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.