

Fayetteville Technical Community College

***“Continuous Improvement—The Goal
of Assessment”***



Fall Professional Development Schedule

AUGUST 13 – 14, 2009

**2201 HULL ROAD
FAYETTEVILLE, NORTH CAROLINA 28303
(910) 678-8400**

www.faytechcc.edu

2009 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

Thursday, August 13, 2009

8:00 – 8:50 a.m. **Coffee, Juice, and Pastries**
Site: Horace Sisk Dining Room



9:00 – 11:30 a.m. **Convocation**
Dr. Larry Keen, President
Site: Horace Sisk Gym
State of the College Video

11:30 – 1:00 p.m. **Luncheon Provided by FTCC – Horace Sisk Culinary Dining Room**

1:00 – 1:50 p.m. **Concurrent Sessions – Attend session of your choice**

Substantive Changes:

Presenter: Carl Mitchell, Director for Institutional Effectiveness; (**Invited Guests:** Barbara Tansey, Eldon Meacham and Brent Michaels)

Site: Horace Sisk, Room 604

Description: This session will describe the various situations where a substantive change notification to SACS-COC is required and separate those situations that are just a letter notification from those that require a full prospectus. A brief overview discussion of the recently developed Substantive Change Manual will be provided to highlight the new manual's content, including the process flow charts in the appendices. This session will be valuable to program coordinators, department chairs, division chairs, deans and faculty-staff that are involved in curriculum changes.



Signs Of A Troubled Employee or Student

Presenter: John Sutton, LCSW, CEAP, and Rose Thomas, MA, LPC, representatives from the Cape Fear Valley Employee Assistance Program.

Site: Advanced Technology Center, Room 246

Description: This session will help you recognize the warning signs of a troubled employee or student. You will also learn what you should do if you see warning signs. Information about the referral process of the Student, Faculty and Staff Assistance Program will also be presented.

2:00 – 2:30 p.m. **College Assembly Standing Committee Elections**
Site: See Attachments 1 and 2 for committee members and meeting locations.

Description: These meetings are to organize the College Assembly with the elected leadership for the academic year, to provide an orientation to the standing committee members, and to plan activities for the year.

2:30 – 3:00 p.m. **College Assembly Standing Committee Chairpersons Meeting**

Facilitator: Dr. Larry Keen, President

Site: Tony Rand Student Center, Board Room

Description: The elected chairperson of each committee must bring a copy of the enclosed memo (Attachment 3) listing elected officers to the Vice President for Human Resources at the Standing Committee Chairpersons meeting.

2009 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

Thursday, August 13, 2009 – continued

3:00 – 3:50 p.m. **Concurrent Sessions – Attend session of your choice**

NC Community Colleges Faculty Association

Presenters: NCCCFA Team Representatives, Brenda Britt, Information Systems Instructor; Cheryl Campbell, Program Coordinator, Business Administration and Roseann Thomas, Division Chair, Computer Technologies.

Site: Advanced Technology Center, Room 201

Description: NCCCFA invites you to learn about important issues for all faculty members. Members and non-members alike are encouraged to come and see what the faculty association can do for you. Participation in NCCCFA may be as limited as keeping your name on the books so our lobbyists have numbers. It may be as involved as trips to Raleigh to help drum up support. Any level of commitment on your part contributes to our efforts to build respect for our profession. Come find out how little you need to do to get great results when we pool our resources!

Safety and Security Overview

Presenter: A.B. Dickerson, FTCC Security

Site: Advanced Technology Center, Room 116

Description: A video, "Shots Fired," will be shown and information provided on what to do in the event of a campus emergency.

4:00 – 5:00 p.m. **Departmental Activities (See Attachment 5)**

Friday, August 14, 2009

8:00 a.m. – 12:00 **Concurrent Sessions – Attend session of your choice.**

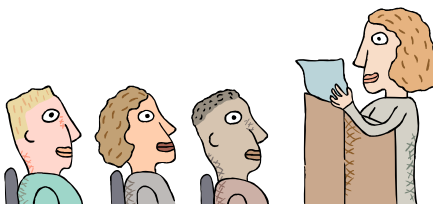
Tools for Teaching

Presenter: Dale Crum

Site: Cumberland Hall, Room 318

THIS SESSION IS MANDATORY FOR HUSKINS INSTRUCTORS.

Description: *Tools for Teaching* describes the skills by which exceptional teachers make the classroom a place of success and enjoyment for both themselves and their students. *Tools for Teaching* integrates the management of discipline, instruction and motivation into a system that allows you to reduce the stress of teaching by preventing most management headaches. All participants will receive a copy of Dr. Fred Jones' book, *Tools for Teaching*. Maximum of 45 participants.



2009 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

Friday, August 14, 2009

8:00 – 8:50 a.m.

OSHA Training – Bloodborne Pathogens

Presenter: Jimmy Taylor, Auxiliary Services Coordinator

Site: Lafayette Hall, Room 101

Description: This training is for employees who are likely to come in contact with potentially infectious body fluids during employment. If you have not yet attended this academic year, related employees are required to participate in this annual OSHA training.



Datatel Training For Secretaries

Presenter: Evelyn Bryant, Assistant Registrar; Karen Williams, Data Management Technician

Site: Advanced Technology Center, Room 123

Description: This training session will provide instruction on how to perform registration processes and view/generate various curriculum reports; rosters, student schedules, faculty schedules, course section schedules, faculty advisees, and classroom availability.

9:00 – 9:50 a.m.

Concurrent Sessions – Attend session of your choice.

OSHA Training – Hazard Communications

Presenter: Jimmy Taylor, Auxiliary Service Coordinator

Site: Lafayette Hall, Room 101

Description: This training is for employees who might be exposed to hazardous chemicals in the workplace. If you have not yet attended this academic year, related employees are required to participate in this annual OSHA training.

Financial Aid 101

Presenter: Christine Porchia, Interim Director of Financial Aid

Site: Cumberland Hall, Room 317

Description: What everyone needs to know about Financial Aid to assist students. This is an overview of financial aid basics including:

- Application process
- Verification
- Registration requirements
- Satisfactory academic progress (SAP)
- Disbursement requirements-Pell, loans and other programs



10:00 – 10:50 a.m.

OSHA Training – Chemical Lab Hygiene

Presenter: Jimmy Taylor, Auxiliary Service Coordinator

Site: Lafayette Hall, Room 101

Description: This training is for employees who are or might be exposed to hazardous chemicals in a lab environment. Training is required for new employees and others when new hazards are introduced into the workplace, and/or when desired by the employee or required by the employer.



2009 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

Friday, August 14, 2009 – continued

11:00 – 11:50 a.m. **Concurrent Sessions** – Attend session of your choice.

Best Practices for Ambassadors of Assessment

Presenters: Rod Brower, Director of MIS; Beverly Hall, Program Coordinator for Developmental Math; and Carl Mitchell, Director for Institutional Effectiveness & Assessment

Site: Horace Sisk, Room 615

Description: This session is designed for the Ambassadors of Assessment. We will review our assessment accomplishments from 2008-09 and preview our goals for 2009-10. This session will provide an opportunity for Ambassadors to share their challenges and successes and develop strategies for the upcoming year. All Ambassadors are strongly encouraged to attend.

Introduction To FTCC Office, Classroom & Lab Computers

Presenter: Patricia Timberlake, MIS Computer Training Specialist

Site: Advanced Technology Center, Room 159

Description: This is an overview of the use of your office, classroom and lab computers. Learn how to get started with our network and how to contact the Help Desk for assistance or requests. Also, learn about the use of the open labs and classroom PCs.

12:00 – 1:00 p.m. **Lunch – On Your Own**

1:00 – 2:30 pm **Family Educational Rights and Privacy Act (FERPA)**

Presenter: David Sullivan, VP for Legal Services & Risk Management

Site: Cumberland Hall, Room 318

Description: **An upset parent is standing at your office door wanting to discuss his/her child. Do you know FERPA and how it relates to information that you can and cannot release?** Regardless of whether your role in higher education is that of faculty, staff or an administrator, chances are you will be exposed to student information protected under the Family Educational Rights and Privacy Act (FERPA). Come and discover the do's and don'ts of releasing student information and your professional and ethical responsibility in the protection of student information.



2009-11 COLLEGE ASSEMBLY & STANDING COMMITTEES
July 16, 2009

College Assembly (2-Year Rotation)		Curriculum Review (3-Year Rotation)
<p>(2) Jay Boyles (2) John Edwards (2) Bobby Fox (2) Daisy Foxx (2) Heather Gardner (2) Judy Horne (2) Denise Kinnison (2) Lynne Kreiser (2) Claretha Lacy (2) Joey Taylor (2) Elizabeth Willet (1) Judy Barner (1) Deborah Bloom (1) Melinda Britt (1) Lynda Davis (1) Chris Diorietes (1) Monika Morris (1) William Powers (1) Steve Scott (1) Kristin Sharp (1) Holly Silvey (1) Jack Smith (1) Roseann Thomas (1) Janan Warren</p> <p align="center"><u>Faculty Council</u> Jay Boyles Melinda Britt Chris Diorietes John Edwards Daisy Foxx Heather Gardner Lynne Kreiser William Powers Steve Scott Jack Smith Roseann Thomas Elizabeth Willet</p> <p align="center"><u>Staff Council</u> Judy Barner Deborah Bloom Lynda Davis Bobby Fox Judy Horne Denise Kinnison Claretha Lacy Monika Morris Kristin Sharp Holly Silvey Joey Taylor Janan Warren</p>		<p>Anthony Cameron, Chairperson (3) Sharon Ellis (3) Anne Greene (3) John Holloman (3) Jim Stephens (2) Aprel Floyd (2) Laura Galvan (2) Richard Kugelmann (2) Illona Pelerin (2) Tracy Welch (1) Richard Criste (1) Deanna Gabrielson (1) Debra Nowak (1) Thomas Strommer (1) Darlene Wood</p> <p align="center">Bill Griffin James Kelley Eldon Meacham Carl Mitchell Harper Shackelford John Wheelous Karen Williams</p>
Enrollment Management (2-Year Rotation)	Professional Development (3-Year Rotation)	Safety and Physical Facilities (2-Year Rotation)
<p>(2) Roderick Brower (2) Mary (Mitzi) Johnson (2) Brenda McArthur-Strong (2) Richard Rice (2) Denise Wyatt (1) Regina Anglin (1) Melissa Ann Jones (1) Brent Michaels (1) Kelly Norman (1) Betty Smith (1) Mike Taft</p> <p>Resource Person: Harper Shackelford</p>	<p>(3) Tammy Duggins (3) Jane Freeman (3) Jerry Ittenbach (2) Lauren Cole (2) Jane Dickeroff (2) Rita Eads (2) Susan Reid (1) Jessie Bellflowers (1) Louanna Castleman (1) Sydney Darden (1) David Hall</p> <p>Resource People: Audrey Berry Barbara Tansey</p>	<p>(2) Tere Chipman (2) David Dominie (2) Jeanette Herring (2) Jennifer Hubbard (2) Michael Landon (2) Jeffrey Martin (2) Ron Orban (2) William Sanders (2) Marge Sunderland (2) Phillip Warren (1) Karron Boyles (1) Bill Kirchman (1) John Parker (1) Marcia MacKethan</p> <p>Resource People: Jimmy Taylor Wayne Sanderson Sanford Cain</p>

Social (2-Year Rotation)	Student Appeals (2-Year Rotation)	Student Engagement & Retention (3-Year Rotation)
(2) William Eanes (2) James Hinkle (2) Lindsay Lee (2) Roni Paul (2) Bala Raman (2) James Speed (1) Phyllis Bell (1) Georgia Betcher (1) Judy Graham (1) Leslie Keenan	Carol Dickey, Chairperson (2) Danny Cunningham (2) Shahpour Dowlatshahi (2) Janet Jarrell (2) Midori Murray (2) Robert Nelms (2) Patricia Ostlund (1) Frank Galluccio (1) Larry Hogan (1) James Robinson (1) Joannis Rodgers Resource People: Bill Griffin Deborah Jordan	(3) Judy Maynard (2) Jan Donaldson (2) James Steadman (2) Samuel Tukes (1) Chris Diorietes (1) JoAnn Helmer (1) Dorothy Ray Resource Person: Division Chair Developmental Ed
Planning Council (2-Year Rotation)		
(2) Joyce Bunce - HR (2) Wanda Dail – Insti Adv (2) Wanda Jones – Adm Ser (2) James Kelley – Student Ser (1) Tamara Bryant – Con Ed (1) Robin Deaver – Bus & Fin (1) Mary Mitchell – Learning Tech (1) Tad Watson – Curr Resource Person: Carl Mitchell		

2009-10 ACADEMIC QUALITY COMMITTEES

Academic Calendar (2-Year Rotation)	Advisory Committee, Review, Development and Training (1 st Rotation Fall 2010)	Assessment Ambassadors (5-Year Rotation) Rotation begins Fall 2010
<p>(2) Elizabeth Black (2) David Creedon (1) Veronica Guions (1) Shelley Oliver College Connections Coordinator</p> <p>Resource Person: Barbara Tansey</p>	<p>(2) Lauren Cole (2) James Moisley (2) Sharon Seaford (2) Sarah Bruton (1) Keith Carter (1) Donna DeVault (1) Belinda Ivey (1) Sandra Monroe (1) Brian Oldham</p>	<p>Dina Adams Cindy Burns Valerie Collins Aaron Cox Belva Demendoza Barbara Driscoll Susan Ellis Marty Fulton Kay Gilbert Alicia Howard Danette Johnson Doty Johnson Mary Johnson Valerie Johnson Anita McKnight Beata Peterson John Philligan Christine Porchia Phillip Pugh James Quensatina Carol Scheib Betty Smith Charles Smith Tomecia Sobers Tammy Stewart Theodore Thomas</p> <p>Resource People: Beverly Hall Roderick Brower</p>
Diversity & Global Education (2-Year Rotation)	Instructional Innovation (3-Year Rotation)	Learning Support (2-Year Rotation)
<p>(2) Roger Dostall (2) Lillian Happney (2) Michelle Holmes (2) Steve McCrimmons (2) Victor Robinson (1) Claudia Bretz (1) Lisa Daniels (1) Janis Holden-Toruno (1) Tim Peppers (1) Bryon Smith</p>	<p>(3) Joe Alley (3) Bill Griffin (3) Angela Simmons (2) Danny Cunningham (2) Tom Hobgood (2) Gayla Keese (1) Vic Forrester (1) John Isenhower (1) Marian Lamoreux (1) Roseann Thomas (1) Murtis Worth</p>	<p>(2) Carol Barker (2) Jim Black (2) Peter Chiodo (2) Sandra Crossmun (2) Sandra Ivarsson (2) Lea Rosenberry (2) Douglas Stoner (1) Alvina Blanks (1) Olga Butorina-Langdon (1) Renie Johnston (1) Sean McDaniel (1) Laura McIntosh (1) Jewel Prevatte (1) Joseph White</p> <p>Resource People: Roger Dostall Susan Wilkinson</p>

Online Standards (3-Year Rotation)	Program Review (4-Year Rotation) Rotation begins Fall 2010	QEP (5-Year Rotation) 1 st Rotation January 2011
(3) Myra Allen McGrew (3) Lori Reckler (2) Michael Hawkins (2) James Kelley (2) Tenette Prevatte (1) Brenda Britt (1) Linda Sanders (1) Tamara Thomas Resource People: David Smith Barbara Tansey	(1) Cindy Burns – Co-Chairperson (4) John Holloman (4) Janet Sexton (3) Lisa Bailey (3) Michelle Walden (2) Beymer Bevill (2) Gary Smith (1) Jennifer Hubbard (1) Shelly Oliver (1) Mike Taft	Anthony Hubert, Co-Chairperson Karis King, Co-Chairperson Ross Brown John Edwards Lonnie Griffin Susan Hawkins Janis Holden-Toruno Resource Person: Barbara Tansey
QIP Leadership Team (5-Year Rotation) Rotation Fall 2011	Technology & Distance Education (Infrastructure) (2-Year Rotation)	College Tech Prep Steering Committee
Brent Michaels, Co-Chairperson Kristin Sharp Jones, Co-Chairperson Rod Brower Leasha Davis Lori Kiel Joe Levister Eldon Meacham Carl Mitchell Tracy Verrier DeSandra Washington Resource Person: Barbara Tansey	(2) Joe Alley (2) Roger Britt (2) Sanford Cain (2) Joe Mullis (2) David Smith (2) Roseann Thomas (1) Evelyn Bryant (1) Cheryl Campbell (1) Terry Herring (1) Wanda Jones (1) Torie Quismundo (1) Ray Walters Resource People: Rod Brower Bob Ervin	<u>Pam Gibson, Chairperson</u> Lauren Cole Sandra Joyce Chip Lucas Daryle Nobles Tina Royal Harper Shackelford Angela Smith Robin Tatum Lindsay Wellons <u>Ex-Officio Members</u> Scott Dorney Lavetta Henderson Suzannah Tucker William Warren

2009-10 AD HOC COMMITTEES		
Academic Standards – Probation/Suspension/Etc.	Policy & Procedures	Performance Evaluation
Desandra Washington Roger Dostal Luanna Castleman Claretha Lacy Mitzi Johnson	David Sullivan – Co-Chairperson Carl Mitchell – Co-Chairperson Barbara Driscoll Charlotte Hare Jo Ann Helmer Sonja Sawyer Janet Sexton Shirley Smith	William Griffin – Co-Chairperson Jesse Tolar – Co-Chairperson Monica Turner Suzanne Bolton

Election of Standing Committee Officers

Thursday, August 13, 2009

2:00 -2:30 p.m.	Please meet in the locations as indicated below. The elected chairpersons must provide a list of elected officers on the "Election Results" memo (Attachment 3) to the Vice President for Human Resources at the Standing Committee Chairpersons meeting at 2:30 p.m. in the Tony Rand Student Center Board Room.
CUH 301	College Assembly Committee (Faculty Council and Staff Council will meet jointly prior to individual committee meetings.)
CUH 301	Faculty Council (When committees break into separate sessions, faculty will remain in CUH 301)
CUH 302	Staff Council
CUH 304	Planning Council
CUH 305	Curriculum Review Committee
CUH 313	Enrollment Management Committee
CUH 314	Professional Development
CUH 315	Safety and Physical Facilities
CUH 316	Social Committee
CUH 317	Student Appeals Committee
CUH 336	Student Engagement & Retention
2:30 - 3:00 p.m.	Standing Committee Chairpersons Meeting (Tony Rand Student Center, Board Room)

“Election Results”

Memorandum for Record

To: Vice President for Human Resources

From: _____ (Standing Committee/Council)

Date: August 13, 2009

Subject: Election of Standing Committee Officers

The following officers were elected for the 2009 - 2010 academic year:

Chairperson _____

Vice Chairperson _____

Secretary _____

Assistant Secretary _____

2009-10 ACADEMIC QUALITY COMMITTEES

Thursday, August 13, 2009

2:00 -2:30 p.m. Please plan to meet in the locations as indicated below.

- CUH 339 Academic Calendar Committee
- CUH 340 Advisory Committee, Review, Development and Training Committee
- CUH 341 Assessment Ambassadors Committee
- CUH 342 Diversity & Global Education Committee
- CUH 343 Instructional Innovation Committee
- CUH 345 Learning Support Committee
- CUH 350 Online Standards Committee
- CUH 351 Program Review Committee
- CUH 352 QEP Committee
- CUH 353 QIP Leadership Team
- CUH 354 Technology & Distance Education Committee
- CUH 355 College Tech Prep Steering Committee

DEPARTMENTAL ACTIVITIES

Listed below are suggested topics for consideration during assigned departmental meetings. If your department has not completed these items, please take time to address them. Do not be limited by these suggestions. This list represents only a sampling of activities that a department may undertake.

1. **Review Syllabi** that are maintained for audit purposes in departmental files. Ensure they are in full compliance with Annual Program Review Recommendations, have required ADA or Departmental Chairperson contact information, and include special departmental statements, etc. Update Syllabi as deemed necessary.
2. **Host departmental training sessions for Academic Advising** (including specialized advising techniques for fully developmental students); consider training sessions on upcoming software changes (i.e. CIS implementation); consider training sessions on improvements in Customer Service Orientation for faculty and staff and other key training activities deemed appropriate by the departmental/divisional chair.
3. **Host departmental Strategic Planning meetings** that address items in the Strategic Plan; discuss new curricula, staffing needs, and standardization of departmental procedures, etc.
4. **Host interdepartmental meetings** to discuss such items as possible Learning Communities that may be developed across curriculums. Send requests for meetings with other departments through departmental Dean.
5. **Review course offerings**, by semester, to identify offerings that can be expanded and those that should be reduced based on student enrollment. Also, verify section numbers for classes to be offered. May consider having a training session to help new faculty members understand the course section numbering system.
6. **Review Library holdings.** (Schedule with Director of Library Services).
Review Success Center materials. (Schedule with Director of Success Center).
Review Media Support materials. (Schedule with Director of Media Services).
7. **Review departmental equipment inventory listings and revise, as necessary.** Prepare equipment decision packages to support expanded course offerings or replace worn or defective equipment. Review departmental budgets and make recommendations for adjustment, as deemed appropriate.
8. **Discuss Learning-Centered College concepts and retention initiatives,** institutional and departmental goals, and SACS/other accrediting agency criteria. Target what needs to be done to ensure full compliance with these external evaluation agencies.

UPCOMING 2009 FALL PROFESSIONAL DEVELOPMENT WORKSHOPS

SEPTEMBER

Thursday, September 10 at 4:00 p.m.

Description: H1N1 (Swine Flue) Precautions

Presenter: Penny McConley, Director of Emergency & Protective Services

Site: CEC 118

Thursday, September 10 from 3:00 to 4:00 p.m.

Description: **Unlocking the Health Selection Process.** This professional development reviews the health selection process including process steps, time line, and decision making process. For faculty and staff working with students who are planning to apply for a health program, this session provides the salient information needed for guiding and advising health program bound students.

Presenter: James Kelley, Director of Admissions

Site: ATC 116

Thursday, September 17 at 3:00 p.m.

Description: Precision Scheduling

Presenters: Eldon Meacham, AVP for Academic Programs & Karen Williams, Data Management Technician

Site: ATC 116

Friday, September 18 at 1:00 – 3:00 pm

Description: Team Building

Presenter: Mitzi Johnson, Dean of Health Programs

Site: HTC 231

Wednesday, September 23, from 3:00 – 4:00 p.m.

Description: FTE 101

Presenter: Dr. Barbara Tansey, VP for Academic & Student Services

Site: ATC 116

Thursday, September 24 at 3:00 p.m.

Description: Creating A Portfolio For Faculty Credentials

Presenter: Lauren Cole, Dean of Engineering, Public Service & Applied Technology

Site: ATC 116

OCTOBER

Thursday, October 1 at 2:00 – 4:30 p.m.

Description: Advising Developmental Students

Presenter: Ray Walters, Dean of College Transfer & General Ed Programs

Site: ATC 116

Thursday, October 8 at 10:00 a.m. – 12:00 noon

Description: Improving Retention through Quality Customer Service

Presenter: Denise Wyatt, AVP Off-Campus Programs

Site: Spring Lake Campus, Room 119 (Lecture Hall),

Friday, October 9 at 1:00 - 3:00 p.m.

Description: Faculty Evaluation Process

Presenter: Bill Griffin, Dean of Business Programs

Site: ATC 116

Monday, October 12, from 3:00 – 4:00 p.m.

Description: FTE 101

Presenter: Barbara Tansey, VP for Academic & Student Services

Site: ATC 116

Thursday, October 15 at 3:00 p.m.

Description: Defensive Driving Programs

Presenter: Robbie Johnson, Director of Industry Training

Site: CBI 111

Friday, October 16 Time TBA

Description: Pearson Learning Conference on campus - **more details later – free**

Presenter: TBA

Site: TBA

Tuesday October 27th at 2:00 – 4:00 p.m.

Description: Bridging the Gap between Continuing Education and Curriculum

Presenters: Richard Rice, Director of Ft. Bragg & Pope AFB Operations & Louanna Castleman, Counselor

Site: SLC Room 119

Wednesday, October 28 at 10:00 a.m.

Description: Yes, Your Laptop is Different!

Presenter: Sharmon Herring, Director of Business Services

Site: CBI 111

Thursday, November 5 at 3:00 p.m.

Description: College Funding

Presenter: Joe Mullis

Site: CEC 118

Thursday, November 12 at 3:00 p.m.

Description: Student Retention Customer Service

Presenter: Carrie Heffney

Site: CEC 118

The Following Workshops Will Be Offered On Tuesday Afternoons And Friday Mornings.

DATE, TIME & LOCATION TBA

Description: **MBTI and Learning Styles.** The concept of learning styles has great potential to enhance teaching and learning in the adult basic education classroom. It is not a new teaching method, but an approach to instruction that recognizes the individual talents and strengths of each learner.

Studies show that the typical teacher in higher education is an intuitive type, preferring abstract and theoretical ideas. This learning style preference is reflected in how learning is organized and delivered. The needs of those students with different styles are left out of curricular and instructional planning. By learning about the learning styles preferences of students, faculty can design curriculum, instruction and evaluation that take advantage of students' style strengths in helping them to achieve their learning goals. **Handouts/Activity/Evaluation**

Presenter: Dr. DeSandra W. Washington, Director of Counseling

Site: TBA

DATE, TIME & LOCATION TBA

Description: **Support for Returning Service Members/Dependents in an Educational Setting:** a workshop that addresses the serious mental and cognitive conditions suffered by some returning service members, and focuses on understanding and providing educational support and guidance for combat veterans/dependent family members coping with this issue.

Handouts/Activity/Evaluation

Presenter: Elaine T. Cole-Abinleko, Counselor

Site: TBA

DATE, TIME & LOCATION TBA

Description: **Navigating through ADA.** This workshop is designed to introduce the Americans with Disability Act. This Act draws substantially from earlier legislation, namely Section 504 of the Rehabilitation Act of 1973. The purpose of this act provides "a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

1. What is the definition of a disability?
2. What is limitation in a major life activity?
3. What services do I qualify for?
4. How do I access services through the Special Populations Office/
5. What documentation do I need?
6. Will everyone have access to my information?
7. What services can I receive if I do not have documentation?

Role Play,/Questions and Answers/ Workshop Evaluation

Presenter: Dorothy Ray, Special Populations Counselor

Site: TBA

FACULTY PROFESSIONAL DEVELOPMENT

Please contact Marissa Trapani at 678-8211 for further details.

Faculty Development	Unless otherwise indicated all face-to-face sessions will be in VCC 213. Registration for f2f sessions is limited to 19 participants and is on a first-come, first served basis.		
<p>Online Blackboard Boot Camp Facilitator: Gayla Keesee</p> <p>The Boot Camp consists of a series of videos and printable files providing step-by-step directions on how to perform various functions in Blackboard. The focus is on customizing a generic course template to support a class with a Blackboard course site. Participants will place materials in their own Blackboard course template to demonstrate competency in course design, content management, communication, and Gradebook functions. Faculty are strongly encouraged to select one course for the current or upcoming semester for Blackboard support. Participants who satisfy course requirements will receive a Certificate of Completion. NOTE: Blackboard Boot Camp is a prerequisite for enrolling in the Effective Online Teaching course.</p>	<p>Online self-paced course Registration is ongoing. It is strongly suggested that participants complete the course within a one-semester time frame.</p>		
<p>F2F Blackboard Boot Camp Facilitator: Gayla Keesee</p> <p>This hands-on workshop will show you how to use the common, "everyday" tools in Blackboard 8. You will learn how to:</p> <ul style="list-style-type: none"> • Modify the generic course template to fit your course and personality • Add, edit, and delete announcements, course information, and documents • Communicate using announcements, the discussion board, and e-mail features • Create and deploy an online test <p>NOTE: In order to receive credit for attending the workshop sessions, participants will have to complete all assignments in their practice course site. This may mean additional work outside the time period designated for the workshop. Participants who satisfy course requirements will receive a Certificate of Completion. NOTE: Blackboard Boot Camp is a prerequisite for enrolling in the Effective Online Teaching course.</p>	<p style="text-align: center;">8:00-12:00 Tues 8/4 OR Thurs 8/6</p> <p style="text-align: center;">1:00-5:00 Mon 8/3 OR Wed 8/5</p> <p style="text-align: center;">August 14 8:00-12:00 OR 1:00-5:00</p>	<p style="text-align: center;">F2F—3 mini sessions Brown Bag 12-2 9/14, 9/21, 9/28 (must attend all 3 for credit)</p>	<p style="text-align: center;">October 14 (1:00-5:00) Students off Faculty here</p>
<p>SoftChalk Workshop (f2f) Facilitators: Torie Quismundo, Gayla Keesee</p> <p>SoftChalk is an easy-to-learn application that allows you to organize and create online lessons to enhance student learning. If you can use Microsoft Word, you can use SoftChalk. In this overview, you will learn how to take a Word document and easily make it into an interactive lesson—add a design style, add videos, images and text annotations and create interactive activities. Lastly, you'll learn how to package your lesson for Blackboard delivery.</p>	<p style="text-align: center;">August 13 (2:00-4:00)</p>		
<p>Effective Online Teaching (EOT) course Facilitators: Torie Quismundo, Gayla Keesee</p>	<p>F2F Orientation: August 27 Location TBA Online 8 wks Prerequisites: Blackboard Boot Camp or experience equivalent to working knowledge of Blackboard.</p>	<p>F2F Orientation: October 28 Location TBA Online 8 wks Prereq: Bb Boot Camp</p>	

Faculty Development	Unless otherwise indicated all face-to-face sessions will be in VCC 213. Registration for f2f sessions is limited to 19 participants and is on a first-come, first served basis.		
<p>Effective Communication and Collaboration in Blackboard Facilitator: Gayla Keesee</p> <p>Effective communication is the cornerstone of effective education. Blackboard offers a suite of communication and collaboration tools that enhance student engagement and provide opportunities for social learning. The focus of this course is on Blackboard functions which support asynchronous instructor-student and student-student communication and collaboration: 1) Creating and managing discussion forums, 2) Creating and managing group activities</p>	<p>Online course 4 wks 10/5-11/8 Prerequisites: Blackboard Boot Camp or experience equivalent to working knowledge of Blackboard, and an active Blackboard course site.</p>		
<p>Technology Boot Camp: Incorporating the Latest Tools for Effective Instruction Facilitator: Gayla Keesee</p> <p>Feeling overwhelmed by all of the new technology tools available for classroom use? Wondering if any of them can really enhance student achievement? Need some guidance on where to start but are too embarrassed to ask? This workshop is for you!</p> <p>This workshop provides an overview of Web 2.0 tools categorized into uses for communication, collaboration, content creation, and organization/management. Applications to be covered include blogs, wikis, podcasting, RSS, YouTube, and more! Come find out what all the hype is about.</p>			<p>October 14 (8:00-12:00)</p>
<p>Online Tests, Quizzes, and Surveys in Blackboard Facilitator: Gayla Keesee</p> <p>Online quizzes are useful as a study aid, a motivator to read, for instructor assessment of student learning or student self-assessment. You will learn how to use the assessments tools to create various question types to build a database of questions for current and future quizzes, tests and surveys. The workshop and course are intended for intermediate/experienced Blackboard instructors who have used Blackboard to design courses and are familiar with the assessment tools in Blackboard.</p>		<p>F2F—Brown Bag 12-2 9/24 or 10/27</p> <p>Prerequisites: Blackboard Boot Camp or experience equivalent to working knowledge of Blackboard, and an active Blackboard course site.</p>	
<p>Integrating Technology in the Classroom Facilitator: Roseann Thomas (<i>see Roseann for description</i>)</p>	<p>10 week hybrid course Location: TBA Dates: 9/1-11/3</p>		
<p>FALL SEMSTER ENDS</p>	<p>12/12/09</p>		

ADDITIONAL WORKSHOPS WILL BE ANNOUNCED AS THEY ARE AVAILABLE.