Fayetteville Technical Community College

"Serving Our Community to Build a Globally Competitive Workforce"

Faculty and Staff
Professional Development Activities
Spring 2010

2201 HULL ROAD
FAYETTEVILLE, NORTH CAROLINA 28303
(910) 678-8378
www.faytechcc.edu

<u>**Wednesday, January 6, 2010**</u>

8:00 a.m. – 8:50 a.m.   **Departmental Activities**

9:00 a.m. – 9:50 a.m.   **Concurrent Sessions** – Attend one session of your choice.

OSHA Training – Bloodborne Pathogens
<u>*Presenter:*</u> Jimmy Taylor, Auxiliary Services Coordinator
<u>*Description:*</u> This training is for employees who are likely to be exposed to 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.
<u>*Site:*</u> Lafayette Hall, Room 101

Navigating the Work Study Maze
<u>*Presenter:*</u> Tiffany Youngblood, Accounts Technician, Student Financial Aid Services
<u>*Description:*</u> Students participating in the Federal Work Study Program are looking for jobs they can work around their school schedules. If you are a faculty or staff member in need of assistance in your office, then the Federal Work Study Program may be the perfect solution for you and a student in need of work. This workshop will provide information on federal guidelines, revisions to the work study handbook, the "do's and don'ts" as they relate to supervision, criteria for processing an application when hiring work study students, and ideas of off-campus sites that participate in the Federal Work Study Program. This workshop is **<u>mandatory</u>** for anyone interested in employing a work-study student or is currently using the services of a work-study student.
<u>*Site:*</u> Virtual College Center, Room 216

Wake up to Wonderful Wikis and Blogs
<u>*Presenter*</u>: Gayla Keesee, Instructional Designer, Learning Technologies
<u>*Description*</u>: Wikis and blogs can encourage student collaboration and sharing of resources and ideas, promote active learning, strengthen reading and writing skills, and build critical thinking skills. Several free options are currently available, and with Blackboard 9.0, teachers will have the opportunity of incorporating wiki and blog assignments within Blackboard. Come learn about the wonderful world of wikis and blogs and how these interactive, user-friendly tools can wake up your classroom. This workshop introduces wikis and blogs. Additional hands-on workshops will be offered during the spring semester.
<u>*Site:*</u> Advanced Technology Center, Room 207

10:00 a.m. – 10:50 a.m.   **Concurrent Sessions** – Attend one session of your choice.

OSHA Training – **Hazard Communications**
<u>*Presenter:*</u> Jimmy Taylor, Auxiliary Service Coordinator
<u>*Description:*</u> 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.
<u>*Site:*</u> Lafayette Hall, Room 101

10:00 a.m. – 10:50 a.m.   **Concurrent Sessions Continued** – Attend one session of your choice.

"Up & Coming" Blackboard 9
Presenter: Torie Quismundo, Computer Programming Instructor
Description: Teaching online now? Use blackboard in your classes? This one-hour tease may be for you. FTCC will upgrade to Blackboard Version 9 summer session. Come find out the newest and latest upgrades for V9. This is not hands on, but the presentation will give you an idea of the changes to come and leave you with the tools to practice so you will be prepared for the future.
Site: Advanced Technology Center, Room 207

10:00 a.m. – 11:50 a.m.   **Concurrent Sessions Continued** – Attend one session of your choice

FTCC's New Employee Performance Evaluation Process
Presenters: Bill Griffin / Performance Evaluation Review Team (PERT)
Description: Supervisors must now evaluate employees using the new "*FTCC Employee Performance Evaluation"* tool*.* This workshop will demonstrate how to accurately evaluate employees using new performance measures.
Site: Advanced Technology Center, Room 116

Family Educational Rights and Privacy Act (FERPA)
Presenter: Mr. David Sullivan, VP for Legal Services & Risk Management
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.
Site: Cumberland Hall, Room 318

10:50 a.m. – 11:00 a.m.   **Break**

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

OSHA Training – **Chemical Lab Hygiene**
Presenter: Jimmy Taylor, Auxiliary Service Coordinator
Description: This training is for employees who are or might be exposed to hazardous chemicals in a **lab** environment. Training 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.
Site: Lafayette Hall, Room 101

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

Best Practices for Ambassadors of Assessment
Presenters: Mr. Rod Brower, Beverly Hall, and Carl Mitchell
Description: This session is designed for the Ambassadors of Assessment. We will discuss the upcoming assessment benchmarks for Spring 2010 and give a preview of the newly created Assessment web page. This session will also provide an opportunity for Ambassadors to share their challenges and successes. All Ambassadors are expected to attend.
*Site***:** Horace Sisk, Room 615

**Basics of your FTCC Email System (GroupWise) and
Getting Help for Your Computer Concerns**
Presenter: Patricia Timberlake, MIS Computer Training Specialist
Site: Advanced Technology Center, Room 159
*To participate in this session, your Novell/GroupWise User Form must have been completed and submitted to MIS prior to January 5.

12:00 noon – 1:00 p.m.   **Lunch (on your own)**

1:00 p.m. – 2:50 p.m.   **Concurrent Sessions** – Attend one session of your choice.

GroupWise Web Access (Part 1 & 2)
Presenter: Patricia Timberlake, MIS Computer Training Specialist
Description: You can check your GroupWise messages from home or other off-campus PC's with Web Access. There are a limited number of seats available for this professional development session so please email Patricia to reserve your seat.
Site: Advanced Technology Center, Room 159

.   **Creating Spending Plans**
Presenter: Cynthia Williams, Community Education and Outreach Coordinator, Consumer Credit Counseling Service of Fayetteville
Description: Covers how to develop a budget, financial goals and savings plan; how to track expenses; monitor your cash flow; and related topics. This program is geared to first time clients as well as clients who need to brush up their budgeting skills.
Site: Advanced Technology Center, Room 116

Substantive Changes
Presenter: Carl Mitchell, Director for Institutional Effectiveness and Assessment
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.
Site: Horace Sisk, Room 615

1:50 p.m. – 2:00 p.m.   **Break**

2:00 p.m. – 2:50 p.m.   **Concurrent Sessions** – Attend one session of your choice

"Up & Coming" Blackboard 9
Presenter: Torie Quismundo, Computer Programming Instructor
Description: Teaching online now? Use blackboard in your classes? This one-hour tease may be for you. FTCC will upgrade to Blackboard Version 9 summer session. Come find out the newest and latest upgrades for V9. This is not hands on but the presentation will give you an idea of the changes to come and leave you with the tools to practice so you will be prepared for the future.
Site: Advanced Technology Center, Room 207

Bridging the Gap between Continuing Education and Curriculum
Presenters: Stephanie Altamirano, Program Coordinator – Testing & Louanna Castleman, Counselor
Description: This presentation will be on building academic relationships between continuing education and curriculum to increase enrollment and retention for both departments. One goal is to present possible programs that student services could provide to continuing education students, such as Adult High School and GED graduates, to encourage attendance in curriculum classes.
Site: Spring Lake Campus, Room 217

2:00 p.m. – 3:50 p.m.   **From the Combat Zone to the College Campus…Support for Returning Service Members/Dependents in an Educational Setting**
Presenter: Elaine T. Cole-Abinleko, Student Services Counselor for Business Programs, General Occupational Tech and Special Credit Students
Description: This presentation 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. This presentation is appropriate for freshmen instructors, counselors, retention strategists, developmental specialists, departmental chairs, deans, behavioral sciences professionals, and community support individuals who are interested in supporting our returning troops and their dependents.
Handouts/Activity/Evaluation
Site: Advanced Technology Center, Room 246

4:00 p.m. – 5:00 p.m.   **Departmental Activities**

Thursday, January 7, 2010

8:00 a.m. – 8:50 a.m.   **Departmental Activities**

9:00 a.m. – 9:50 a.m.   **Concurrent Sessions** – Attend one session of your choice

"Up & Coming" Blackboard 9
Presenter: Torie Quismundo, Computer Programming Instructor
Description: Teaching online now? Use blackboard in your classes? This one-hour tease may be for you. FTCC will upgrade to Blackboard Version 9 summer session. Come find out the newest and latest upgrades for V9. This is not a hands on but the presentation will give you an idea of the changes to come and leave you with the tools to practice so you will be prepared for the future.
Site: Advanced Technology Center, Room 207

9:00 a.m. – 10:50 a.m.   **Concurrent Sessions Continued** – Attend one session of your choice.

Advising Developmental Studies
Presenter: Ray Walters, Dean of College Transfer & General Education Programs
Description: In this Quick -Paced Workshop you will learn what to look for on the Student Ed Plan and how to identify a Developmental Studies Student and ensure you are enrolling them in their correct courses. "Registration Rules" will be reviewed, and attendees will learn how to check a student's Placement Test scores in Datatel and to interpret them.
Site: Advanced Technology Center, Room 116

Improving Retention through Quality Customer Service
Presenter: Denise Wyatt, AVP Off-Campus Programs
Description: This session on 'QCS' is designed for front line staff, counselors, and faculty. Because first impressions and perceptions about FTCC are formulated by students during the admissions process (face-to-face or telephone inquiries) during the advisement session, or the first day of class, we will review and discuss strategies for fostering retention by providing quality service to our "customers" as first year FTCC students. By the end of the session, the participants will be able to rate the quality of our customer services, identify classroom strategies for improving retention and identify 18 tips for student success and retention.
Site: Spring Lake Campus, Room 119

10:00 a.m. – 10:50 a.m. **Concurrent Sessions Continued** – Attend one session of your choice

Wake up to Wonderful Wikis and Blogs
Presenter: Gayla Keesee, Instructional Designer, Learning Technologies
Description: Wikis and blogs can encourage student collaboration and sharing of resources and ideas, promote active learning, strengthen reading and writing skills, and build critical thinking skills. Several free options are currently available, and with Blackboard 9.0, teachers will have the opportunity of incorporating wiki and blog assignments within Blackboard. Come learn about the wonderful world of wikis and blogs and how these interactive, user-friendly tools can wake up your classroom. This workshop introduces wikis and blogs. Additional hands-on workshops will be offered during the spring semester.
Site : Advanced Technology Center, Room 207

10:00 a.m. – 10:50 a.m. **Concurrent Sessions Continued** – Attend one session of your choice

MBTI and Learning Styles
Presenter: DeSandra W. Washington, Director of Counseling
Description: 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 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**
Site: Advanced Technology Center, Room 246

10:00 a.m. – 11:50 a.m. **Concurrent Sessions Continued** – Attend one session of your choice

Employee Assistance Program
Presenters: John Sutton, LCSW, CEAP, MBA: EAP and Rose Thomas, MA,LPC
Description: This session will assist you in recognizing the warning signs of a troubled employee or student. You will also learn what you should do if you see warning signs. Information will be provided about FTCC's EAP Program and directions regarding the referral process for students, faculty or staff.
Site: Health Technology Center, Room 111

11:00 a.m. – 11:50 a.m. **Safety and Security Overview**
Presenter: A.B. Dickerson, FTCC Security
Description: A video, "Shots Fired," will be shown and information provided on what to do in the event of a campus emergency.
Site: Advanced Technology Center, Room 116

12:00 noon – 1:00 p.m. **Lunch – on your own**

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

"Up & Coming" Blackboard 9
Presenter: Torie Quismundo, Computer Programming Instructor
Description: Teaching online now? Use blackboard in your classes? This one-hour tease may be for you. FTCC will upgrade to Blackboard Version 9 summer session. Come find out the newest and latest upgrades for V9. This is not hands on but the presentation will give you an idea of the changes to come and leave you with the tools to practice so you will be prepared for the future.
Site: Advanced Technology Center, Room 207

1:00 p.m. – 2:50 p.m.   **Concurrent Sessions Continued** – Attend one session of your choice.

Microsoft Office Suite 2007
Presenter: Roseann Thomas, Division Chair/Department Chair, Computer Information Technology
Description: An overview of Office 2007, showing the big changes and some tips and tricks to help the "move" go a little easier. This is a hands-on session. Topics we will cover include: The Office Button, Ribbons, Quick Access Tool Bar,.docx format, Graphic tools, Charts, Smart Art, Equations, References, Interactive Command Guide, and Converter.
Site: Advanced Technology Center, Room 129

2:00 p.m. – 3:00 p.m.   **Expanding the Classroom into Second Life**
Presenter: David Smith, Director of Technology Innovation & Applications
Description: Second Life is an extremely popular 3D virtual environment that has many applications for education from increasing social interactions to deepening learning. In this workshop, you will get a brief introduction to some of the educational possibilities of Second Life. You will also get to tour several educational landmarks including FTCC's virtual presence.
Site: ATC 207

2:00 p.m. – 3:50 p.m.   **FTCC's New Employee Performance Evaluation Process**
Presenters: Bill Griffin / Performance Evaluation Review Team (PERT)
Description: Supervisors must now evaluate employees using the new "_FTCC Employee Performance Evaluation"_ tool_. _This workshop will demonstrate how to accurately evaluate employees using new performance measures.
Site: Advanced Technology Center, Room 116

3:00 p.m. – 4:50 p.m.   **"Reading and Understanding Your Credit Report"**
Presenter: Cynthia Williams, Community Education and Outreach Coordinator, Consumer Credit Counseling Service of Fayetteville
Description: The purpose of this workshop is to understand how credit reports are created. The class will discuss the parts of a credit report and how to read the information. Participants will learn the process for correcting information on their credit report as per the Fair Credit Reporting Act. Methods for improving and establishing credit will be discussed.
Site: Advanced Technology Center, Room 207

Friday, January 8, 2010

8:00 a.m. – 8:50 a.m.   **Departmental Activities**

9:00 a.m. – 11:55 a.m.   **College Assembly**
Site: Horace Sisk Gymnasium

12:00 noon – 1:00 p.m.   **Lunch** (On your own)

1:00 p.m. – 5:00 p.m.   **Departmental Activities**

ADDITIONAL PROFESSIONAL DEVELOPMENT WORKSHOPS FOR SPRING 2010

JANUARY

FACULTY DEVELOPMENT	Please contact Marissa Trapani at 678-8211 or trapanim@faytechcc.edu to register.
Online Blackboard Boot Camp Facilitator: Gayla Keesee 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.	Online self-paced course Registration is ongoing. It is strongly suggested that participants complete the course within a one-semester time frame.

Thursday, January 14 from 10:00 a.m. – 11:00 a.m.
> **Managing Your Department's Budget**
> *Presenter:* Jeannie Plummer, Director, Budgets and Financial Systems, Business and Finance
> *Description:* Would you like to better understand your monthly Departmental Budget Report? And how to use it in conjunction with Web Advisor for researching expenditures and outstanding Purchase Orders? How about those mid-year budget revisions, one-time adjustments, and how do you make sure your budget needs are included in next year's budget? Bonus: understanding the components of the GL budget code.
> *Site*: Thomas McLean Administration Building, Conference Room 170

Tuesday, January 19
> **Effective Online Teaching Course (Prereq – Black Board Boot Camp)**
> *Presenter:* **Torie Quismundo**
> *F2F Orientation Site:* **TBA**

FEBRUARY

Friday, February 19 from 2:00 – 3:00 p.m.
> **Overview of Hiring Procedures**
> Presenter*:* Audrey Berry, VP for Human Resources
> *Description*: Everyone who serves on an interview committee needs to be aware of the hiring policies and procedures as outlined in the Employment and Affirmative Action Manual. This presentation will review these requirements and provide additional helpful suggestions for successful hiring.
> *Site:* Advanced Technology Center, Room 116

MARCH

Tuesday, March 30
> **Effective Online Teaching Course (Prereq – Black Board Boot Camp)**
> *Presenter:* Torie Quismundo
> *F2F Orientation Site:* **TBA**