We strongly encourage you to use this document to prepare your responses before you submit your CCUMC 2020 conference proposal. This gives you a chance to understand what information the online form requires and draft descriptive sections within our required word limits. In short, what you write here can be copy-pasted into the form, making the process of submitting your presentation much easier.

PAGE ONE – SESSION INFORMATION

Proposed Title (max 100 characters)
An effective title encourages conference participants to attend your session. While we love clever titles, it is important your title is concise and conveys the topic of your session. Please avoid subtitles.

Description for Conference Program (max 500 characters)
Provide a succinct, persuasive and accurate description of your session. This will help attendees understand what to expect from your session.

Length of Session (select one)
- **30 Minute Flash Session** – This session allows for a narrowly focused deep dive into a subject OR allows attendees the opportunity to gather a lot of information in a short amount of time. One presenter only. Institutional and Corporate attendees may submit.
- **60 Minute Regular Session** – This is a traditional program session. They are designed to be interactive conversations between presenter/s and participants and allow attendees to grow skills and competencies.
- **Pre-Conference Workshop** – Workshops are full (8 hours) or half (4 hour) day learning sessions that take place on Wednesday, November 4th and typically provide CTS renewal units (RUs).

Intended Audience (select one)
- **Basic** (0-2 years of higher education experience)
- **Intermediate** (3-5 years of higher education experience)
- **Advanced** (more than 5 years of higher education experience)

Core Competency (select one)
CCUMC 2020 is programmed using dynamic core competencies to help attendees focus on the challenges they face in their current role. Help attendees plan their experience by interest, while touching on important topics in higher education.

- **Inclusive Leadership**
  Modern workforce; diversity, equity, and inclusion (DEI); performance effectiveness; cost control; mergers, closures, and consortiums; collaborative initiatives related to strategic institutional, vendor, and research partnerships; process transformations; culture change; measuring; remote campus relationships; and community engagement partnerships.

- **Teaching and Learning Environments**
  Instructional design, digital learning, learning space design, research computing, online and blended learning, accessibility and universal design, and mobile learning, as well as support for libraries, pedagogical research, and scholarship.

- **Content/Asset Management**
  Managing digital assets, metatagging standards, defining what should be archived, copyright in the digital age, distribution strategies for assets outside of the learning management system

- **Organizational Management**
  Leadership and management strategies and efforts to cultivate innovation, processes and practices that support change efforts, and emerging projects and pilots that explore how innovation can support student success.

- **Media Production**
  Digital video production management, production staffing and man hour tracking, managing quality with faculty production hobbyists, utilizing digital assets in instructional design, digital video production standards in a streaming world, finding a balance between course captures and full productions

Have you presented on this topic before?
- **No**
- **Yes – please indicate where, when and for whom.**

Would you consider presenting your session at UBTech in June 2021 in Orlando, FL if selected to do so? (CCUMC has a partnership with UBTech and selects sessions from our Annual Conference to participate at their event the following summer.)
- **Yes**
- **No**
PAGE TWO: LEARNING OBJECTIVES

Please list 3-5 learning objectives for your session. What will attendees be able to do after attending your session? What actions will attendees be able to take as a result of the knowledge they gained from attending your session?

Example Objectives
1. Participants will be able to define EDID.
2. Participants will be able to develop an assessment plan for employee engagement.
3. Participants will understand the difficulties in using moveable furniture in active learning classrooms.

PAGE THREE: LEARNING ACTIVITIES

Please describe the learning activities that will be incorporated into the instructional design of your session. The following link has some examples of possible activities.

Example Learning Activities
1. Participants will be asked to use think-pair-share to examine their own departmental culture.
2. Participants will take 1 minute to reflect on their own department, choose a partner adjacent to them, and share their reflection.
3. Participants will role play conversations between departmental staff and faculty to apply techniques for improving relationships.

Additional Example:
http://www.usf.edu/atle/documents/handout-interactive-techniques.pdf (Kevin Yee)

How will your session be interactive (select all that apply)?
- Group work or group discussion
- Live polling to generate discussion
- Panel with Q&A
- Round-table
- Ted-style talk with multiple presenters on one topic
- Demonstration
- Other (please specify)
- Lecture with Q&A

Please explain more about your interactive session for the Program Committee to consider.

PAGE FOUR: CONTACT INFORMATION

Session Coordinator (Main contact for submission info and coordinating group for questions/communication. This does not need to be a presenter.)
• Name
• Company
• Email Address
• Phone Number

Please let us know if there's a date you are not available to present, and we will try our best to accommodate you.
• Thursday, November 5th
• Friday, November 6th
• Saturday, November 7th

Number of Presenters (Select one)
• 1
• 2
• 3
• 4 or more

The following information is requested for each presenter. Bio and headshot will only be used in online conference proceedings, if session is selected.
• Name
• Organization
• Email Address
• Phone Number
• Head Shot (JPG only)
• Bio (PDF Format)