2009 FALL PROFESSIONAL DEVELOPMENT SCHEDULE

OCTOBER

Monday, October 26 from 3:00 – 4:00 p.m.
Description: Revised Program Review
Presenter: Cindy Burns, Business Programs Division Chair and Michelle Walden, Radiology Instructor
Site: ATC 116

Those interested in participating in the next two workshops should contact Marissa Trapani at 678-8211 (trapanim@faytechcc.edu)

Tuesday, October 27 from 12:00 noon - 2:00 p.m.
Online Tests, Quizzes, and Surveys in Blackboard
Description: 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.
Facilitator: Gayla Keesee, *Instructional Designer, Learning Technologies*
Site: VCC 213

Wednesday, October 28, F2F Orientation from 3:00 – 4:00 p.m.
Effective Online Teaching (EOT) course
Description: 8-week online course with 1 f2f orientation session on 10/28/09.
This course is designed to assist faculty who have a desire to move from a traditional delivery method into the world of online learning. The course incorporates discussion of online "best practices" with the design of a fully online course. This is a time intensive course.
Facilitator: Torie Quismundo, Computer Programming Instructor
Site: F2F Orientation – ATC 111

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, October 29 from 3:00 – 4:00 p.m.
Description: Revised Program Review
Presenter: Cindy Burns, Business Programs Division Chair and Michelle Walden, Radiology Instructor
Site: ATC 116

October 29 from 5 p.m. to 7 p.m.
Description: **Spending Plan & Budgeting**
Covers how to develop a budget, financial goals and savings plan, how to track expenses; monitor your cash flow, and related topics. This program also helps those who need to brush up on their budgeting skills.
Presenter: **Cynthia Williams, Community & Outreach Coordinator with Consumer Credit Counseling of Fayetteville**
Site: HOS, Rm. 604

Tuesday, November 3 from 2:00 – 3:00 p.m.
> *Description*: Revised Program Review
> *Presenter*: Cindy Burns, Business Programs Division Chair and Michelle Walden, Radiology Instructor
> *Site*: ATC 116

Thursday, November 5 at 3:00 p.m.
> *Description*: College Funding
> *Presenter*: Joe Mullis, AVP Continuing Education
> *Site*: CEC 118

Tuesday, November 10 from 2:00 – 3:00 p.m.
> *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 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:* DeSandra W. Washington, Director of Counseling
> *Site:* ATC 246

Thursday, November 12 at 3:00 p.m.
> *Description*: Student Retention Customer Service
> *Presenter*: Carrie Heffney, Basic Skills Director
> *Site*: CEC 118

Friday, November 13 at 1:00 – 3:00 p.m.
> *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:* CBI 134

Wednesday, November 18, 2009 from 2:30 - 3:30 pm
> *Description*: **Social Networking as an Educational Tool**
> Many students use social networking sites on a daily basis. Some sites such as Facebook contain many unique and free applications. This workshop will demonstrate how you can bring social networking sites and applications into the class and get students excited to learn.
> *Presenter:* Susan Hawkins, Business Administration Instructor
> *Site:* ATC 116

Please contact Marissa Trapani at 678-8211 or trapanim@faytechcc.edu to register or for further details of the following workshops.

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.		
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.		
Effective Online Teaching (EOT) course Facilitators: Torie Quismundo	F2F Orientation: August 27 Location TBA Online 8 wks Prerequisites: Blackboard Boot Camp or experience equivalent to working knowledge of Blackboard.	F2F Orientation: October 28 Location TBA Online 8 wks Prereq: Bb Boot Camp	
Effective Communication and Collaboration in Blackboard Facilitator: Gayla Keesee 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	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.		
Online Tests, Quizzes, and Surveys in Blackboard Facilitator: Gayla Keesee 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.		F2F—Brown Bag 12-2 9/24 or 10/27 Prerequisites: Blackboard Boot Camp or experience equivalent to working knowledge of Blackboard, and an active Blackboard course site.	
Integrating Technology in the Classroom Facilitator: Roseann Thomas (*see Roseann for description*)	10 week hybrid course Location: TBA Dates: 9/1-11/3		
FALL SEMSTER ENDS	**12/12/09**		