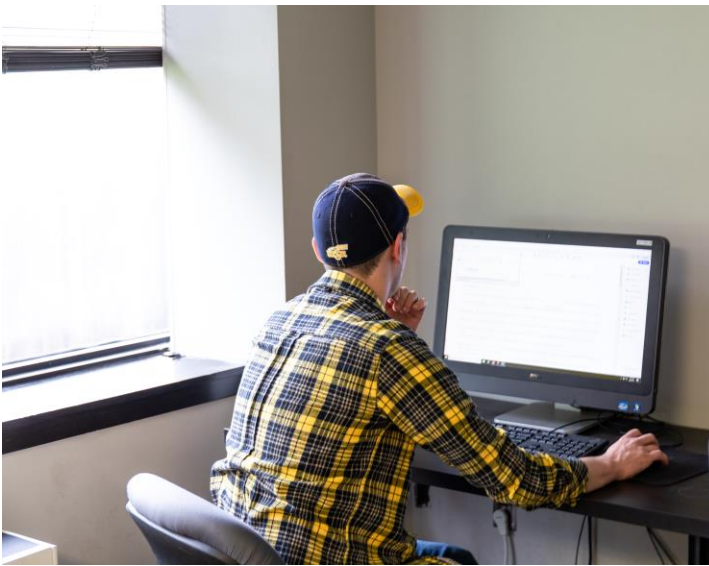


# Academic Resources Conference 2019

## #WSUARC19



## Our Sponsors

- The Office of the President
- Blackboard
- The Graduate School
- The Media Resources Center
- Instructional Design and Access (a division of the MRC)
- Office for Workforce, Professional, and Community Education

## General Schedule, Day One: Pre-Conference (GTA Training and New WSU Faculty)

TIME	ROOM	EVENT
8:30-9:00	Metroplex	Check-in/Register for Graduate Students
9:00-10:00	MX 180	Dr. Kerry Wilks addresses the group on policies and important procedures, Sara Zafar speaks to Title IX
10:40-11:30	MX 180	Accessibility training for new instructors
11:30-12:15	MX 130	Lunch for those who registered -- Also: Check-in/Register for New Faculty
12:20-1:10	Various	Pick one: Fundamentals of in-person teaching; Blackboard fundamentals; American Classroom Culture
1:20-2:10	Various	Pick one: Managing discussions; Blackboard Advanced, Efficient and effective grading
2:20-3:10	MX 180	Pick one: Banner Faculty Grade Entry, Roster, and More!; Blackboard fundamentals; Fundamentals of in-person teaching
3:15-3:30	MX 130	If you need a key for the gray box in your classroom: Media key training

## General Schedule, Day Two: Full ARC Conference

TIME	ROOM	EVENT
8:00-8:30	Metroplex	Check-in/Register. Late arrivals can register at any time during the day
8:30-9:30	MX 180	Opening remarks by Provost Muma and accessibility update (exceptions procedure) by John Jones
9:40-10:30	Various	Session One Breakouts
10:40-11:30	Various	Session Two Breakouts

11:30-12:30	MX 180	Lunch provided by Blackboard and remarks by Blackboard representative
12:40-1:30	Various	Session Three Breakouts
1:40-2:30	Various	Session Four Breakouts
2:40-3:30	Various	Session Five Breakouts
3:40-4:30	MX 180	Closing session with Faculty Fellow introductions, information about Online Faculty Fellows for 2019-20, and <b>prize drawings!</b>

## How to choose your conference day(s)

The ARC and its pre-conference are designed to maximize your options for training. What day should you go to?

- If you are a **new faculty member to WSU**, you should attend the afternoon of the pre-conference on **August 14**, and if you can, you should also attend the full-day training event on **August 15**. Both events are in the Metroplex.
- If you are a **new GTA**, you must attend the entire pre-conference on **August 14**, and if you would like, you are welcome to attend the full-day training event on **August 15**. Both events are at the Metroplex.
- If you are a **part-time or full-time instructor at WSU** and have taught for the University before, you should attend the full-day training event on **August 15** and do not need to attend the pre-conference.

## How to choose your sessions for the August 15<sup>th</sup> event

You will want to choose your schedule carefully, as some of the events overlap. We have 4 kinds of training opportunities for you to choose from on August 15<sup>th</sup>:

- **Breakout Sessions:** There are five breakout sessions during the day. Each time slot has six different topics to choose from. You are welcome to go to any of the sessions throughout the day.

- **Key Trainings:** Many classrooms have a “gray media box” that requires a key. You can get a key by attending one of these two sessions today, but if you can’t find time to attend a Key Training today, there are many other times scheduled for the main campus. Today’s Key Trainings will be held in MX 132 and will be offered by Glenn Gunnels.
- **Labs:** MX 132 will host come-and-go lab time all day. You can get help from ITS’s Desktop Support, ITS’s Technology HelpDesk, IDA’s Blackboard Lab, AAA’s Accessibility Lab, and from the Library. The lab is open all day, even during Breakout Sessions, so schedule your day accordingly.
- **Sales Room:** MX 132 is where you can learn what materials you might need for your classrooms and have a chance to buy some of them at a greatly reduced cost. We are set up to take credit/debit cards and to charge to an org/fund number. The Sales Room is staffed by Glenn Gunnels, and he can help you pick what cables and adapters you are likely to need for the term.

## Session Tracks

Each Breakout Session is designated as being in a particular conference track. You may choose from any session, regardless what track it is in. You do not have to stay in the same track all day. Each session will have an attendance sheet. If you choose to sign in to the session, you will receive credit on your University training transcript through MyTraining.

Our session tracks are:

- **Video Production** (5 available sessions): Learn about how to use Panopto, the One-Button Studio in the library, adding captions, and podcasting.
- **Blackboard** (4 available sessions): Learn advanced Blackboard tips from IDA and also from other faculty members.
- **Microsoft Tips** (4 available sessions): Learn to be a Microsoft wizard with tips and tricks from Ali Levine.

- **Teaching** (6 available sessions): Learn all kinds of miscellaneous things from image manipulation to how to propose a class for the Lifelong Learning Program.
- **Panels** (4 available sessions): Listen to and participate in panel/audience discussions from various colleges and experts around campus.
- **General Interest** (6 available sessions): This is a good mix of training topics that have been requested by faculty.

## Meet your presenters

This training conference would not have been possible without the generous support of many offices across campus. Your trainers and panelists today come from:

- **Academic Affairs:** Dr. Carolyn Shaw, Eric Wilson
- **Intensive English:** Aimee Leisy
- **College of Applied Studies:** Dr. Mark Vermillion
- **The Graduate School:** Dr. Kerry Wilks, Aaron Coffey, and Denise Gimlin
- **Information Technology Services:** Amy Belden, Ali Levine and the Desktop Support lab team
- **The University Libraries:** Ginger Williams, Muhammad Usmani, Aaron Bowen and Nathan Filbert
- **The Media Resources Center:** John Jones, Dr. Carolyn Speer, Dr. Freh Wuhib, Jay Castor, Taylor Moore, Glenn Gunnels, John Hammer and the IDA and AAA lab teams and Sales Room
- **The Barton School of Business:** Dr. John Perry and Dr. Gery Markova
- **Workforce, Professional, and Community Education:** Kimberly Moore
- **The Honors College:** Dr. Kimberly Engber
- **The College of Health Professions:** Jennifer Anozie
- **The Office of Online Learning:** Dr. Mark Porcaro
- **Institutional Equity and Compliance:** Sara Zafar

## Conference Website and Social Media

This conference has its own website where you can find digital versions of handouts and other supportive information. You can find us at <https://www.wichita.edu/services/mrc/WSUARC/>.

We are also live tweeting this event. If you would like to join the conversation please use:

#WSUARC19.

## Detailed Schedule, Pre-Conference (August 14)

### Opening Session: 8:30-9:00

MX 180	Check-in/Register for new GTA's and any interested new faculty members
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### Session One: 9:00-10:30

MX 180	Welcome by the Dr. Wilks who will then address new GTA's on policies and important procedures for the University, and Sara Zafar speaking to Title IX
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### Session Two Accessibility Training: 10:40-11:30

MX 130	Comprehensive accessibility training for all new instructors given by Dr. Carolyn Speer. Topics include the legal situation at WSU, what accessibility is and means for the classroom, and how to present in an accessible way in all modalities.
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### Lunch 11:30-12:15

MX 180	Lunch, provided by the Graduate School
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### Session Three Breakout (Choose one to go to) : 12:20-1:10

MX 138	"Fundamentals of In-Person Teaching": Presenter, Dr. Carolyn Speer. In this session we will talk about establishing authority, dealing with disruption and imposter syndrome
MX 185	"Blackboard Fundamentals": Presenter, Taylor Moore. In this session we will learn how to login to Blackboard and find your class, how to upload materials, set announcements, and how to get more help.
MX 137	"The American Classroom Culture": Presenter, Dr. Freh Wuhib. In this session we will learn about what makes the American classroom and American students unique

	and how to handle differences you may find between American classroom culture and the culture of your home country.
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### Session Four Breakout (Choose one to go to): 1:20-2:10

MX 138	"Managing Discussions": Presenter, John Jones. In this session we will learn how to engage your students in meaningful and productive discussions.
MX 185	"Blackboard Advanced": Presenter, Taylor Moore. This session will build on the Blackboard Fundamentals session and show you more Blackboard functionality.
MX 137	"Efficient and Effective Grading": Presenter, Dr. Carolyn Speer. This session will cover how to think about organizing grading and how to grade in a way that will be useful to your students but not take you too much time.

### Session Five Breakout: 2:40-3:30

MX 138	"Fundamentals of In-Person Teaching": Presenter, Dr. Carolyn Speer. In this session we will talk about establishing authority, dealing with disruption and imposter syndrome. This is the same content as in Session Three.
MX 185	"Blackboard Fundamentals": Presenter, Taylor Moore. In this session we will learn how to login to Blackboard and find your class, how to upload materials, set announcements, and how to get more help. This is the same content as in Session Three.
MX 137	"Banner Faculty Grade Entry, Roster, and More!": Presenter, Amy Belden. In this session you will learn how to submit grades to Banner, pull a roster, and do more things with Banner.

### Media Key Training (Optional): 3:15-3:30

MX 132	Presenter, Glenn Gunnels. If you are planning on using the media in your classroom, you will need a key. Attend this training and you will be able to get a key for the "gray box" in your classroom.
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## Detailed Schedule, Full Conference (August 15)

### Check-in/Register: 8:00-8:30

MX 180	Check-in/Register and grab a breakfast snack.
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## Opening Session: 8:30-9:30

MX 180	Welcome by Provost Muma, followed by Accessibility Exceptions procedure, John Jones. <b>NOTE:</b> Attendance at this session will count as the 2019-2020 required accessibility training for faculty.
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## Session One Breakout: 9:40-10:30

MX 130	"Intro to Panopto." Presenter: Taylor Moore. Session topics include: getting started with Panopto.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Making math and science accessible." Presenter: Jay Castor. Session topics: Math and science accessibility issues.
MX 138	"Advanced Blackboard." Presenter, Freh Wuhib. Session topics include: Gradebook issues, running reports, customization.
MX 142	"Finding free images for classroom use." Presenter, John Hammer. Session topics: How to find free images to use in PowerPoint and Blackboard.
MX 180	Graduate School panel, "Connecting with Your New Graduate Students: The Evolving Trends in Graduate Student Recruitment and Retention." Presenters: Kerry Wilks, Aaron Coffey, and Denise Gimlin. This is an interactive event, so please bring questions.
MX 185	"Excel Tips and Tricks" Presenter: Ali Levine. Session topics: Excel tips and tricks.

## Session Two Breakout: 10:40-11:30

MX 130	"Advanced Panopto": Presenter, Taylor Moore. Session topics include: editing captions, renaming files, moving from term-to-term.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Flip That Class!" Presenter: Carolyn Speer. Session topics: Have you ever thought about flipping your class but aren't sure how? This session will provide you with resources to work through your course in a methodical way to make sure you are using your in-person time wisely and taking advantage of all the ways Blackboard can help you in your online time.
MX 138	"Syllabus and Outcomes." Presenter: Gery Markova. Session topics: The updated WSU syllabus template and writing measurable outcomes.
MX 142	"Manipulating digital images." Presenter: John Hammer. Session topics: Working with digital images to fit them where you want them to go.



MX 180	Honors College panel, "Teaching in Honors." Various presenters including Dr. Kimberly Engber. Panel topics: What is it like to teach for the Honors College? How do Honors students differ? This is an interactive event, so please bring questions.
MX 185	"Excel Visual Data." Presenter: Ali Levine. Session topics: Working with Excel to present data in a visual way.

### Lunch 11:30-12:30

MX 180	Lunch Provided by Blackboard. Comments by Blackboard representative.
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### Session Three Breakout: 12:40-1:30

MX 130	"One-button studio." Presenters: Library and Freh Wuhib and Muhammad Usmani. Session topics: Did you know the library offers a free video capture studio for you and your students to use? Come learn how easy it is to create video for your classes!
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, library, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Discrimination and Harassment." Presenters: Sheryl Propst and Christine Taylor. Session topics: What does discrimination and harassment look like in the higher education environment? How can we all work toward an equitable and welcoming campus?
MX 138	"Using the Groups Tool." Presenter: John Perry. Session topics: Learn from a "seasoned professional" how the groups tool in Blackboard can be used and the limitations of its use.
MX 142	"Do you want to propose a badge class?" Presenters: Kim Moore and Carolyn Speer. Session topics: What the Badge Program is and how to propose a badge class.
MX 180	"CHP Technology Practices, Updates and Reminders." Presenter: Jennifer Anozie. Session topics: Things to keep in mind for College of Health Professions instructors as the semester unfolds. NOTE: This session is designed for members of the College of Health Professionals.
MX 185	"PowerPoint Tips and Tricks." Presenter: Ali Levine. Session topics: Think you know all you need to know about PowerPoint? Probably not! Come learn hidden tips and tricks that will make your PowerPoints better and more accessible!

### Session Four Breakout: 1:40-2:30

MX 130	"Adding captions to video." Presenter: Taylor Moore. Session topics: How to add captions to Panopto and YouTube videos.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.

MX 137	"Library Services Training." Presenters: Aaron Bowen and Nathan Filbert . Session topics: Library services available to WSU faculty and staff.
MX 138	"Blackboard test tools." Presenter: Freh Wuhib. Session topics: Using Blackboard's test tools to solve all kinds of problems, and not just in a testing situation.
MX 142	"Web training for faculty who run web pages." Presenter: Caleb Wilson. Session topics: Important information for anyone who puts information on the wichita.edu webpages.
MX 180	Academic Affairs Panel, "Trends in Higher Education." Presenters: Eric Wilson, Bobby Gandu, Trish Schmidt from WSU Tech, and Eddie Andreo from Cowley County Community College. The panel will be moderated by Carolyn Speer. This is an interactive event, so please bring questions.
MX 185	"Word Tips and Tricks." Presenter: Ali Levine. Session topics: Word can do so much more than most people realize. Come learn Word secrets that will make you the go-to person in your department or area!

### Session Five Breakout: 2:40-3:30

MX 130	"Panopto for podcasting." Presenter: John Jones. Session topics: Using the Panopto tool for podcasting.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Library Resources (including OER) Training." Presenters: Aaron Bowen and Nathan Filbert. Session topics: A review of WSU library resources for faculty and staff
MX 138	"Blackboard Rubrics Tool." Presenter: Taylor Moore. Session topics: How to use the rubrics tool in Blackboard.
MX 142	"Teaching for the Lifelong Learning Program." Presenter: Kim Moore. Session topics: What is the Lifelong Learner program and how can you teach in it?
MX 180	Academic Affairs Panel, "Creative Curriculum, Creative Classroom." Presenters: Carolyn Shaw, Mark Vermillion, Aimee Leisy, Amy Drassen-Ham, and moderated by Mark Porcaro. This diverse panel will discuss creative things they have done with their own classes, what has worked and maybe even what hasn't. WSU is a flexible and accepting environment for trying out new things. Come learn what your peers are doing! This is an interactive event, so please bring questions.
MX 185	"Remediating Legacy Documents." Presenter: Heather Merchant. Session topics: Do you have inaccessible "legacy" documents? This session will explain to you what your options are to improve them. Good for both faculty and staff.

### Closing Session: 3:40-4:30

MX 180	Closing Remarks: Faculty Fellow introductions, closing remarks, and <b>prizes</b> .
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