

Southwestern Community College

**FALL 2005**

SHARED PRACTICES CONFERENCE

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**August 15-18, 2005**  
Jackson Campus



# A message from Dr. Cecil Groves

It is with excitement that I write this introduction to this conference brochure. There is always a sense of excitement in the air with the start of a new year. In addition to the great things we do on a daily basis, I want to draw your attention to two significant events in the life of the college. Our SACS re-affirmation process is underway, and we will begin construction at the new Macon campus.

On July 24, 2005, the Board of Trustees awarded a \$5.8 million contract for construction of the new Macon Campus. Construction on the 27,568 square-foot building should begin by September 1, 2005. The anticipated completion date is August 2006.

The SACS re-affirmation process is a significant event in the life of the college that occurs every ten years. We have two teams (Compliance and Quality Enhancement Plan [QEP]) working hard to realize this significant achievement.

This year we will not have a traditional guest speaker to kick off the year. The QEP Team (membership is Barb Putman, Chair, Kurt Berger, Christy Deaver, Marti Hunter, Dennis Keough, Toni Knott, David Kochersberger, Eddie Lunsford, Delos Monteith, Carolyn Porter, Tim Quiring, Meg Rollins, Andrea Rowland, Hank Shuler, Kirk Stephens, Linda Venturo, and Duane Wesolick) has put together an exciting program entitled "Shared Practices: Technology-Enhanced Teaching and Learning."

This conference brochure will give you information regarding our traditional professional development day as well as other activities for the week. While the conference has a significant portion of the workshops that deal with technology and the classroom, there are workshops in each session that will be relevant for everyone. Everyone is invited to any session. The sessions that are generic to everyone are highlighted.

I know you are looking forward to the upcoming academic year as much as I am. Let's make it a great year!

Cecil L. Groves

# AGENDA

## Monday, August 15

7:45 am ..... College-wide Buffet Breakfast ..... Balsam Center, Lobby

8:30 am ..... Welcome/State of College-All College Employees ..... Balsam Center, Auditorium

9:30 am ..... State Service Awards/Recognition of New Employees .... Balsam Center, Auditorium & SCC Retirees

9:45 am ..... Break

### Technology Enhanced Teaching and Learning

10-10:50 am **Option A: Audio/Video Clip Applications - Part 1** ..... Founders Hall, Room 126

**Facilitator: Scott Cline**

Scott will demonstrate new Camtasia Studio software and its possibilities for video and audio enhancement of course lectures and labs. Learn how to connect with your audience by creating interactive video tutorials, training, software demos and presentations. With full-motion recording capability that records the screen, webcam video and voice, you can produce professional-quality video presentations with small file sizes to post on the Internet, burn on CD-ROM, or deliver any way you choose in all the popular file formats.

**Option B: BlackBoard Discussion Board and Virtual Classroom** ..... Founders Hall, Room 124

**Facilitator: Jeremy Huffman**

Demonstration/Hands On – Learn how to use the discussion board and virtual classroom features of BlackBoard to increase student interaction and to hold virtual office hours and real-time class discussions.

**Option C: Customer Service in the Electronic Age** ..... Balsam Center, Room 253B

**Facilitator: Hank Shuler**

Presentation/discussion – Explore the differences between electronic communication and traditional paper communication. Learn ways to manage the rapid accumulation of email. Consider voice mail and messaging systems from the customer's perspective.

**Option D: 50 Tips in 50 Minutes: Shared Practices for Technologically Enhanced Teaching** ..... Founders Hall, Room 125

**Facilitators: Kurt Berger, Rudy Beharrysingh, Linda Talbott, Dale Hall**

Panel discussion – Join colleagues in generating 50 tips for interactive teaching using technology in face-to-face classes. The panel will share dozens of tips from their experiences with technology-enhanced teaching and participants are encouraged to bring a few of their own ideas to share.

**Option E: PowerPoint: Power Up Your Classroom Lectures** ..... Oaks Hall, Room 103

**Facilitators: Scott Baker and Duane Wesolick**

Scott will demonstrate the basic elements of PowerPoint and Duane will show how he uses PowerPoint to design interactive lectures that bring history to life.

- 11-11:50 am**      **Option A: Audio/Video Clip Applications - Part 2** ..... Founders Hall, Room 126  
**Facilitator: Scott Cline**  
Hands-on - Use Camtasia Studio software to create a simple audio or video clip for online or in-class teaching.
- Option B: Basic Image Correction with Photoshop** ..... Founders Hall, Room 123  
**Facilitator: Carolyn Porter**  
Hands-on - Join us to learn how to edit your digital images with Adobe Photoshop. This workshop will introduce you to the concepts and tools needed to correct or enhance scans or digital photos.  
Note - This workshop assumes familiarity with basic computer concepts such as loading pictures from your digital camera or scanner and finding, opening, and saving images in folders on your computer.
- Option C: ITV using Tandberg** ..... BalsamCenter, Room 310  
**Facilitator: Dennis Keough**  
Dennis will demonstrate the new ITV system including touchpad features and functions. Learn how to dial-in, use Duo-Video and Multi-Site. For new ITV instructors and any faculty member interested in IP video delivery.
- Option D: Staying Connected: How Our Network Works** ..... Bradford Hall, Conference Room  
**Facilitator: David Koschersberger**  
Dave will demonstrate an overview of the network layout and explain the network services available to faculty, staff, and students. Participants will learn how the network ties together, how to get help with problems or advice for computing solutions, and discuss the new technologies we might be adding to SCC's network in the future.
- Option E: Web-Enhancement Made Easy** ..... Founders Hall, Room 125  
**Facilitators: Kurt Berger and Marti Hunter**  
Demonstration – Your colleagues will share simple steps for using BlackBoard to increase interaction, communication, and assessment efficiency in any course.

**12:00 noon**      **Lunch on your own**

- 1:30-2:30 pm**      **Option A: E-Procurement** ..... Founders Hall, Room 123  
**Facilitator: Julie Voorhees**  
Julie will demonstrate the new EProcurement system for administrative assistants and others primarily affected by the transition to the new EProcurement process.
- Option B: Excel Tools for the Classroom** ..... Founders Hall, Room 121  
**Facilitator: Thom Brooks & Linda Talbott**  
Demonstration-Learn how to use Excel to increase efficiency and reduce time for grade reporting. Explore Microsoft templates designed for instructors.
- Option C: Plagiarism Prevention with Turnitin.com** ..... Oaks Hall, Room 106  
**Facilitator: Toni Knott**  
You will discover the joys of using a valuable learning tool that places the responsibility for avoiding plagiarism firmly on students. Use Turnitin.com's Plagiarism Prevention program on a draft assignment so that students may avoid the serious consequences that come with plagiarizing on a final paper. They'll turn to you for help instead of turning against you!
- Option D: 60 Tips in 60 Minutes: Shared Practices for Interactive Online Teaching** ..... Founders Hall, Room 133  
**Facilitators: Carolyn Porter, Duane Wesolick, Kirk Stevens, Dennis Keough, Kurt Berger, Tim Quiring, Andrea Rowland, Eddie Lunsford, Gene Norton**  
Join your colleagues in generating 60 tips for better online teaching. This fast-paced session will challenge veteran online teachers to share their wisdom on all facets of course development and facilitation. The twist? They only have a minute to present each tip!

**1:30-2:30 pm**    **Option E: The World at Your Fingertips: Online Library Resources** ..... The Pines, Library  
**Facilitators: Nelda Reid and Dianne Lindgren**  
Demonstration – Quickly access primary and secondary research sources online, any time, from anywhere! The SCC Library website links you to books via WebCat; periodicals and more via NCLIVE; and a variety of hand-picked websites geared for the research process. Our librarians offer practical tips to get you started.

**2:45-3:30 pm**    **Option A: BlackBoard Course Design for Beginners, Part 1** ..... Founders Hall, Room 126  
**Facilitator: Linda Venturo**  
Lecture/Demonstration - Learn how to develop an online course. Learning objectives, learning outcomes assessment, and learning activities will be discussed. Bring your course material to start designing your own course!

**2:45 – 4:30 pm**    **Option A: Can't Touch This: Bloodborne Pathogens Training** .. Bradford Hall, Conference Room  
**Facilitator: Jeremy Huffman**  
Presentation on the basics of Bloodborne Pathogen exposure, how to decrease the potential for exposure, methods of personal protection, and what to do when exposed.

**Option B: CIS in a SNAP** ..... Founders Hall, Room 125  
**Facilitator: Thom Brooks**  
Demonstration/Hands-on – CIS 110 and 111 instructors will explore the features of SNAP and will set up their classes for fall implementation.

**Option C: Math with EDUCO** ..... Oaks Hall, Room 100D  
**Facilitator: Mary Bradley**  
Hands-on - Math instructors will set up their classes in the EDUCO web-based math instruction system.

**Option D: Virtual Tutoring with Smarthinking** ..... Oaks Hall, Room 106  
**Facilitators: Toni Knott, Marti Hunter, and David Cashwell from Smarthinking**  
Demonstration - SMARTHINKING is a leading provider of online tutoring by qualified instructors. Participate in a demonstration of this 24-7 online tutoring service that SCC will be contracting with to serve our fully online students.

**Option E: The Learning College** ..... Bradford Hall, Room 202  
**Facilitator: Gene Couch**  
Have you heard the term “Learning College?” Do you know what this means, or, better yet, how does a “Learning College” differ from any other college? If you are interested or want to learn more about his concept, please plan to attend this session. This session is primarily designed for staff.

**3:30-4:30 pm**    **Option A: BlackBoard Course Design for Beginners, Part 2** ..... Founders Hall, Room 126  
**Facilitator: Linda Venturo**  
Hands-on - Learn how to organize your course material in an online environment. You will be able to create folders, files, mail, discussions, tests/quizzes, media files, and dropboxes in this session.

**4:45-6:00 pm**    **SCC Bowling Tournament/Social** ..... Thunder Lanes, Sylva  
(Jackson Plaza, near Roses)  
**See page 8 for details**

# Tuesday, August 16

**8:30-10:00 am** ..... **Academic Divisional Meeting**

**Arts & Sciences** ..... Oaks Hall, Room 103

**Career Technology** ..... Founders Hall, Room 133

**Health Sciences** ..... Balsam Center, Room 253

**10:15-11:30 am** ..... **Instruction & Student Services** ..... Balsam Center, Small Auditorium

**11:30 am-1:00 pm** ..... **General Education Outcomes** ..... Balsam Center, Lobby

**Lunch**

**1:00-3:00 pm** ..... **Department/Program Meeting** ..... Departmental Area Locations

**Advanced Planning/Outcomes**

**Preparation of Semester Materials**

**3:00 pm** ..... **Faculty Senate Meeting** ..... Founders Hall, Room 133

**Sexual Harassment Awareness** ..... Bradford Hall, Conference Room

**Facilitators: Gary Wright, Employee Assistance Network and Chuck Reece**

The area of law pertaining to sexual harassment has changed significantly in the last few years and continues to evolve. The college wants our faculty and staff to feel comfortable in their work environment and for the classroom to be a comfortable place for learning, free from distraction.

# Wednesday, August 17

## New Student Orientation

- 9:00-9:05 am** ..... Welcome ..... Balsam Center, Myers Auditorium  
**Dr. Gene Couch**
- 9:05-9:15 am** ..... General Information ..... Balsam Center, Myers Auditorium  
**Dr. Phil Weast**
- 9:15-9:20 am** ..... 5 Minute Transition Period
- 9:20-9:50 am** ..... Breakout Session I
- College Transfer – Barb Putman ..... Balsam Center, Myers Auditorium, Left Room
  - Career Technology – Thom Brooks ..... Balsam Center, Myers Auditorium, Right Room
  - Health Sciences – Deb Klavohn ..... Balsam Center, Myers Auditorium
- 9:50-9:55 am** ..... 5 Minute Transition Period
- 9:55-10:45 am** ..... Breakout Session II
- Student/Faculty Panel Discussion ..... Balsam Center, Myers Auditorium
- 10:45-11:00 am** ..... 15 Minute Transition Period ..... Balsam Center, Lobby
- Pick up box lunches - Prize give-a-ways
- 11:05 am** ..... Lunch w/Advisors  
Advising & Registration
- 12:00-3:00 pm** ..... Breakout Session III (Sessions repeat every 30 minutes)
- Career Planning ..... Founder’s Hall, Room 123
  - Student Activities/Extracurricular Opportunities ..... Bradford Hall, SLA Lounge
  - Student Support – SSS, LAC, Library ..... Oaks Hall, Learning Assistance Center
  - Web Mail Session ..... Founder’s Hall, Room 121
  - Campus Tours ..... Leave from Gazebo, every 30 minutes
  - Fee Payment, ID Cards, Parking Decals ..... Balsam Center, Myers Auditorium
  - Student Leadership Association Sundae Social ..... Bradford Hall, Gazebo/SLA Lounge

# Thursday, August 18

## Advising, Registration, Tuition & Fee Payment

8:00 am -7:00 pm

# Friday, August 19

## Classes Begin, Late Registration, Add/Drop Period

8 am - 5 pm ..... Late Registration - Add/Drop Period

# Monday-Thursday, August 22, 23, 24, 25

## Late Registration, Add/Drop Period

8 am - 7 pm ..... Late Registration - Add/Drop Period



Southwestern Community College  
**FALL 2005**  
BOWLING TOURNAMENT/SOCIAL

**August 15**  
4:45-6:00 p.m.  
Thunder Lanes, Sylva

\$24.00 per team  
Teams of four representing  
a department or an area  
from SCC

Refreshments

### **PARTICULARS**

- Sign up your team now by calling Marti Hunter at (800) 447.4091 or 586.4091, ext. 420
- Reservations suggested by: Wednesday, August 10 to ensure your team slot.
- Maximum: 15 teams
- Each team should submit a team name—prize for the most creative!
- A team cheer or grunt is also encouraged.
- Trophies will be awarded – 1<sup>st</sup> and 2<sup>nd</sup> place.
- Prizes for the team with the most “team spirit!”
- All teams will bowl one game to determine the top three finalists.
- The top three teams will then have a one game “bowl off” to determine the winners.

***Master of Ceremony: Jack “King Pin” Cabe***



Southwestern Community College  
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LABEL

