitator: English Composition Team</i></p> <p>This session is open to all faculty particularly the Arts, English, and Humanities faculty. In the context of composition, which may apply to other courses, topics may include: exploring curriculum design/development, teaching strategies/adult learning concepts, objectives/outcomes assessment, and program evaluations.</p> <p><i>Please send an RSVP to Ms. Tonya Kymes, tkymes@occc.edu</i></p>	<p>TL</p>
<p>11:00 a.m.–11:50 a.m. MB 1X5</p>	<p>Campus Police Personal Safety and Awareness Programming <i>Presenters: Mr. Daniel Piazza, OCCC Police Chief</i></p> <p>This session provides campus awareness training covering topics such as operations of the Campus Police Department, Campus Alert Notification System, Crime Prevention and Personal Safety, and Classroom Emergency Procedures.</p>	<p>ST</p>
<p>11:00 a.m.–11:50 a.m. SEM 2G1A</p>	<p>Poll Everywhere <i>Presenter: Mr. Morgan Felty, Student Engagement and Moodle End User Administrator, Center for Learning and Teaching</i></p> <p>This hands-on session is for all faculty who would like to learn how to use OCCC's subscription for Poll Everywhere to get an immediate indicator of student understanding of a concept or to increase student engagement during class. Please bring your cell phones with you.</p>	<p>TL</p>
<p>1:00 p.m.–3:00 p.m. Faculty Offices</p>	<p>Faculty Office Hours—Required <u>This is a time for you to meet with students and plan for the semester.</u></p>	<p>AF</p>

Thursday, January 11

<p>8:00 a.m.–5:00 p.m. Faculty Offices</p>	<p>Class Preparation and Student Appointments This time is provided for preparation for classes and appointments with students.</p>	<p>AF</p>
<p>9:00 a.m.–9:50 a.m. SEM 2G1A</p>	<p>Moodle Crash Course <i>Presenter: Mr. Morgan Felty, Student Engagement and End User Administrator, Center for Learning and Teaching</i></p> <p>This is a hands-on experience for faculty who are ready to get their course set up in Moodle.</p>	<p>M</p>

AF All Faculty	M Moodle	TL Teaching & Learning	ST Safety Training
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Thursday, January 11

10:00 a.m.–10:50 a.m.
SEM 2G1A

Interactivity in Moodle: H5P

Presenter: Mr. Morgan Felty, Student Engagement and Moodle End User Administrator, Center for Learning and Teaching



H5P is an exciting new resource that makes it easy to add interactive content to your courses. Content types include Interactive Videos, Timelines, Drag and Drop resources, and many more. This session will explore the different types of content available in H5P and explain the H5P content set up process.

10:00 a.m.–10:50 a.m.
MB 1X5

Campus Police Personal Safety and Awareness Programming

Presenters: Mr. Daniel Piazza, OCCC Police Chief



This session provides campus awareness training covering topics such as operations of the Campus Police Department, Campus Alert Notification System, Crime Prevention and Personal Safety, and Classroom Emergency Procedures.

11:00 a.m.–12:00 p.m.
College Union 1

Faculty and Academic Professional Staff Luncheon with President Jerry Steward (Early Luncheon)

Host: President Jerry Steward

The lunch is limited to 40 people. Please RSVP to President’s office at ext. 7502 or tabitha.a.narvaiz@occc.edu by 4:00 p.m., Monday, January 8.



12:15 p.m.–1:15 p.m.
College Union 2

Faculty and Academic Professional Staff Luncheon with President Jerry Steward (Late Luncheon)

Host: President Jerry Steward

The lunch is limited to 40 people. Please RSVP to President’s office at ext. 7502 or tabitha.a.narvaiz@occc.edu by 4:00 p.m., Monday, January 8.



1:30 p.m.–2:20 p.m.
SEM 2E2

Reflection – Let’s Think About That

Presenter: Ms. Susie Stear, Course Design Consultant Center for Learning and Teaching



What is reflection, and how can it be used in your course? Take a minute to think about that, and then mark your calendar to attend this session. You’ll learn what reflection is and how it can be used to improve student learning and help them make important connections that will lead to life-long-learning.

AF All Faculty	M Moodle	SE Special Event	ST Safety Training
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Friday, January 12

<p>8:00 a.m.–5:00 p.m. Faculty Offices</p>	<p>Class Preparation and Student Appointments This time is provided for preparation for classes and appointment with students.</p>	<p>AF</p>
<p>9:00 a.m.–4:00 p.m. SEM 2G3</p>	<p>Center for Learning and Teaching: Faculty Drop-In Consultation Sessions Faculty can drop in with questions or for assistance with final course preparation and discussions of course strategies.</p>	<p>M TL</p>
<p>11:00 a.m.–12:00 p.m. College Union 1</p>	<p>College Staff Luncheon with President Jerry Steward (Early Luncheon) <i>Host: President Jerry Steward</i> <i>The lunch is limited to 40 people. Please RSVP to President’s office at ext. 7502 or tabitha.a.narvaiz@occc.edu by 4:00 p.m., Monday, January 8.</i></p>	<p>SE</p>
<p>12:15 p.m.–1:15 p.m. College Union 2</p>	<p>College Staff Luncheon with President Jerry Steward (Late Luncheon) <i>Host: President Jerry Steward</i> <i>The lunch is limited to 40 people. Please RSVP to President’s office at ext. 7502 or tabitha.a.narvaiz@occc.edu by 4:00 p.m., Monday, January 8.</i></p>	<p>SE</p>

INFOFEST FOR NEW ADJUNCT FACULTY MEMBERS
JANUARY 8, 2018
COLLEGE UNION ROOMS 1-3

5:30 p.m.–6:00 p.m.

Light Buffet Meal

6:00 p.m.–6:30 p.m.

Welcome

President Jerry Steward

Mr. Greg Gardner

Vice President for Academic Affairs

Student Support Services

Mr. Todd Rudat

Coordinator of Disability Services

FERPA

Ms. Jill Hibblen

Registrar

InfoFest and Ticket to Teach

Dr. Glenné Whisenhunt

Director of the Center for Learning and Teaching

6:30 p.m.–7:30 p.m.

InfoFest

New Adjunct and Full-Time Faculty Participation

There are tables representing the following college services:

- ❖ Audio Visual Services
- ❖ Communications Lab
- ❖ Desktop Support
- ❖ Email, Telephones, and Voicemail
- ❖ Help Desk
- ❖ Honors Program
- ❖ Human Resources and Employee Assistance Program (EAP)
- ❖ International Students
- ❖ Library
- ❖ OCCC Campus Police Department
- ❖ Student Support Services
- ❖ Testing and Assessment Services
- ❖ TRiO Student Support Services
- ❖ World Languages and Cultures Center

Visit each table, ask questions, pick up handouts, and get your Ticket to Teach initialed by a staff person. Once each table has been visited, please follow the signs up the stairs to the CLT to get the last of your information and turn in your ticket.

ADJUNCT FACULTY WELCOME RECEPTION
JANUARY 9, 2018
GENERAL DINING AREA

5:00 p.m.–5:35 p.m.

Light Buffet Meal

5:35 p.m.–6:30 p.m.

President's Welcome
President Jerry Steward

Institutional Update
Mr. Greg Gardner
Vice President for Academic Affairs

HR Services & Benefits
Human Resources

Completing Online Safety Training
Dr. Glene' Whisenhunt
Director of Center for Learning & Teaching

Campus Police Personal Safety and Awareness Programming
Mr. Daniel Piazza
OCCC Chief of Police

6:30 p.m.–8:30 p.m.

Adjunct Faculty Division and Department Meetings
Department meetings immediately follow division meetings.

Arts, English and Humanities **CU 1 & 2**
Chair: Ms. Kim Jameson, Acting Dean

Business and Information Technology **MB 2N5**
Chair: Mr. John Claybon, Dean

Health Professions **HP 226**
Chair: Ms. Deborah Myers, Dean

Science and Mathematics **SEM 2G4/2G5**
Chair: Dr. Max Simmons, Dean **Math Lab**

Social Sciences **HP 215 A&B**
Chair: Dr. Susan Tabor, Dean