<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>COOL TOOLS WORKSHOP – UCC Room 2033</th>
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</table>
| 01/16/2020 | 1:30 – 3:00 p.m. | **Webex Meetings**  
Facilitator: Tom Birkenbach and Joshua Enos  
For web conferencing, Webex Meetings has been and is an industry leader, and WMU is now licensed to use it. Webex Meetings offers web-based conferencing tools such as audio, video, collaboration tools and the ability to share desktops. Both as an independent service as well as with integration into Microsoft Outlook, hosting and attending an event is streamlined, intuitive and easy to use for everyone across multiple platforms. Register today to learn from our OIT experts Tom Birkenbach and Joshua Enos.  
Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; and academic administrators |
| 01/30/2020 | 1:30 – 3:00 p.m. | **Microsoft Teams Peer Discussion**  
Facilitator: Tom Birkenbach and Joshua Enos  
This workshop is a follow-up discussion to the workshop offered on 10/31/2019. Attendees can discuss how they have used the material presented in the prior workshop as well as learn from how other attendees have integrated Teams into their work.  
Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; and academic administrators |
| 02/13/2020 | 10:00 – 11:30 a.m. | **Active Student Response Systems: First Aid for Dry Subject Matter, Splintered Attention, and Other Classroom Ailments**  
Facilitator: Amanda Karsten  
The purpose of this 1.5 hour workshop is to introduce techniques for promoting student engagement with learning opportunities in the college classroom (i.e., to encourage active student responding or ASR). First, I will discuss considerations for when and how to introduce new techniques for ASR. Second, I will introduce three techniques that can be adapted for a variety of instructional contexts (e.g., brick-and-mortar v. remote delivery format; introductory v. advanced subject matter). Third, attendees will develop an active student response system to pilot in one of their courses. This workshop will be most beneficial to attendees who can a) prior to the workshop, complete the brief 6-item survey linked below by Monday, February 2 so that I may tailor discussion to prior experiences and specific interests of the attendees; b) prior to workshop, choose one previously developed lecture or in-class activity for which they’d like to increase ASR; and c) come to the workshop with a laptop, objectives, powerpoint slides, quizzes or other materials that may be helpful to reference while customizing a system of ASR for the self-nominated activity.  
SURVEY LINK https://wmich.co1.qualtrics.com/jfe/form/SV_b11AOsxFRehl2xL  
Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; and academic administrators |
| 02/13/2020 | 1:30 – 3:00 p.m. | **Microsoft Flow**  
Facilitator: Tom Birkenbach and Joshua Enos  
In this workshop, members of OIT will provide hands-on training for Microsoft Flow. Learn how to automate many routine tasks to save you time and effort. If you often spend time on repetitive tasks such as [list] then this may be the workshop for you! Register today to learn from our OIT experts Tom Birkenbach and Joshua Enos.  
Target Audience: All employees who want to get more use out of their Microsoft Office and Microsoft Applications to increase productivity and efficiency.  
Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; and academic administrators |
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<th>Date</th>
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<th>Event Title</th>
<th>Facilitator(s)</th>
<th>Description</th>
<th>Target Audience</th>
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<tr>
<td>02/27/2020</td>
<td>1:30 – 2:00 p.m.</td>
<td>Learning Glass – DIFFERENT LOCATION: Waldo Library room 0157A</td>
<td>John Mackenzie</td>
<td>Learning Glass is a tool for recording lectures and presentations that allows you to write notes on a lightboard while facing the viewer. The Learning Glass Studio is open to all Western Michigan University faculty, instructors, staff and students. Sign up for this workshop to learn from resident expert John Mackenzie on how this technology can improve student engagement and learning.</td>
<td>All instructional faculty including full-time, part-time and graduate-faculty.</td>
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<td>03/02/2020</td>
<td>1:30 – 3:00 p.m.</td>
<td>Writing Effective Exam Questions</td>
<td>Annette Hamel</td>
<td>In this seminar, we’ll talk about best practices for writing exam questions that assess student learning. We’ll examine when to use objective (i.e., multiple choice) vs. subjective (i.e., open-ended &quot;essay questions&quot;), how to create and use grading rubrics to expedite the scoring process, and how to refine an exam over time when you use it repeatedly in multiple semesters. We’ll also discuss the pros and cons of using a test bank vs. creating your own questions.</td>
<td>All instructional faculty including full-time, part-time and graduate-faculty.</td>
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<td>03/18/2020</td>
<td>1:30 – 3:00 p.m.</td>
<td>Writing Exams and Analyzing Results</td>
<td>Christopher Shank</td>
<td>Come learn about exams with Christopher Shank! Tackle the difficult assessment challenges in your classroom with focused analytical tools. Christopher Shank is a doctoral student in evaluation, measurement, and research. He teaches classes on the basics of social research and test design; his research focuses on the detection of bias in measurement instruments. Participants should bring a laptop equipped with Excel.</td>
<td>All instructional faculty including full-time, part-time and graduate-faculty.</td>
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<td>03/19/2020</td>
<td>1:30 – 3:00 p.m.</td>
<td>Contact and Mailing List Management: Best Practices</td>
<td>Tom Birkenbach and Joshua Enos</td>
<td>With so many platforms and ways to work collaboratively online, managing groups and contacts can be difficult, but have no fear! In this workshop, our resident OIT tech experts will share information and answer questions about contact and mailing list management.</td>
<td>All instructional faculty including full-time, part-time and graduate-faculty.</td>
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<td>03/26/2020</td>
<td>1:30 – 3:00 p.m.</td>
<td>Webex Meetings</td>
<td>Tom Birkenbach and Joshua Enos</td>
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Please visit http://wmich.edu/facultydevelopment/programs/cooltools for the registration page to sign up for workshops.

Phone: 269-387-0732
Email: faculty-development@wmich.edu
Website: http://wmich.edu/facultydevelopment/