

## Harper College Fall 2017 Orientation Week

### Monday, August 14 – Saturday, August 19, 2017

Monday, August 14		
8:30 a.m.	<b>New Full-Time Faculty Report to Their Division Office</b>	
9:45 a.m. – 1 p.m.	<b>New Faculty Class (Continental Breakfast &amp; Lunch)</b> <b>Open to:</b> New full-time faculty are invited <b>Facilitator:</b> Judy Marwick <b>RSVP:</b> <a href="mailto:swan@harpercollege.edu">swan@harpercollege.edu</a>	W219
1:15 p.m. – 2:15 p.m.	<b>Shared Governance Administrative Staff Meeting</b> This session will cover updates on procedures and other information needed for participation in shared governance. <b>Open to:</b> Shared Governance administrative staff <b>Facilitators:</b> Maria Coons and Michelé Smith	D169
2:30 p.m. – 4:30 p.m.	<b>Blackboard Bootcamp</b> The Blackboard Bootcamp workshop provides an overview of basic tools in Blackboard. You will create a basic Blackboard course site ready for use with your on-campus class. Please bring your course syllabus, an assignment list and any other course handouts you plan to use. Please note: this session provides an overview and is not designed for in-depth or advanced learning about a specific Blackboard tool. <b>Open to:</b> All faculty and staff <b>Facilitator:</b> Karen Herold <b>RSVP:</b> <a href="http://bit.ly/BbBootcamp-Fall17">http://bit.ly/BbBootcamp-Fall17</a>	D278
5 p.m. – 9 p.m.	<b>New Adjunct Faculty Orientation</b> This event will provide new adjunct faculty with the resources they need as they begin with Harper College. Orientation will include a tour of the Division office and meeting the Dean, acquiring a parking pass and Harper ID, Harper technology training with IT, student conduct and campus safety procedures and faculty resources available through the Academy for Teaching Excellence. Light appetizers and refreshments will be served and there will be time for networking with other new adjunct faculty. <b>Open to:</b> New adjunct faculty <b>Facilitator:</b> Academy for Teaching Excellence <b>RSVP:</b> <a href="http://bit.ly/NAFO-Fall17">http://bit.ly/NAFO-Fall17</a>	Division Offices
Tuesday, August 15 (Full-time Faculty Report)		
8 a.m. – 9 a.m.	<b>Continental Breakfast</b> <b>Open to:</b> All faculty and staff	Performing Arts Center
9 a.m. – 11:30 a.m.	<b>President's All Campus Meeting</b> <b>Open to:</b> All faculty and staff	Performing Arts Center
11:30 a.m. – 2 p.m.	<b>50th Anniversary Employee Kick-off Luncheon</b> Join us for food, games and a live band! 7 <sup>th</sup> Heaven will be performing to kick off Orientation Week and the 50th Anniversary of Harper College. All employees are welcome to attend. <b>Open to:</b> All faculty and staff	Outdoor Pavilion
1 p.m. – 1:45 p.m.	<b>Eat, Sleep, Recycle: A Guide to Going Green at Harper College</b> Learn how Harper College is embracing the concept of sustainability on campus. This session will explain the many different sustainability initiatives happening at Harper and how to get involved. Attendees will learn about programs such as the Green Office Certification Program, Project CAPtivate, Munch for the Planet and Community Supported Agriculture. The Sustainability Work Group will also offer a refresher on the do's and don'ts of recycling and how to get FREE office supplies using the ReUseIt Room. Through these and other initiatives, come see how going green at Harper inspires office efficiencies, cost savings and environmental and human health. Attendees will have the chance to win sustainability-themed giveaways!	D178

	<p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Amy Bandman</p>	
1 p.m. – 1:50 p.m.	<p><b>Everything You Always Wanted to Know About Promotions but Were Too Afraid to Ask</b></p> <p>Join members of the Institutional Promotions Committee as we outline the process for Promotions of full time faculty and answer your questions regarding the timeline, scoring, application, presentation, and other pertinent information. There will be opportunities for participants to pose questions.</p> <p><b>Open to:</b> Full-time faculty and deans  <b>Facilitators:</b> Kathy Hanahan and Mary Gawienowski</p>	Z117
1:30 p.m. – 3 p.m.	<p><b>New Faculty Mentor Training</b></p> <p>New faculty and their new mentors will have some fun engaging in the Harper Virtual Tour activity. After the winning pair is announced, the new mentors will remain for training on how to make the most out of your mentoring experience.</p> <p><b>Open to:</b> New full-time faculty and their mentors  <b>Facilitator:</b> Jeanne Leifheit</p>	D176
2 p.m. – 2:50 p.m.	<p><b>Diversity &amp; Inclusion Programming: Sharing Ideas and Leveraging Partnerships</b></p> <p>Are you responsible for planning events at Harper that promote themes around diversity and inclusion? Join your colleagues to discuss strategies and share ideas to help you:</p> <ul style="list-style-type: none"> <li>• Expand your impact by partnering with other groups/departments</li> <li>• Make your budget go farther</li> <li>• Get the word out about your event</li> </ul> <p><b>Open to:</b> By invitation  <b>Facilitator:</b> Michelé Smith</p>	D195
2 p.m. – 3:30 p.m.	<p><b>Building Partnerships in Academic Support</b></p> <p>Academic support is undoubtedly a critical resource needed to foster student success, yet some programs and services in this area can be hard to define and their impacts difficult to measure. Join us for an engaging presentation that provides an overview of the Academic Support Center’s mission and services (and a preview of our future), examines quantitative and qualitative data exploring usage, impact, and satisfaction of our services, and showcases the current partnerships and collaborations among faculty and staff that are crucial to our programs’ successes. Participants will also brainstorm ways to encourage students to utilize academic support as well as dialogue with the ASC team about future opportunities to build collaborative, college-wide programming to support students’ academic success. Special instructions: attendees are asked to bring their cell phone and/or tablets to this session.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Jill Salas</p>	Z102
3 p.m. – 3:50 p.m.	<p><b>PACE – Employee Climate Survey</b></p> <p>Every three years for the past 15 years, we have assessed campus climate using the Personal Assessment of the College Environment (PACE). Please join us during this session to learn about the results from the 2016-17 PACE survey, comparisons with information collected in 2011 and 2013, and help us determine how to leverage the knowledge gained in an effort to improve personnel satisfaction and the overall health of Harper College. There will be plenty of time for Q &amp; A.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Kathy Coy</p>	D142
3 p.m. – 3:50 p.m.	<p><b>Barriers to Completion</b></p> <p>Do you want to know more about the barriers students face on their way to graduation? Come to this session to play the "Finish Line" game, where participants will learn about the barriers students face and how some barriers are the result of institutional, societal, and/or cultural factors rather than individual motivation, intelligence, and/or choices.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Strategic Planning Leaders</p>	J166

3 p.m. – 4:30 p.m.	<p><b>DREAM, SAFE @ Harper, and LAND: Meet &amp; Greet</b></p> <p>Harper’s Diversity and Inclusion Employee Resource Groups (ERGs) invite you to attend this “meet and greet.” Come and learn more about DREAM (Diverse Relationships Engaged in Affirming Multiculturalism), SAFE@Harper (Staff, Administrators, and Faculty for Equality at Harper), and LAND (Learning About Abilities, Not Disabilities), while meeting or reconnecting with new and seasoned diverse colleagues in an informal, fun setting.</p> <p><b>Open to:</b> All faculty and staff</p> <p><b>Facilitator:</b> Diversity and Inclusion Employee Resource Groups</p>	A238
6 p.m. – 6:50 p.m.	<p><b>Harper Digital Classroom: Hands-On</b></p> <p>You Spoke, We Listened! Based on feedback from Harper’s faculty, we have replaced our traditional SMART Classrooms with the new and improved Harper Digital Classroom. Attend this session to experience first-hand the new features including a digital document camera, a high definition Blu-Ray player, annotation LCD, and a high definition projector.</p> <p><b>Open to:</b> All faculty</p> <p><b>Facilitators:</b> Employee Technical Skills Training Team</p> <p><b>RSVP Required:</b> to <a href="mailto:etstraining@harpercollege.edu">etstraining@harpercollege.edu</a> or x6277</p>	A234A
<b>Wednesday, August 16</b>		
8 a.m. – 8:30 a.m.	<p><b>Coffee, Tea and Scones With the Provost</b></p> <p><b>Open to:</b> All faculty</p>	J143
8:30 a.m. – 10 a.m.	<p><b>All Faculty Meeting With the Provost</b></p> <p><b>Open to:</b> All faculty</p>	J143
10:15 a.m. – 11:15 a.m.	<p><b>Full-Time Faculty Meet With the Faculty Senate</b></p> <p><b>Open to:</b> Full-time faculty</p>	J143
11:30 a.m. – 1 p.m.	<p><b>New Faculty BBQ</b></p> <p><b>Open to:</b> By invitation</p>	L130
11:45 a.m. – 1 p.m.	<p><b>Promoting Student Psychological Well-Being</b></p> <p>This session is designed for anyone who works with students and is interested in promoting and supporting their psychological health and well-being. Some characteristics of student mental health on our campus will be discussed. We will have a think tank and dialogue about creative and traditional ways to encourage student resilience. Participants will learn about some newly created online outreach resources designed to promote student well-being.</p> <p><b>Open to:</b> All faculty and staff</p> <p><b>Facilitator:</b> Caryn Levington</p>	X212
12 p.m. – 1 p.m.	<p><b>Culture of Care: Empathy on Campus</b></p> <p>What does a “culture of care” mean to you? How does Harper College care for and support students, faculty and staff? This session will provide an engaging discussion around what this means inside the classroom, as well as each and every opportunity we have when we engage with students and with our colleagues at Harper. You’ll also learn more about the initiatives in supporting a “culture of care” from the Student Experience Strategic Goal Team. Join the Culture of Care team as we explore the impact of excellent service in improving the student experience.</p> <p><b>Open to:</b> All faculty and staff</p> <p><b>Facilitators:</b> Amy Kaminski and Darby Lanpher</p>	D178
12 p.m. – 1 p.m.	<p><b>OSCQR Rubric</b></p> <p>Have you gotten to know OSCQR yet? If not, then join us at this session! OSCQR is the “Open SUNY Course Quality Review” rubric and process used to enhance the design and accessibility of online course content. Come learn how Harper utilized OSCQR last year, and how we plan to utilize OSCQR this academic year. After hearing the benefits first-hand from fellow faculty members, you may decide to become an OSCQR fan too!</p> <p><b>Open to:</b> All faculty</p> <p><b>Facilitator:</b> Academy for Teaching Excellence</p>	D274

1 p.m. – 2 p.m.	<p><b>New Features in Blackboard</b></p> <p>Join the Academy for Teaching Excellence to learn more about new features in Blackboard such as Content Collection and Collaborate Ultra. Instructors can now use the Content Collection to store, share and publish content. Files can be easily repurposed and linked from any Blackboard course. When a file that is stored in the Content Collection needs updating, faculty need to update it only once inside the Content Collection, eliminating the need to go into each course to upload an updated version of the file. Blackboard Collaborate with the Ultra Experience is a simple, convenient and reliable web conferencing solution built for education and training. Thanks to robust collaboration and conference tools, everyone feels like they're in the same room together, regardless of their location or device.</p> <p><b>Open to:</b> All faculty  <b>Facilitator:</b> Karen Herold</p>	D278
1 p.m. – 2 p.m.	<p><b>Trygve Thoreson Presents <i>Harper College, The First 50 Years</i></b></p> <p>Trygve Thoreson, recently retired from the Harper English Department, has completed the first book of Harper's history titled, <i>Harper College, The First 50 Years</i>. In this session, Trygve will describe his experience writing the book and key moments in the college's history. This is an excellent session to learn more about Harper's eclectic story. For faculty, Trygve will also cover ways to include the book in your curriculum through reading and writing assignments.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Trygve Thoreson</p>	D276
2 p.m. – 3:15 p.m.	<p><b>Teaching Latin America Today: Report From the Faculty International Field Seminar to Central America</b></p> <p>In May and June, 13Harper College faculty traveled to Guatemala, El Salvador, and Nicaragua as part of the second Faculty International Field Seminar. The program is designed to strengthen undergraduate education on the subject of Latin America, with particular attention to the three countries visited, and ultimately contribute towards the preparation of students for careers and citizenship in an increasingly interconnected world. Participating faculty have created curriculum projects for infusion in their classes this fall, acquired new competencies in cross-cultural communication, and gained the ability to mentor students based on their field experiences in Latin America. Join us to hear about their experiences and learn how you might incorporate information about Latin America in your courses! There will be photos!</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Rich Johnson</p>	Z102
3 p.m. – 4 p.m.	<p><b>What Do You Know About Harper?</b></p> <p>Join us for an exciting game that will challenge your knowledge of Harper College in friendly competition with your colleagues. What is the College mission? How are learning goals developed? How does the College allocate resources? This fun and engaging session will begin to prepare you for interaction with the Higher Learning Commission Peer Review Team, on campus March 5-6, 2018. Prizes! Snacks! Fun!</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Julie Ellefson</p>	D193
4 p.m. – 9 p.m.	<p><b>Adjunct Faculty Teaching &amp; Learning Conference</b></p> <p>The Adjunct Faculty Teaching &amp; Learning Conference is a great way for all adjunct faculty to connect with Harper, colleagues, and the Academy for Teaching Excellence. This year's conference will focus on the work of our communities of practice and will include engaging presentations with direct applications to the classroom, networking opportunities, food (appetizers, dinner, and desserts), door prizes, and more. You will also have the opportunity to join a community of practice for the fall and find out more about the exciting work being done by our adjunct and full-time faculty already involved in these communities. One attendee at the conference last year said "This is a perfect way to begin the school year!" We hope you'll join us for an inspiring, supportive, fun way to start the fall semester!</p> <p><b>Open to:</b> Adjunct faculty  <b>Facilitator:</b> Academy for Teaching Excellence  <b>RSVP:</b> <a href="http://bit.ly/TLC-Aug2017">http://bit.ly/TLC-Aug2017</a></p>	Wojcik Conference Center

**Thursday, August 17**

9 a.m. – 9:50 a.m.	<p><b>SNEAK PEEK: New &amp; Improved Student Portal</b></p> <p>Word on the street is that there's a new student portal coming this fall. This session is your chance to take a peek at what's inside. The new portal features a faculty/staff view with improved access to grades, Blackboard and more. Students will experience one-click access to Blackboard (no more extra login) and be able to view announcements right from the homepage. Plus, it puts their academic planning tools, campus events and more right at their fingertips. This session will be a great chance to provide feedback before the product launches in the fall semester.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitators:</b> Katye Speer and Becki Suthers</p>	D154
9 a.m. – 9:50 a.m.	<p><b>Accommodating Students: Your ADS Backpack</b></p> <p>Come equip yourself with necessary information to serve and deliver accommodations for students with disabilities. Topics covered include ADS advising updates, new testing procedures, accommodation requests, and other tips and techniques for working with students with disabilities.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitators:</b> Debbie Reuter and Becky Ramirez-Malagon</p>	D142
10 a.m. – 10:50 a.m.	<p><b>Community of Practice Facilitator Meeting</b></p> <p>Did you miss the Community of Practice Facilitator session in March, but are still interested in learning how to facilitate a community of practice? This session will review some of the basics the workshop hosted by the Washington State Board for Community and Technical Colleges. Members of the Academy for Teaching Excellence will also provide information on how to seek travel and meeting support. Learn more about how to facilitate this innovative form of faculty development.</p> <p><b>Open to:</b> By invitation  <b>Facilitator:</b> Academy for Teaching Excellence</p>	D269
10 a.m. – 10:50 a.m.	<p><b>Curriculum: Navigating the Curriculum Process</b></p> <p>Join us to navigate your way through the Curriculum Process! We will show you the procedure, checklist, and how to navigate through parts of Curricunet. We can answer questions you might have about the curriculum process at this session too!</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitators:</b> Lisa Blaylock and Darlene Niebuhr</p>	D114
11 a.m. – 11:50 a.m.	<p><b>Community of Practice Info Session</b></p> <p>Since its launch in November 2016, a number of communities of practice have been created and launched with members beginning exciting new projects. In this session, the Academy for Teaching Excellence will provide information on the work being done in these communities and share how you can create one with your colleagues.</p> <p><b>Open to:</b> All faculty  <b>Facilitator:</b> Academy for Teaching Excellence</p>	D274
11 a.m. – 11:50 a.m.	<p><b>Reserved Time for Deans to Meet With Their Chairs &amp; Coordinators</b></p>	
1 p.m. – 1:50 p.m.	<p><b>Division Meetings</b></p>	Various
2 p.m. – 2:50 p.m.	<p><b>Department Meetings</b></p>	Various
3 p.m. – 3:50 p.m.	<p><b>Harper Digital Classroom: Hands-On</b></p> <p>You Spoke, We Listened! Based on feedback from Harper's faculty, we have replaced our traditional SMART Classrooms with the new and improved Harper Digital Classroom. Attend this session to experience first-hand the new features including a digital document camera, a high definition Blu-Ray player, annotation LCD, and a high definition projector.</p> <p><b>Open to:</b> All faculty  <b>Facilitators:</b> Employee Technical Skills Training Team  <b>RSVP Required:</b> to <a href="mailto:etstraining@harpercollege.edu">etstraining@harpercollege.edu</a> or x6277</p>	A234A

3 p.m. – 4:15 p.m.	<p><b>Improving Student Learning Through General Education Assessment &amp; Reflection</b>  Many of you have been integral to ensuring we are meaningfully assessing student learning related to our General Education Learning Outcomes. Learn about how all of that work is being put to use, and help us review our most recent large-scale assessment, Diverse Perspectives &amp; Cultures. We will discuss the ways that we're involving faculty from across disciplines in this important work, and most importantly how we are using our assessment results to make improvements in student learning!</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitator:</b> Learning Assessment Committee</p>	D178
4 p.m. – 6 p.m.	<p><b>New Faculty Welcome at the Ender Home</b>  <b>Open to:</b> By invitation</p>	Dr. Ender Home
6 p.m. – 7 p.m.	<p><b>New Features in Blackboard</b>  Join the Academy for Teaching Excellence to learn more about new features in Blackboard such as Content Collection and Collaborate Ultra. Instructors can now use the Content Collection to store, share and publish content. Files can be easily repurposed and linked from any Blackboard course. When a file that is stored in the Content Collection needs updating, faculty need to update it only once inside the Content Collection, eliminating the need to go into each course to upload an updated version of the file. Blackboard Collaborate with the Ultra Experience is a simple, convenient and reliable web conferencing solution built for education and training. Thanks to robust collaboration and conference tools, everyone feels like they're in the same room together, regardless of their location or device.</p> <p><b>Open to:</b> All faculty  <b>Facilitator:</b> Karen Herold</p>	D278
<b>Friday, August 18</b>		
8:30 a.m. – 12:30 p.m.	<p><b>Cultural Competency &amp; the Search Committee (Boxed Lunch)</b>  Designed for anyone who plans to be a search committee member, this workshop discusses cultural competency in the search process and includes an interactive exercise focused on how to recognize culturally competent candidates. A second exercise more deeply explores how to make interview questions more effective.</p> <p><b>Open to:</b> Full-time faculty and staff  <b>Facilitator:</b> Paula Saltzman  <b>RSVP:</b> <a href="mailto:psaltzma@harpercollege.edu">psaltzma@harpercollege.edu</a></p>	W214
10 a.m. – 10:50 a.m.	<p><b>Shared Governance Member Training</b>  Are you a member of a Shared Governance Committee? If so, you are required to complete this training if you have not in the past.</p> <p><b>Open to:</b> All faculty and staff who wish to serve on a Shared Governance Committee  <b>Facilitators:</b> Maria Coons and Michelé Smith</p>	D174
11 a.m. – 11:50 a.m.	<p><b>Shared Governance Chair Training</b>  Are you chairing a Shared Governance Committee? If so, you are required to complete this training if you have not in the past.</p> <p><b>Open to:</b> All faculty and staff who wish to serve as a Shared Governance chair or who wish to learn more about shared governance  <b>Facilitators:</b> Maria Coons and Michelé Smith</p>	D174
12 p.m. – 1 p.m.	<p><b>All Employee Ice Cream Social</b>  <b>Open to:</b> All faculty and staff</p>	Multiple Locations
1 p.m. – 2:30 p.m.	<p><b>Shared Governance Committee Chairs &amp; Vice Chairs Meeting</b>  Reviews the past year's accomplishments, expectations and updates for the coming year, and any meeting management issues that chairs and vice chairs may want to address.</p> <p><b>Open to:</b> All faculty and staff  <b>Facilitators:</b> Maria Coons and Michelé Smith</p>	D193



1 p.m. – 4 p.m.	<b>New Faculty Orientation: Benefits &amp; Policies</b> <b>Open to:</b> New full-time faculty <b>Facilitators:</b> Lisa Helwink and Jodie Olsen	D242
1 p.m. – 4 p.m.	<b>Prep Time for Faculty</b>	
<b>Saturday, August 19</b>		
8:15 a.m. – 12:15 p.m.	<b>New Adjunct Faculty Orientation</b> This event will provide new adjunct faculty with the resources they need as they begin with Harper College. Orientation will include a tour of the Division office and meeting the Dean, acquiring a parking pass and Harper ID, Harper technology training with IT, student conduct and campus safety procedures and faculty resources available through the Academy for Teaching Excellence. Breakfast and refreshments will be served and there will be time for networking with other new adjunct faculty. <b>Open to:</b> New adjunct faculty <b>Facilitator:</b> Academy for Teaching Excellence <b>RSVP:</b> <a href="http://bit.ly/NAFO-Fall17">http://bit.ly/NAFO-Fall17</a>	D193
12:45 p.m. – 2:45 p.m.	<b>Blackboard Bootcamp</b> The Blackboard Bootcamp workshop provides an overview of basic tools in Blackboard. You will create a basic Blackboard course site ready for use with your on-campus class. Please bring your course syllabus, an assignment list and any other course handouts you plan to use. Please note, this session provides an overview and is not designed for in-depth or advanced learning about a specific Blackboard tool. <b>Open to:</b> All faculty and staff <b>Facilitator:</b> Karen Herold <b>RSVP:</b> <a href="http://bit.ly/BbBootcamp-Fall17">http://bit.ly/BbBootcamp-Fall17</a>	D278

### Also Available!

#### Office 365 Hands-On Workshop @ Harper Mobile Unit

Leverage your access to documents with Office 365! Come on board and learn how you can use this Harper College cloud application in this hands-on interactive workshop. Topics will include: What is Office 365; How to Access Office 365; Uploading Documents; Spreadsheets and Images and Collaboration and Sharing with Colleagues. Sessions are limited to 11 participants each.

**Open to:** All faculty and staff

**Facilitators:** Brian Hamm and Martha Karavitis

**RSVP:** <http://bit.ly/mobileunit365>

<b>Tuesday, August 15</b> Outside Performing Arts Center	<b>Wednesday, August 16</b> Building Y Entrance/Drop-off area	<b>Thursday, August 17</b> Building J Circular Driveway
Session 1: 1 p.m. – 1:20 p.m. Session 2: 1:30 p.m. – 1:50 p.m. Session 3: 2 p.m. – 2:20 p.m. Session 4: 2:30 p.m. – 3 p.m.	Session 1: 1 p.m. – 1:20 p.m. Session 2: 1:30 p.m. – 1:50 p.m. Session 3: 2 p.m. – 2:20 p.m. Session 4: 2:30 p.m. – 3 p.m.	Session 1: 1 p.m. – 1:20 p.m. Session 2: 1:30 p.m. – 1:50 p.m. Session 3: 2 p.m. – 2:20 p.m. Session 4: 2:30 p.m. – 3 p.m.

