

OEPS SP PARTICIPANT GUIDE | PHASE I

DESIGNED BY JAIME PILLETTE

NOVEMBER 5, 2017

THIS PARTICIPANT GUIDE BELONGS TO:





Verdana Community College

WELCOME TO OEPSP PHASE I TRAINING

Hello and Welcome to OEPSP Phase I Training!

In this training you will have a variety of options to support your ability to meet the intended outcomes. In addition to this facilitator guide you will have visual materials and facilitator guidance to ensure you have every opportunity to be successful as we begin this journey towards our collective vision for VCC.

This eight-hour instructor led course (ILT) is designed to provide VCC faculty and support staff members an opportunity to be active participants in the creation of the new culture at VCC while learning about the foundations of the OEPSP and HPES.

As you get settled in, please take a moment to create a name tent that will help others learn your name. You will find a large index card and marker at your station, please use these materials to create your name tent according to the instructions below. Place the tent with your name facing the facilitators station.



Hello & Welcome!



Verdana Community College

MODULE 0 VCC VALUES, VISION, & GOALS

MODULE OVERVIEW

In this module, you will explore Dr. Hayes' values, vision, and goals for VCC and work with others to define these in behaviors.

TERMINAL LEARNING OBJECTIVE

At the end of this module, you will be able to articulate VCC's values, vision, & goals.

MODULE AGENDA

0.1 COURSE INTRODUCTION

0.2 OUR VALUES, VISION, & GOALS

0.3 OUR VALUES, VISION, & GOALS IN ACTION

0.4 DEMONSTRATING COMMITMENT TO THE VALUES, VISION, & GOALS

MODULE 0 TOPIC 1 | COURSE INTRODUCTION

COURSE OVERVIEW

Overview

In this course, you will work together to evaluate standardized performance-based evaluation, the values, vision, & goals of VCC, and HPES. Together you will construct the best practices that demonstrate our singular vision toward the future success of VCC.

Course Objective

By the end of this training, you will be able to articulate the values, vision, and goals of VCC, recognize the contributions of all departments to student and organizational success, articulate the benefits of standardized performance-based evaluations, and recognize the importance of phase II & the HPES system.

WELCOME



Verdana Community College

My Facilitators Name: _____

Introduce Yourself

When it is your turn, introduce yourself to the group. Share your **name**, your **department**, and **how long** you have been a part of the VCC family.

COURSE OVERVIEW

Module 0 | VCC Values, Vision, & Goals

Module 1 | The VCC Beach Ball

Module 2 | The Benefits of Standardized Performance-Based Evaluations

Module 3 | HPES Sandbox

MODULE 0 OVERVIEW

0.1.1

By the end of this section, you will be able to use the i>clicker remote to respond to survey and knowledge check questions

0.2.1

By the end of this section you will be able to state the core components of the values, vision, & goals

0.3.1

At the end of this section you will be able to define the values, vision, & goals using behaviors

0.4.1

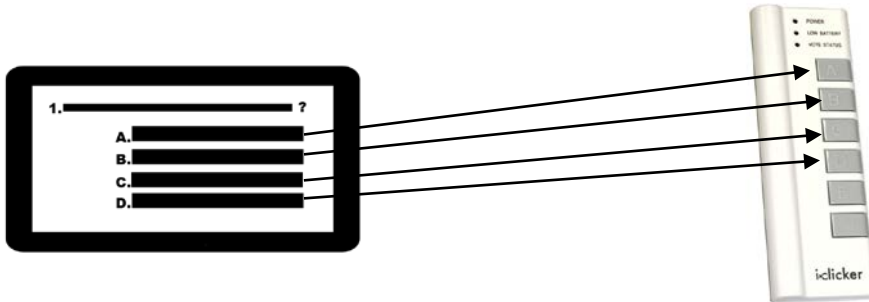
By the end of this section, you will be able to use the i>clicker remote to respond to survey and knowledge check questions

I>CLICKER OVERVIEW

When your facilitator prompts you to respond to a survey or knowledge check, you will use to i>clicker remote located at your station to provide your response. Everything is all ready set up, all you need to do is pick up the remote and press the letter on the remote that corrosspns with the response you would like to submit on the screen.



Verdana Community College



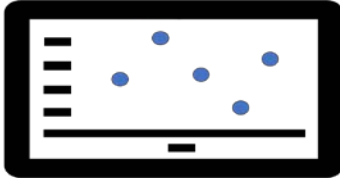
PRACTICE SURVEY 0.1

1. Do you prefer Coka-Cola or Pepsi?
 - a. Coka-Cola
 - b. Pepsi
2. I prefer _____ as pets.
 - a. Dogs
 - b. Cats
 - c. Fish/ Reptiles
 - d. Birds/ Rodents
 - e. All of the Above
 - f. None of the Above
3. I consider myself to be a member of
 - a. The Traditionalists
 - b. The Baby Boomers
 - c. Generation X
 - d. The Millennials
 - e. Generation Z
4. I work in VCC's _____ department.
 - a. Faculty
 - b. IT
 - c. HR
 - d. Administration
 - e. Training & Development
5. I _____ drink coffee in the morning.
 - a. Always
 - b. Usually
 - c. Sometimes
 - d. Almost Never
 - e. Never



Verdana Community College

ANONYMOUS RESPONSE SYSTEM



The i>clicker remote you are using is in no way linked to you as an individual. While the facilitator can see if your serial number has responded, your personal information is in no way stored by the remote or the system. You are encouraged to answer the questions on the surveys honestly and accurately.

COMPLETE PRE-COURSE SURVEY 0.2

Complete this survey using the projected presentation.

Surveys that include opinion based responses are not being included in printed course materials to further support the anonymous response environment of this training.

MODULE 0 TOPIC 2 | OUR VALUES, VISION, & GOALS

PRESIDENT HAYES' VISION STATEMENT

Jot down some notes as you watch President Hayes' statement about the future of VCC and the vision that will get us there.

VALUES

- 0 **We consider every student and employee of VCC to be part of our family.**
- 1 **We want to demonstrate respect for all students and employees.**
- 2 **We want to encourage and inspire our VCC family to excel.**
- 3 **We want to be innovative, forward thinking, and to do the right thing to everyone in the VCC family.**



Verdana Community College

VISION

At Verdana Community College, we endeavor to open minds and expand perspectives by becoming the premier community college in the region. We define this goal by excellence, engagement, and collaboration by preparing students, faculty, and staff for the educational and technology transformations of the future. Our sense of community compels us to demonstrate the highest standards and ethics each and every day. Meaningful career initiatives, standardized evaluations, and enhancements are our goals for the entire VCC family.

LECTURE NOTES

KNOWLEDGE CHECK 0.3

1. We consider _____ student and employee of VCC to be a part of our family.
 - a. Some
 - b. Full-time
 - c. Every
2. We want to demonstrate respect for all _____.
 - a. Students
 - b. Employees
 - c. Both a & b
 - d. Neither a or b
3. We want to encourage and inspire our VCC family to _____.
 - a. Have pizza parties
 - b. Excel
 - c. Stop & smell the roses.
 - d. None of the Above
4. We want to be innovative, forward thinking, and to do the right thing to everyone in the _____.
 - a. Universe
 - b. World
 - c. Hemisphere
 - d. State
 - e. VCC Family



Verdana Community College

5. Meaningful career initiatives, standardized evaluations, and enhancements are our _____ for the entire VCC family?
- a. Jam
 - b. Goals
 - c. Motto
 - d. Intentions

GROUP DISCUSSION NOTES

DO NOT EDIT

Use the space below to copy the facilitators screen.



Verdana Community College

SMALL GROUP ACTIVITY

In your small group, identify specific behaviors that demonstrate each value that anyone can use in their day to day at VCC:

We consider every student and employee of VCC to be part of our family.

We want to demonstrate respect for all students and employees.

We want to encourage and inspire our VCC family to excel.

We want to be innovative, forward thinking, and to do the right thing to everyone in the VCC family.



Verdana Community College

MODULE 1 THE VCC BEACH BALL

MODULE OVERVIEW

In this module, you will take a deep dive into the contributions each department makes to the success of students and VCC as an organization. Using a beach ball as a metaphor for the departments at VCC, participants will work together to construct a better understanding of the work each department does to support the students and the organization.

TERMINAL LEARNING OBJECTIVE

At the end of this module, you will recognize the contributions of all departments to student and organizational success.

MODULE AGENDA

1.1 THE VCC BEACHBALL

1.2 STUDENT SUCCESS

1.3 DEVELOPING BEST PRACTICES FOR INTERDEPARTMENTAL INTERACTIONS

PRE-MODULE SURVEY

MODULE 1 TOPIC 1 | THE VCC BEACH BALL

THE VCC BEACH BALL VIDEO

Jot down some notes as you watch the video describing VCC as a beach ball.



Verdana Community College

PRESENTATION AND QA PANEL

You will partner up with other members in the class from your department and create a list of department goals and describe how they contribute to the organizations goals. This is your departments opportunity to really shine so don't be afraid to brag about how the work your department does supports students and VCC as a whole!

You will have 20 minutes to prepare your 10-minute presentation and then you will answer questions from other class participants. Use the blank space below to draft notes for your presentation. Space will be provided on the next page for taking notes while watching other department's presentations.

DO NOT EDIT



Verdana Community College

PRESENTATION NOTES

FACULTY

ADMINISTRATION

TRAINING & DEVELOPMENT

IT

HR

DO NOT EDIT



Verdana Community College

MODULE 2 TOPIC 3 | DEVELOPING BEST PRACTICES FOR INTERDEPARTMENTAL INTERACTIONS

SMALL GROUP ACTIVITY

You will work in you small group to identify a minimum of six (6) behaviors or actions that should be best practices for interdepartmental interactions. Create your groups list in the space below the example.

EXAMPLE

1. Smile and say hello when interacting or passing by one another on campus.

BEST PRACTICES FOR INTERDEPARTMENTAL INTERACTIONS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
