2018-2019 Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>COOL Tools Workshop – UCC Room 2033</th>
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<tr>
<td>09/27/2018</td>
<td>9 – 11 a.m.</td>
<td>Interconnectivity of Web Apps: Microsoft Teams</td>
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<td>Tom Birkenbach and Tyler Payne (OIT)</td>
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<td>10/17/2018</td>
<td>1 – 3 p.m.</td>
<td>Responding to Inappropriate, Disruptive or Dangerous Student Behavior</td>
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<td>Nicole Albee</td>
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<td>10/22/2018</td>
<td>1 – 3 p.m.</td>
<td>Course Design for Library Engagement</td>
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<td>Ed Eckel &amp; Michele Behr</td>
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<td>10/25/2018</td>
<td>9 - 11 a.m.</td>
<td>Interconnectivity of Web Apps: Microsoft Flow</td>
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<td>Tom Birkenbach and Tyler Payne (OIT)</td>
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<td>10/26/2018</td>
<td>9 – 11 a.m.</td>
<td>Discover Your Strengths</td>
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<td>Adrienne Fraaza</td>
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**Interconnectivity of Web Apps: Microsoft Teams**

In this, the first of three scheduled Cool Tools workshops designed to bring you up to speed on some of the Microsoft Applications available to you, members of OIT will provide hands-on training for Microsoft Teams. Get the best out of Office 365 including chat, meetings, notes and attachments.

Target Audience: All employees who want to get more use out of their Microsoft Office and Microsoft Applications to increase productivity and efficiency.

**Interconnectivity of Web Apps: Microsoft Sway**

In this, the third of three scheduled Cool Tools workshops designed to bring you up to speed on some of the Microsoft Applications available to you, members of OIT will provide hands-on training for Microsoft Sway. Sway helps you produce better newsletters, presentations and other communications.

Target Audience: Everyone who uses applications like Word, Publisher, or Power Point and who would benefit from another way to create visually striking presentations of any sort.

**Responding to Inappropriate, Disruptive or Dangerous Student Behavior**

This Cool Tools workshop will provide information for faculty about responding to inappropriate, disruptive, or dangerous behaviors from students. Nicole Albee from the Office of Student Conduct will be available to discuss classroom management and when to call your campus resources for assistance.

Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; and academic administrators.

**Course Design for Library Engagement**

This Cool Tools workshop facilitated by faculty librarians offers a dual focus: online learning (embedding library resources and services into online/e-learning course activity) and in-person learning (designing library assignments and learning activities to engage with physical library collections, spaces, and in-person help).

Target Audience: All instructional faculty including full-time, part-time and graduate-faculty; anyone working with students.

**Interconnectivity of Web Apps: Microsoft Flow**

In this, the second of three scheduled Cool Tools workshops designed to bring you up to speed on some of the Microsoft Applications available to you, members of OIT will provide hands-on training for Microsoft Flow. Learn how to automate many routine tasks to save you time and effort.

Target Audience: All employees who want to get more use out of their Microsoft Office and Microsoft Applications to increase productivity and efficiency.

**Discover Your Strengths**

This introductory workshop to Gallup’s Clifton Strengths will help you identify your Top 5 greatest areas of talent and provide a broad context of what Strengths is and its value on campus. This session is highly interactive and facilitates discovery of your own Strengths, as well as those of your peers. This is an excellent session for anyone new to Strengths, anyone who would like to learn more about themselves, or anyone considering using Strengths activities in their classes.
Target Audience: All instructional faculty including full-time, part-time and graduate faculty; and academic administrators.

**Have Better Meetings!**

This Cool Tools workshop will provide tips and skills to improve engagement and outcomes of meetings. The workshop is open to all and is designed to improve the skills of those organizing and facilitating meetings. Sue Caulfield and Chris Robinson will provide participants with best practices and strategies applicable to a wide range of academic professionals, including how to "flip your meeting".

Target Audience: Administration, staff and faculty who currently plan, organize, facilitate or attend meetings of any size, and for any purpose.

**Student Success and Sense of Belonging**

In 2015, WMU launched Broncos FIRST; some portions of that have been further developed and are now within President Montgomery’s Transformational Initiative: Success At WMU. In this workshop, participants from both groups will share what they’ve learned about the importance of a student’s sense of belonging to student success and will provide research-driven best practices and strategies to help facilitate a student’s sense of belonging in a variety of settings (classroom, advising, and more). Participants will be invited to identify one new concept or strategy to incorporate into their current role, and to engage with others on best practices regarding implementation of that new idea.

Target Audience: Anyone in the WMU community who interacts with students.

**Writing Effective Exam Questions (tentative)**

In this workshop, 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 “essay questions”), 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.

Target Audience: All instructional faculty including full-time, part-time and graduate faculty; and academic administrators.

**Sticky Communication**

This workshop, facilitated by Bob Wertkin, will provide...

Target Audience: All faculty, staff and administrators.

Please visit [http://wmich.edu/facultydevelopment/programs/cooltools](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/](http://wmich.edu/facultydevelopment/)