

## Report on Activities 2010– 2011

Fiscal year 2010-2011 offered many opportunities to consider the effectiveness of the first few years of programming offered by The Center for Excellence. It takes time to create an understanding on campus about the functions of any new area such as the Center, and early on we found ourselves being asked more often than not, “What exactly **IS** The Center for Excellence?” Because of this, it was fulfilling when in the latter part of the summer of 2010 we began receiving calls requesting space and time on the Center’s calendar and assistance with facilitating sessions for various entities on campus. It became clear to us that an understanding of and appreciation for our efforts to offer professional development opportunities for all employees, had begun to develop and take hold.

### Fiscal year programming highlights

#### **New Faculty 101:**

In the summer of 2010, the discussion which had begun earlier that spring on developing sessions coordinated by the Center for Excellence for new faculty, was shaped into a new series called, “New Faculty 101”. It was hoped this series would supplement the activities of the mentoring committee. Advisory board member Melissa Connely, Dean of the School of Science, created the following proposal which was supported by the Deans and the Vice President of Academic Affairs, Dr. Carmen Simone:

#### ***Purpose:***

***The purpose of this program is to provide new faculty training and information that will help them integrate into our College Community and have a successful first year. This course is not designed to replace the Mentoring Committee but to enhance the first year orientation and the faculty handbook.***

#### ***Objective:***

***Participants will recognize and interpret basic policies, procedures, and technologies.***

#### ***Methodology:***

***A variety of training and informative sessions will be conducted and offered by experts on campus at the frequency of one hour per week. Each session will cover a unique topic. The sessions will be informative and interactive by offering discussion opportunities, insight, and helpful resources.***

The program and calendar shaped up as follows:

**August 25, (8:00-11:00 a.m.) Program Introduction, and Mentoring Committee** Melissa Connelly & Erich Frankland Social gathering, introductions, Mentoring Committee, explanation of New Faculty 101 program, C for E book bags, Q and A and more.

**Week 1: (Sept. 3, 2:00-3:00 p.m.) So, how was your first week?** Guest Speaker: Dr. Carmen Simone This session will cover syllabi, faculty loads, faculty development, curriculum, challenges for improvement, etc.

**Week 2: (Sept. 17, 2:00-3:00 p.m.) IT, software, computer use, phone use, etc.** Guest Speaker: Danielle Williams This session will cover IT usage, policies and issues. Topics may also include virus and spyware protection, backing up your files, "Helpdesk", mechanics of computing and how to keep your computer running efficiently.

**Week 3: (Oct. 1, 2:00-3:00 p.m.) Introduction to GroupWise** Guest Speaker: Dan Straka This session is an overview of the GroupWise Messaging and Collaboration System. The email, calendar, and messenger components will be discussed along with information regarding system limitations and the self-help resources available to users.

**Week 4: (Oct. 22, 2:00-3:00 p.m.) FERPA, Accommodative Services** Guest speakers: Alison McNulty, Nita Romero & Brent Heuer This session will cover federal guidelines on student and employee rights.

**Week 5: (Nov. 5, 2:00-3:00 p.m.) Advising, the do's and don'ts** Guest Speakers: Alison McNulty, Nita Romero, & Kim Byrd This session will cover the basics of advising. Special focus will be on Math and English placement, compass test, and other advising challenges.

**Week 6: (Dec. 3, 2:00-3:00 p.m.) Assessment and evaluations** Guest Speaker: Kathleen Thatcher This session will cover all of the aspects of assessments. How it is done, what is it used for, etc.

**Week 7: (Dec. 10, 2:00-3:30 p.m.) C for E Holiday Open House featuring New Faculty!**

**Week 8: (January 28, 2:00-3:00 p.m.) Public Relations** Guest Speaker: Rich Fujita. This session will cover the purpose of public relations, how to engage the public and how PR can help you and your class or program.

**Week 9: (Feb. 11, 2:00-3:00 p.m.) Moodle and Distance Education** Guest Speaker: Ana Thompson & David Siemens. This session will cover the basics on how to use Moodle, and Distance Education Topics include the various applications of Moodle from Online teaching, hybrids, and committee work.

**Week 10: (February 25, 2:00-3:00 p.m.) WebAdvisor** Guest Speaker: Dave Dutton This session will discuss WebAdvisor. This will include demonstrations on entering grades, looking up class schedules, IT policies, advisees and their records, etc.

**Week 11: (March 25, 2:00-3:00 p.m.) Conflict resolution** Guest Speaker: Lucy Pauley, Mediation Coordinator, Wyoming Dept. of Agriculture. This session will cover types of conflicts, negotiation techniques and alternative strategies for dealing with potentially volatile situations.

**Week 12: (April 1, 3:00-4:00 p.m.) Math and English Placement** Guest speakers: Melanie Young and Mickie Goodro. This session will cover Math and English placement information which will be useful for the upcoming Advising Day.

**Week 13: (April 8, 2:00-3:00 p.m.) Degree Evaluations and Graduation** Guest Speakers: Alison McNulty and Nita Romero. This session will cover essential information on degree evaluations.

**Week 14: (April 29, 2:00-3:00 p.m.) Emergencies and safety issues** Guest Speakers: Lance Jones and Dale Anderson. This session will cover the basics “What to do if…” emergency scenarios. Topics include hazardous weather, crime, fire and fire drills, personal safety.

**Week 15: (May 6, 2:00-3:00 p.m.) College organization - Who does what?** Guest Speaker: Dr. Walt Nolte. This session will cover the overall organization of the college; from the Board of Directors on down.

As with all new initiatives offered by the Center for Excellence, this program was evaluated by a dozen of the participants after it was completed, via a confidential “survey monkey” tool. The results were gathered by the Director of Assessment who then created a program report. This program report has been placed under the “New Faculty 101” tab on the Center’s web pages. The survey offered many constructive comments which compelled us to make changes to the program for the new faculty group joining us on campus this fall. Changes to this program will be reflected on these pages when they are developed later this summer.

### **Casper College Oral History Cooperative:**

In the fall of 2010, the Center for Excellence along with the Casper College Western History Center and the Tate Geological Museum recognized that there were multiple efforts to collect Oral Histories on campus. It became clear that a coordinated effort involving these areas was necessary and to that end, representatives from each met to hammer out an agreement and formed one single entity which was named the "Casper College Oral History Cooperative".

The following action plan was drafted:

“We propose the establishment of a cooperative oral history project to provide consistency and cohesiveness to independent efforts presently being made by four areas of campus:

- **The Casper College Western History Center**
- **The Center for Excellence at Casper College**
- **The faculty and students involved in oral history projects**
- **The Tate Geological Museum at Casper College**

Further, we wish to foster a relationship with [WyoHistory.org](http://WyoHistory.org), a permanent and searchable encyclopedia of Wyoming history, which will enable us to share these histories widely. To that end, we propose the following mission statement:

***"The mission of the Casper College Oral History Cooperative is to collect oral histories relative to Casper College and the community of Casper, preserve them and provide equal access to them for all interested persons."***

Identifiable goals which are noted to be relevant to this project are:

- Establishing high quality standards for collecting these histories;
- Utilizing, maintaining and improving college facilities and the equipment needed for this on-going project;
- Publicizing the existence of this cooperative project and these histories;
- Providing equal opportunities for access to all.

**Plan of action:**

- Identify partners;
- Seek approval and support of project by the Administration of Casper College along with IRB approval;
- Draft a minimum standardization for questions (more detailed questions will differ for each agency);
- Create release forms for use of these oral histories;
- Establish equipment needs;
- Write and submit an innovation grant to purchase equipment;
- Establish timeline for project implementation;
- Identify and select interviewers and interviewees (This may need to be based on age and health factors);
- Provide training workshops for interviewers;
- Coordinate efforts among all stakeholders;
- Establish outlets for these Oral Histories (at Casper College: Western History Center, Center for Excellence, Tate Geological Museum and additionally at [WyoHistory.org](http://WyoHistory.org)).”

At the time of this writing, the action plan has been accomplished. The program received an innovation grant and purchased the necessary equipment and IRB approval was given. A workshop on how to conduct Oral histories was given by Teri Hedgpeth, Western History Archivist and the project, which is on-going, has begun. More information about this can be found under the "Oral Histories" tab on the Center's web pages.

### **Presentation on the Casper College Center for Excellence at National Conference:**

Dr. Simone, Vice President of Academic Affairs, submitted a proposal to share information on the Center for Excellence at the American Association of Community Colleges annual conference in April. This proposal was accepted and Dr. Nolte, Dr. Simone, Kathleen Thatcher and Laurie Lye traveled to New Orleans to make this presentation which was entitled "Center for Excellence: An Initiative for the Whole Campus".

### **Other 2010-2011 activities included:**

- Mentoring Committee support including New Faculty Book Bags
- 2<sup>nd</sup> Annual "Information Fair"
- Smart Board and Tablet/PC training
- Moodle training
- "Demystifying IT", a series of brown bags
- Workshops on Assessment & Distance Education
- Making positive "CONTRIBUT-ions" to the Web
- Conflict Resolution workshops
- "School Dude/IT Direct" training
- Brown Bag lunch series
- An "Excellent Ecuadorian Adventure"
- "SmarThinking" sessions
- "A Campus of Difference" (Diversity Event)
- "IRB" (International Review Board) sessions
- Adjunct/Success program
- Book discussions for faculty and staff
- "Learning Communities" sessions
- GroupWise 8 workshops
- "Introducing 'ZEN' "
- "Query Builder" workshop
- "Bullying in Academia" Webinar
- Electronic Portfolios development
- "R-25 and Webviewer" workshop
- Retirement Strategies presentation
- "Study Abroad/Oaxaca" presentation

- “Honduras” Brown Bag lunch
- “Honor’s Program” session
- Sodexo Catering system training
- Microsoft workshops: Excel, Power Point and Word 2007
- Assistive Technology Sessions
- Health and Fitness promotions “Walk to Wellness”
- “Voice Over PowerPoint” demonstration
- And others.....

For the FY 2010-2011 Center for Excellence report on Activities Survey Results (compiled by Kathleen Thatcher), click on the “Reports and Survey Results” tab on the web pages.

Laurie Lye 7/8/2011