

ASSESSMENT

PROGRAM  
REVIEW



PERSISTENCE

RETENTION

# *Voice of the student*

IN-SERVICE WINTER 2018

INCLUSION

COMPLETION

ENGAGEMENT



**Washtenaw**  
Community College

TEACHING & LEARNING CENTER

FACULTY PROFESSIONAL DEVELOPMENT

# Winter 2018 In-Service

Tuesday, January 2, 2018

8:00am – 9:00am	ML Lobby	<b>All Staff Breakfast</b>
9:00am – 10:00am	ML 101-121	<b>All Staff and Faculty Meeting</b> <i>"The Voice of the Student" – First Generation Students</i>
10:00am – 11:00am	ML 128	<b>Discussing Controversial Topics in the Classroom</b> (with Mary Mullanond) Do you teach a course that engages in controversial topics such as cultural, religious, economic, gender, or racial diversity? Are you interested in learning new strategies for addressing controversial topics in the classroom? Come join this roundtable discussion on the challenges and opportunities in teaching about controversial topics. Share your strategies for discussing controversial issues in your classroom, responding to difficult moments, and teaching respect for diversity.
10:00am – 1:00pm	ML 150	<b>New Full-Time Faculty Semester Kickoff</b> Learn about the semester startup steps like rosters, overrides and attendance reporting. Experience two interactive workshop – classroom assessment techniques with Kristy Norris of Faculty Professional Development and good first-day handouts with Dean Good. Fall 2017 and Winter 2018 new Faculty cohorts will also meet and network over lunch.
11:30am – 1:00pm	LA 355 Writing Center	<b>Faculty Learning Communities Luncheon</b> All faculty are invited to eat lunch and share ideas around creating an inclusive, welcoming classroom, engaging our students, and reflecting on our teaching.
1:00pm – 3:00pm	Various locations ML 101 LA 375 BE 140 TI 247 GM 118	<b>Divisional Meetings</b> Advanced Technology & Public Services Careers (Dean Tucker) Arts & Sciences (Dean Good) Business & Computer Technologies (Dean Samulski) Health Sciences (Dean Greaves) Learning Resources (Joyce Hommel)
1:00pm – 2:30pm	LA 242	<b>Campus Frontline Staff: Creating a Culture of Excellent Customer Service</b> (with Andrea Hemphill & Teri Yanovitch) <ul style="list-style-type: none"> <li>• Why does retention matter and how can we help solve this problem?</li> <li>• Tips for giving great "Internal service" and fostering teamwork.</li> <li>• Looking through the lens of the student, creating a "WOW" experience.</li> <li>• Calming upset "customers" and delivering bad news.</li> </ul> Refreshments served. <b>Space is limited – please RSVP</b> <a href="https://wcchumanresources.wufoo.com/forms/z68r41502wsrwu/">https://wcchumanresources.wufoo.com/forms/z68r41502wsrwu/</a>
3:00pm – 4:00pm	GM 230A <b>* Note Room Change</b>	<b>Blackboard SaaS (our new version) – Open Lab</b> (with Nancy Collison) Drop in to inspect and review your course and ask any questions about our new version of Blackboard. This open session will be available to help you with your course quality checks as we start the semester. <ul style="list-style-type: none"> <li>• Check for broken links and attachments</li> <li>• Organize your content and folders</li> <li>• Data management and student preview</li> </ul> Ultimate Objective: You will walk away with awareness and knowledge of how to perform a course quality check and organize files to optimize student success.
3:00pm – 4:00pm	LA 354	<b>Technology for Students – OneNote</b> (with Lauren Reed) Come and see a demo of OneNote, a digital notebook that allows students to always have their notes with them. Whether it be on a phone, tablet, or computer, OneNote offers many unique features to help students take and organize course notes for increased efficiency and student success.

## Winter 2018 In-Service

### Wednesday, January 3, 2018

8:00am – 9:00am	ML Lobby	OER Continental Breakfast
9:00am – 10:30am	ML 101-121	Faculty Meeting
9:00am – 10:00am	BE 140	<p><b>Effective Time Management</b> (with Andrea Hemphill)</p> <ul style="list-style-type: none"> <li>Identify barriers to effective time management</li> <li>Understand the consequences of how we allocate our time and learn to prioritize</li> <li>Discuss techniques for managing personal and professional time more effectively</li> </ul> <p><b>Space is limited – please RSVP</b>  <a href="https://wcchumanresources.wufoo.com/forms/zfvv7z20pok4ks/">https://wcchumanresources.wufoo.com/forms/zfvv7z20pok4ks/</a></p>
10:00am – 11:00am	SC 318	<p><b>Introduction to Microsoft OneNote 2016</b> (with Nichole Marbury)</p> <p>Want to go paperless? Looking for a digital way to gather notes, collect information, and collaborate with others? Stop by and take a look at Microsoft OneNote.</p> <p>Upon completion of this workshop, participants will be able to:</p> <ul style="list-style-type: none"> <li>Create a New Notebook</li> <li>Create Sections and Pages in a Notebook</li> <li>Add various forms of content to a Notebook</li> <li>Share a Notebook</li> <li>Create and use Quick Notes</li> <li>Use the Send to OneNote Tool</li> </ul> <p><b>Space is limited – please RSVP</b>  <a href="https://wccpriorityone.wufoo.com/forms/zx6u6zb19ew6i1/">https://wccpriorityone.wufoo.com/forms/zx6u6zb19ew6i1/</a></p>
10:30am – 11:30am	BE 140	<p><b>Mental Health: Let's Talk About It</b> (with Julie Pomerville-Steiner)</p> <ul style="list-style-type: none"> <li>Explore the history of mental health treatment</li> <li>Learn how the stigma of mental illness can stand in the way of getting help</li> <li>Discuss how to approach the topic with someone and how to offer support</li> <li>Review types of services for mental health</li> <li>Get tips on self-care to maintain good mental health</li> </ul> <p><b>Space is limited – please RSVP</b>  <a href="https://wcchumanresources.wufoo.com/forms/z1hvfz7z1klas7k/">https://wcchumanresources.wufoo.com/forms/z1hvfz7z1klas7k/</a></p>
10:45am – 12:00pm	ML Towsley	<p><b>Open Roads to Free the Textbooks</b> (with Clarence Jennings, Meredith Jacob &amp; Dr. Richard Sebastian)</p> <p>Required for FT Faculty</p> <p>This opening event kicks off a day of learning sessions, think tank opportunities, and student input about the development of Open Education Resources at WCC! Join our keynote speakers, Meredith Jacob [Assistant Director of Academic Programs, American University, Washington College of Law, Program on Information Justice and Intellectual Property] and Dr. Richard Sebastian [Director of Achieving the Dream's OER Degree Initiative] to learn how we become open educators!</p>
12:00pm – 1:00pm	ML Lobby	<p><b>OER Lunch With the Students</b> (with Paula Salazar-Valiente, Paul Arsene Katokwe, Kelli Gilbert &amp; Claudia Abbey-Mensah)</p> <p>Learn how using an Open Education Resource textbook impacts our own WCC students during you lunch with colleagues. Student Ambassadors will share their personal stories and the ways OER textbooks can impact their futures.</p>
1:00pm – 1:50pm	ML 103	<p><b>Adopt, Adapt, and Create – What Are My Options?</b> (with Doug Waters, Mary Mullalond &amp; Claire Sparklin)</p> <p>Required for FT Faculty</p> <p>Hear from your colleagues who have developed Open Education Resources for their courses! Discover the options available for adopting, adapting and creating materials to make your textbook work for your students.</p>

1:00pm – 1:50pm	ML 105	<p><b>The Economics of OERs</b> (with Tina Ulrich)</p> <p>Join Northwestern Michigan College's Tina Ulrich as she engages you in an interactive discussion about the Economics of Open Education Resources (OERs). Through program examples, see how NMC faculty are working to "Free the Textbooks."</p>
Required for FT Faculty		
1:00pm – 1:50pm	ML 120	<p><b>Tell Us What You Want - Creative Commons Think Tank Session</b> (with Meredith Jacobs)</p> <p>This facilitated round-table discussion, led by Creative Commons' own Meredith Jacobs, is designed to learn what faculty are looking for as they develop open education resources. This is a first-come, first-serve session where participants will work through a series of guided questions and opportunities to share experiences and ideas.</p>
Required for FT Faculty		
1:00pm – 1:50pm	ML 121	<p><b>Mindful Distribution of OERs</b> (with Teresa Laszlo)</p> <ul style="list-style-type: none"> <li>• How will you best maximize Blackboard to host your OER?</li> <li>• How will students interact with the material?</li> <li>• How will an OER help your students succeed?</li> </ul>
Required for FT Faculty		
1:00pm – 1:50pm	ML 123	<p><b>The MCO Repository &amp; Networking with Michigan OER Colleagues</b> (with Ronda Edwards)</p> <p>Join Ronda Edwards, Executive Director of Michigan Colleges Online, to learn about the MCO repository and the ways you can connect with your faculty colleagues around the state who are actively involved in OER development and use.</p>
Required for FT Faculty		
1:00pm – 2:00pm	TI 246	<p><b>How to Make the Most of Lynda.com</b> (with Andrea Hemphill)</p> <p>What is Lynda.com and how do I access it? Why should I use Lynda.com?</p> <ul style="list-style-type: none"> <li>• Real-Time, On-Demand Learning</li> <li>• Learn content from reputable, industry experts</li> <li>• Grow your professional skills</li> </ul> <p>Space is limited – please RSVP  <a href="https://wcchumanresources.wufoo.com/forms/zs5y2ke04tvh59/">https://wcchumanresources.wufoo.com/forms/zs5y2ke04tvh59/</a></p>
2:00pm – 2:50pm	ML 103	<p><b>So You Think You're Done: Making Your OER Sustainable</b> (with Dean Kris Good, Emily Thompson &amp; Sandy McCarthy)</p> <p>Think about the logistics, maintenance and transfer-ability of your Open Education Resources as this panel explores ways to make the OER sustainable into the future. Why is it important? What have your colleagues learned about documentation and instructions? How can you create an easy-to-use maintenance plan?</p>
Required for FT Faculty		
2:00pm – 2:50pm	ML 105	<p><b>A Framework for Thinking About Tricky Copyright Questions</b> (with Justin Bonfiglio)</p> <p>Justin Bonfiglio of the University of Michigan Libraries Copyright Office can help you navigate tricky copyright questions and share a framework for thinking about Open Education Resources copyright issues. Join in this thoughtful discussion led by our colleagues down the road!</p>
Required for FT Faculty		
2:00pm – 2:50pm	ML 120	<p><b>Peer-Led OER Faculty Focus Group</b> (with Donna Rochester)</p> <p>Colleague Donna Rochester will facilitate a focus group discussion with peers about OER and ways WCC can develop a robust OER environment. This is a first-come, first-serve session limited to WCC Faculty.</p>
Required for FT Faculty		
2:00pm – 2:50pm	ML 121	<p><b>What's Happening in the Textbook Industry?</b> (with Kate Pittsley-Sousa)</p> <p>Join EMU's Kate Pittsley-Sousa as she shares her research into the publishing industry practices and plans for the future. Learn how open education resources are changing the nature of the textbook industry and helping students gain access to education.</p>
Required for FT Faculty		

2:00pm – 2:50pm	ML 123	<b>Cool Tools for OERs: Finding Textbooks, Slides, Quizzes, Labs and More!</b> (with Maureen Perault & Meghan Rose) Required for FT Faculty It's not just textbooks anymore! Check out the cool open resources like classroom slide presentations, quizzes, and labs and others that are now available!
2:00pm – 3:00pm	SC 318	<b>20 Tips to Help You Get the Most Out of Office 2016</b> (with Nichole Marbury) Although Microsoft Office has tons of features and functionality designed to help us enhance our productivity, we sometimes tend to just stick with what we know, and have little time to venture out and find out what we don't know.  If so, stop by and check out 20 tips that can help save time and or frustration when working with Word, Excel, Outlook and PowerPoint (5 tips each). <b>Space is limited – please RSVP</b> <a href="https://wccpriorityone.wufoo.com/forms/zm7yo0b14rk0sh/">https://wccpriorityone.wufoo.com/forms/zm7yo0b14rk0sh/</a>
2:50pm – 3:30pm	ML Lobby	<b>OER Wrap-Up</b> (with Joyce Hommel) Required for FT Faculty Wrap up the day with colleagues and a sweet treat as with some final videos about what your participation means to the students of WCC. Sign-up to be a part of the Open Educators Cadre 2018!

## Winter 2018 In-Service

Thursday, January 4, 2018  
(CONCURRENT SESSIONS)

8:00am – 9:00am	Bailey Library (GM 1 <sup>st</sup> floor)	Donuts with the Deans
8:30am – 9:30am * Note Time Change	LA 238 * Note Room Change	<p><b>Career Services: What We Do and What's New</b> (with Cheryl Harvey)</p> <p>The mission of the Career Services department is to equip WCC's students and alumni with the necessary tools to secure employment and/or valuable work experience in the career of choice. In this session we will share how we service students, alumni, faculty and staff to accomplish this. We will also share information on new initiatives in the department.</p>
9:30am – 10:00am	TI 246	<p><b>How to use Lynda.com in the Classroom:</b> <b>Teaching, Learning, and Research: Lynda.com Does That</b> (with Andrea Hemphill)</p> <p>Lynda.com is a resource for learning content; there are over 6,000 different courses to choose from.</p> <p>Lynda.com can also:</p> <ul style="list-style-type: none"> <li>• Supplement curricula and support the flipped classroom</li> <li>• Serve as a virtual help desk for quick answers</li> <li>• Save your students money by using expert content on Lynda.com instead of purchasing textbooks</li> </ul>
9:30am – 10:30am This session is invitation only.	LA 278	<p><b>Faculty Focus Group</b> (with Teresa Laszlo)</p> <p>Goal of the focus group: not to come to a consensus, but to consider ways the course (Online Essentials Course that faculty must complete in order to be re-certified every year to teach online) could be as useful as possible to individual faculty with the outcome of student success.</p>
9:30am – 10:00am * Note Time Change	LA 376 * Note Room Change	<p><b>Program Assessment – From Beginning to End Part I</b> (with Joy Garrett &amp; Michelle Garey)</p> <p>This session is designed for anyone who is interested in or responsible for program assessment reports. Program assessment reports are due May 9, 2018. Join members of the Assessment Committee as they provide a brief overview of the steps in the program assessment process.</p>
10:00am – 11:30am * Note Time Change	LA 376 * Note Room Change	<p><b>Program Assessment – From Beginning to End Part 2</b> (with Joy Garrett &amp; Michelle Garey)</p> <p>Work on program assessment tasks. Bring your program layout, assessment plan and any data that is available. Members of the Assessment Committee will be there to provide guidance, support and answer questions. Additional information can be found on Blackboard. Select "Assessment" at the end of the top line that includes "My Institution."</p>
10:00am – 11:30am * Note Time Change	LA 378 * Note Room Change	<p><b>Open Curriculum &amp; Assessment Work Session</b> (with Joy Garrett)</p> <p>Join members of the Curriculum and Assessment Committees for a drop-in work session. Spend time working on updating master syllabi, programs or writing assessment reports.</p> <p>Note: This session will be offered at the same time and in the same location with the work session portion of the Program Assessment session.</p>
10:00am – 12:00pm	LA 242	<p><b>"Ending the Cycle of Fear; Utilizing Critical Consciousness to Better Understand Muslims, Ourselves, and Others"</b> (with Huda Essa)</p> <p>This timely, relevant topic is one that continues to be talked about in public and private conversations all over the world. Muslims represent about a quarter of the world's population, yet they are a group that is severely misunderstood in America.</p>



		Join us as we increase our awareness and understanding of how this topic relates to us all. This engaging and thought-provoking session is guaranteed to have you walk away with an increased critical consciousness, intercultural maturity, and practical strategies that you can own and teach to others. You will not want to miss this engaging and meaningful opportunity to support your journey as a culturally competent educator and ally for social justice! <b>Space is limited – please RSVP.</b> <a href="https://wcchumanresources.wufoo.com/forms/zhqqrvi0rzsan5/">https://wcchumanresources.wufoo.com/forms/zhqqrvi0rzsan5/</a>
10:00am – 12:00pm	LA 146	<b>Engineering Tech Planning Meeting</b> (with Dean Kris Good) The curricular team working on the Engineering Tech degree will meet to get the 2018 cohort details worked out.
11:30am – 1:00pm	ML Lobby	<b>Unity Lunch</b>
1:00pm – 2:00pm	TI 246	<b>Technology for Students Available at WCC</b> (with Lauren Reed) Stop by and see a demo about two text to speech programs offered at WCC, Kurzweil 3000 and ReadSpeaker. Kurzweil 3000 is a program available to all WCC students. It offers text to speech, note-taking, and writing features to assist in achieving academic success. ReadSpeaker is now integrated with Blackboard and makes reading easier with text to speech and highlighting as it reads. It benefits students with disabilities and ESL students by reinforcing retention of information.
1:00pm – 3:00pm	Various locations	<b>Department Meetings</b>
2:00pm – 4:00pm	TI 241	<b>Budget Template Open Lab</b> (with Barb Fillinger) For all budget managers, come review the 2018-19 template and review the budget process.
3:00pm – 3:30pm	LA 150	<b>Communicating with Student Online</b> (with Teresa Laszlo) Have you ever wondered how your communications come across from the student perspective? The more you communicate with your students, the better WCC experience they will have and your course will feel more like a community. Students who feel like they are part of a welcoming learning community are more likely to succeed in your course. Come chat with colleagues about how we handle our tone in communications with students!
3:00pm – 4:00pm	GM 230A <b>* Note Room Change</b>	<b>Blackboard SaaS (our new version) – Open Lab</b> (with Nancy Collison) Drop in to inspect and review your course and ask any questions about our new version of Blackboard. This open session will be available to help you with your course quality checks as we start the semester. <ul style="list-style-type: none"> <li>• Check for broken links and attachments</li> <li>• Organize your content and folders</li> <li>• Data management and student preview</li> </ul> Ultimate Objective: You will walk away with awareness and knowledge of how to perform a course quality check and organize files to optimize student success.
3:00pm – 4:30pm	LA 278	<b>Curriculum &amp; Assessment Committee Meeting</b>

## Winter 2018 In-Service

Friday, January 5, 2018

(CONCURRENT SESSIONS)

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9:00am – 11:00am	BE 140	<p><b>BMG 140 Gateways to Completion meeting</b> (with Doug Waters)</p> <p>This is the first committee meeting for the Gateways to Completion project for Introduction to Business. All BMG 140 instructors and others by invitation are encouraged to attend.</p>
9:00am – 1:00pm	Garrett's SC 1 <sup>st</sup> floor	<p><b>Through the Eyes of the Student Simulation &amp; Luncheon</b> (with Mary Mullalond)</p> <p>What do our students go through at WCC before they come to the first day of class? Walk through the admission, orientation, advising, registration, bookstore, and payment process as if you were a student in this engaging simulation! Then process and share your experiences with your colleagues over lunch.</p> <p><b>Space is limited--please RSVP.</b></p> <p><a href="https://wccpriorityone.wufoo.com/forms/zxhed9r0r2tphg/">https://wccpriorityone.wufoo.com/forms/zxhed9r0r2tphg/</a></p>
12:00pm – 2:00pm	ML 105/121	<p><b>WCCEA Board Meeting</b></p>
1:00pm – 3:00pm	LA 355 Writing Center	<p><b>Part-Time Faculty Institute Winter '18 Kick-Off</b> (with Mary Mullalond)</p> <p>This workshop will help you prepare for an excellent start to the semester! Share and learn from your colleagues about ways to create successful first-day handout/ syllabus, develop helpful first-week activities, practice community building, use formative assessment, and engage with struggling students.</p> <p>Participants will receive a \$30 stipend. Light snacks will be provided.</p> <p><b>Space is limited--please RSVP.</b></p> <p><a href="https://wccpriorityone.wufoo.com/forms/zdo8itj0f7n84d/">https://wccpriorityone.wufoo.com/forms/zdo8itj0f7n84d/</a></p>





# guidebook

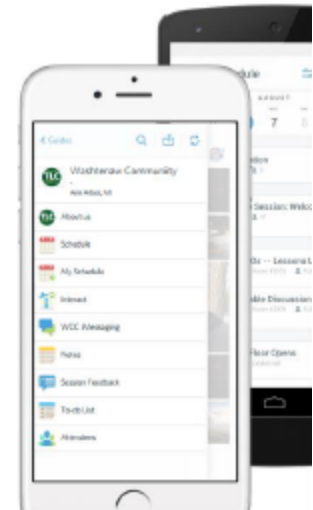
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- 1 Visit the website above
- 2 Add your phone # and download the app
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Or scan the QR code and get the app



## With the WCC TLC Guidebook App you can:

- View the Winter In-Service schedule
- See all of the Winter 2018 TLC offerings
- Build your own PD schedule with reminders
- Receive updates from the TLC team
- Interact with other faculty & staff
- Complete the post-workshop survey
- Take notes
- Much more!

