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## Instructor Guides, TIGERS ADVANCE Trailblazers: Provost's Mentoring Initiative for Faculty Session 9: Action Research Project Presentations

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**Instructor Guides, TIGERS ADVANCE**

**Trailblazers: Provost's Mentoring Initiative for Faculty**

**Session 9: Action Research Project Presentations**

**Cynthia M. Sims, Angela D. Carter, and Stephen Brown III**

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## Introduction

TIGERS ADVANCE: Transforming the Institution through Gender Equity, Retention and Support, is a National Science Foundation (NSF) funded innovative and systematic institutional transformation approach to reduce gender inequality and improve opportunities for all early and mid-career faculty at Clemson, both men and women.

## Course Overview

Inclusive of all science, technology, engineering and mathematics (STEM) disciplines, TIGERS ADVANCE is the result of a comprehensive institutional assessment of the barriers that hinder the recruitment, advancement and retention of Clemson's women and minority faculty; a thorough assessment of Clemson's history, culture and climate; an extensive review of lessons learned from ADVANCE institutions; and the tight integration of social science research with project activities to inform and support institutional transformation.

## Session Organization

Time	What	Who
Pre Work		All
12:30 – 12:40	Trailblazer Check In	Angie Carter
12: 40	Leadership Projects – Report Out	Karen High
1:30	Introduction Need for Leadership on Policy Issues – All Trailblazers Cohort	Margaret
1:30	Leading with Vulnerability – Ted Talk	
1:40	How does leadership need to adapt – what do want the university to look like a year from now? <ul style="list-style-type: none"> <li>• Small Groups Break outs</li> </ul>	Margaret
2:15	Wrap up & Next steps Survey Completion Interview Sign up	Angie Carter
2:30	Recognition Ceremony – Trailblazers and Executive Mentors	

## Target Audience

The target audience for Trailblazers is early and mid-career faculty members at Clemson University.

## Course Goal and Outcomes

This ADVANCE Trailblazers session provides Trailblazers the opportunity to meet with and start to decide which executive mentors they want to work with.

### Course Goal

Identify the overall purpose of the course and key points covered.

### Course Outcomes

At the end of this session, participants will be able to:

- Recognize and apply negotiation skills
- Participate in a negotiation break out session

## Host Responsibilities

The requirements below should be carried out by the agency that requests the course session and are as follows:

## Audiovisual Equipment Requirements

Visual aids for this course consist of PowerPoint slides, video clips, and crash diagrams. The following audiovisual equipment is necessary for delivery of this course:

- Computer to display PowerPoint slides, videos, etc.
- Projector compatible with computer
- Electronic device to advance PowerPoint remotely
- Microphone
- Timer

All equipment should be placed in the room for the instructors to check at least one hour prior to the start of the course. The host building should provide technical assistance during this time and contact information for technical assistance during the presentation of the course.

## Room Requirements

The room should be large enough to accommodate workspace and chairs for up to 30 participants and 2 instructors plus the aforementioned equipment—a large conference room or classroom.

Instructors should be able to arrange the classroom as they deem most appropriate given the exact number of participants. (The ideal arrangement allows participants to interact with the instructors and in small groups, i.e. many round tables with 5-8 participants per table.) All participants should be able to see the screen and instructors; however, participants and instructors should be able to move about the room without obstruction.

A preparation table and presentation table or podium should be provided for the instructors. The room should be in a quiet area and have a lighting system that permits convenient dimming of the lights, especially where the screen is located.

## Training Coordinator's Responsibilities

The local coordinator is responsible for preparing the site prior to the instructor's arrival. Below is a checklist of the items the local coordinator should prepare prior to the instructor's arrival. It is recommended that the instructors contact the local coordinator to ensure these steps have been taken.

## Training Site

Before the instructors' arrival, the local coordinator should verify the following accommodations are in place for the training site:

- Selection of a training room is critical to the success of the course. Great care should be taken to select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions. The instructor should contact you with any specific requirements for the training facility.
- Reserve a training room for the duration of the course.
- Visit the classroom to make certain it meets all of the instructor's requirements.

Other considerations for the training room:

- Heat or air conditioning-find out if the instructor can control these
- Adequate shape and size. No poles or obstructions
- Seating arrangements
- Away from kitchen, construction area or other noise distractions
- Electrical outlets
- Lighting controls – Almost every training course uses visual aides that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness.

Since a PowerPoint presentation will be used during instruction, make sure to consider the following room accommodations:

- Will shades completely darken all windows?
- Can the lights be selectively dimmed when showing the presentation?
- Will overhead lights shine directly on the screen?
- Can a bulb be removed above the screen or will the whiteboard be too dark?

## Participants and Instructors

- Participants and instructors should be:
  - Informed of course starting and ending times
  - Advised on room location and whether it's the same for every session
  - Told whether food will be served or not and told of the spread
- Participants should also be informed that notebooks will be provided as well as folders and a binder to help organize received material
- Participants should bring their own writing utensil

## Final Arrangements

One (1) week before the course:

- Prepare directional signs to classroom.
- Determine if snacks are available.
- Make sure post lesson surveys are created
- Check over PowerPoints to make sure they are updated
- Make sure all links to videos are working properly.

Day of the course:

- Set-up the classroom.
- Organize the participant materials.
- Set up directional signs
- Test all equipment.
- Confirm with any food vendors

During the course:

- Let the instructor know whom to contact if he/she needs assistance.
- Check with the instructor at least once an hour to resolve any problems.
- Follow the agenda provided to the participants

After the course:

- Make sure all participants complete post lesson survey
- Make sure to collect surveys and attendance sheet
- Break down and remove any and all equipment







# Trailblazers: Provost's Mentoring Initiative for Faculty



2019-2020





# Program Finale

May 8, 2020





# Welcome & CheckIn





## Agenda, November 15, 2019

Start	Activity	Who
12:30	Trailblazers Check In	Angie Carter
12:40	Leadership Projects – Report Out <ul style="list-style-type: none"> <li>• Analysis of Teacher Evaluations</li> <li>• Equitable Workload Distribution</li> <li>• Female Good Student</li> <li>• Feminist Products in Restrooms</li> <li>• Post Tenure Satisfaction and Assessment</li> <li>• Vocab for Teaching Effectiveness</li> </ul>	Karen High
1:30	Introduction <ul style="list-style-type: none"> <li>• Need for Leadership on Policy Issues</li> </ul>	Margaret Ptacek
1:30	Leading with Vulnerability – Ted Talk	
1:40	How does leadership need to adapt – what do want the university to look like a year from now?	Margaret Ptacek
2:15	Wrap-up & Next steps Interview Sign up Survey Completion	Angie Carter
2:30	Recognition Ceremony – Trailblazers & Executive Mentors	



# Leadership Projects

Karen High





## Leadership Projects

- Analysis of Teacher Evaluations
- Equitable Workload Distribution
- Female Good Student
- Feminist Products in Restrooms
- Post Tenure Satisfaction and Assessment
- Vocab for Teaching Effectiveness



# Leadership on Policy Issues

Margaret Ptacek







# Leading with Vulnerability

Brené Brown





How does leadership need to adapt –  
What do we want the university to look  
like a year from now?

\* Small breakout sessions with report outs

Margaret Ptacek





## Wrap up & Next Steps

- Survey Completion
- Interview Sign Up
- Incentive Cards





Thank You!

Angie, Cynthia, Karen,  
Margaret, Paige & Stephen





# Year in Review Slideshow

Paige Thomsen





# Recognition Ceremony

## Trailblazers & Executive Mentors

