

APPENDIX G – WORKSHOP LOGISTICS

Following are lists of the logistical components of each workshop that program leaders must manage.

All Workshops

- Identify the date, time and place for the workshop.
- Manage facilities for the workshop.
 - ✓ Space: Set up room in round tables for eight each.
 - ✓ Supply food and beverage.
 - ✓ Audiovisual: Projection system, microphone, and PC
 - ✓ Podium in front or onstage and tables and chairs
- Manage workshop registration.
- Produce a registration list to include in workshop packets.
- Produce workshop materials packets.
- Create name tags.

Workshop I: An Orientation to Course Redesign

- Print workshop materials to include in packets.
 - ✓ Workshop I Agenda
 - ✓ Application Guidelines
 - ✓ [How to Redesign a College Course Using NCAT's Methodology](#)
 - ✓ Homework for Workshop II
- Divide participants into groups of eight each.
 - ✓ Establish a number and a letter for each table (Example: Eight tables of eight each numbered 1 to 8 and lettered A to H).
 - ✓ Divide participants into two sets of groups of eight. One set will be utilized in the morning workshop activity (groups 1 to 8), and one set will be utilized in the afternoon workshop activity (groups A to H), making sure that people from the same departments are not in the same groups. The goal is to distribute the participants so their discussions are not with their day-to-day colleagues.
 - ✓ Assign each participant a number and a letter. Put both on each one's name tag.
 - ✓ Create stanchions for each table with the appropriate number and letter.
 - ✓ At registration, instruct participants to sit at the table that corresponds to their *number*.
 - ✓ At noon, project leaders should remix the groups by instructing participants to move to the table that corresponds to their *letter*.

Workshop II: Developing the Redesign Proposal

- Print workshop materials to include in packets and to distribute.
 - ✓ Workshop II Agenda
 - ✓ [How to Redesign a College Course Using NCAT's Methodology](#)
- Divide the participants into groups of eight each.
 - ✓ Establish a number and a letter for each table (Example: Eight tables of eight each numbered 1 to 8 and lettered A to H).
 - ✓ Divide participants into two sets of groups of eight. One set will be utilized in the morning workshop activity (groups 1 to 8), and one set will be utilized in the afternoon workshop

activity (groups A to H), making sure that people from the same departments are not in the same groups. The goal is to distribute the participants so their discussions are not with their day-to-day colleagues.

- ✓ Assign each participant a number and a letter. Put both on each one's name tag.
- ✓ Create stanchions for each table with the appropriate number and letter.
- ✓ At registration, instruct participants to sit at the table that corresponds to their *number*. At noon, project leaders should remix the groups by instructing participants to move to the table that corresponds to their *letter*.

Workshop III: Mid-Course Assessment and Workshop IV: Assessing the Results

- Print workshop agendas.
- Ask each team to bring sufficient copies of their presentation slides to distribute to the participants.