

MESSAGE FROM THE PRESIDENT

Dear Faculty and Staff:

One thing I would hope we all agree on is that it is important for us to nurture a love for life-long learning in our students. All of us are familiar with the research that shows the average employee will change jobs 4-5 times during his or her career. That is a lot of change. Those who “learn to learn” will obviously stand a better chance of adapting and succeeding in such a rapidly changing socio-economic environment.

Life-long learning is no less important for us, the faculty and staff of MCC—particularly as it relates to the practice of teaching and learning and serving students. It is incumbent upon us to stay abreast of the best practices that research shows to improve student learning and success. Whether it is a workshop in critical thinking or active learning, or a workshop in customer service or enhancing software skills, it is important for each of us to practice what we preach: that successful people more often than not are those who are open to change, willing to learn, and committed to professional development.

The professional development activities presented in this brochure give you ample opportunity to learn and enhance your performance. Sit down with the brochure today, scan its offerings, and make the time to attend the workshops and presentations that matter to you and the students we serve. But don’t forget the next, and most important, step—implement an idea or two, however modest it might be, that you learn. Don’t forget to put what you learn to use.

Sincerely,

*Judith L. Rhoads
President*

2008-2009 PROFESSIONAL DEVELOPMENT PROGRAM

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Special Note

Updates will be made periodically and are accessible through the MCC Professional Development Website.
(<http://www.madisonville.kctcs.edu/faculty/profdev.html>)

Watch for professional development updates and announcements in your e-mail.

TRACK I – EMPLOYEE INFORMATION AND TRAINING

Part B

MCC Website Orientation

Tues., August 5, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Craig Dixon

Description:

Having trouble directing your students to the proper location on the MCC web site? Curious as to what information is out there and where? The website has undergone two redesigns in as many years. If you're having trouble finding the links you used to use, have ideas about what ought to be posted, or are just curious about the MCC web site, come get answers straight from the horse's mouth.

Customer Service Training

Thurs., August 7, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenters: Felecia
Johnson, Beth Norton

Description:

This training is designed to provide employees with the nuts and bolts of improving internal and external customer relations. Emphasis will be on understanding customer (student) needs, following through with communication and recovering from service mistakes.

Evaluating MCC Libraries' Electronic Resources

Tues., August 12, 2008

11:00 a.m. – 12:00 p.m.
Room: Trover Library

Presenter: Colin Magee

Fri., January 16, 2009

10:00 a.m. – 11:00 a.m.
Room: Trover Library

Description:

With MCC Libraries' information resources continuously moving from print to electronic, it is important for instructors to be aware of some of the advantages and limitations of electronic information resources. This workshop will reexamine and build upon last year's "Evaluating Library Resources" workshop – and will introduce faculty and staff to a multitude of different electronic resources that we will compare and evaluate, including free websites, subscription-based databases, e-books, and free online articles.

Promotion and Tenure Process (Question & Answer)

Fri., September 12, 2008

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: Felecia Johnson

Description:

This workshop is designed to assist faculty currently in the process of compiling a promotion review portfolio. An opportunity will be given for clarification of any areas related to submission of materials. All interested faculty are invited to attend.

Copyright: Beyond the Boundaries

Fri., February 20, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Cherry Berges

Description:

Copyright law frequently has an impact on what we can do in our classrooms or in our course shell. Following a review of copyright law, the doctrine of "Fair Use" and the "TEACH" Act, the focus of this presentation will be on locating and using Public Domain works and obtaining permissions for materials and uses which do not fall in the public domain or under Fair Use. Copyright litigation and decisions will be presented and discussed.

TRACK II – WIDS

Worldwide Instructional Design System (WIDS) Training

WIDS is a total computer package for curriculum design. Performance-based learning is the foundation of WIDS. It incorporates well-established educational principles, including Bloom's taxonomy, learning styles, and multiple intelligence theory.

WIDS training is an important feature of the second Title III grant, focused on technical program revision. However, it can be utilized in general education courses as well. The essential features of WIDS include four basic areas. Competencies are identified, verified and made public in advance. Performance-based learning requires the learner to perform the competency. The performance standards are explicitly stated in advance of assessment. Learning plans are created by the faculty member using learning activities and teaching strategies that allow the learner to develop the stated competencies.

The WIDS Workshop in December will provide a one-day training of performance-based learning, emphasis on creation of a syllabus using the Syllabus Wizard, and review of the other three Wizards: Course Outcome Summary, Learning Plan, and Performance Assessment Task. Technical or general education faculty members who have previously completed a three-day WIDS Workshop are encouraged to attend to refresh their skills in using the WIDS software program.

If you are interested in participation in the WIDS Workshop, contact Beth Moore at 824-8610.

WIDS Workshop:

Wed., December 17, 2008	8:30 a.m.—4:00 p.m. Room: JHG 214 & 213	Facilitators: Beth Moore, Kathy Ordal, Lynn Whitledge
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TRACK III – CRITICAL THINKING

QEP Goal: It is the goal of the MCC Quality Enhancement Plan (QEP) to improve critical thinking skills of students across the curriculum using active learning strategies.

Critical Thinking Definition: The faculty and staff of MCC understand critical thinking to be the practice of the skills of inquiry: to seek or encounter new knowledge, to analyze and synthesize in response to that knowledge, and to draw sound conclusions based upon acceptable reasons supported by objective evidence.

What Are We Learning From Using the California Critical Thinking Skills Test and the Critical Thinking Assessment Test?

Wed., August 6, 2008

10:00 a.m. – 11:30 a.m.
Room: JHG/303

Presenters: Greg Jewell,
Beth Moore, David
Schuermer

Description:

What are the CCTST and the CAT? Why is the college administering these critical thinking assessments to our students? How is the college using these instruments? What are we finding out about our students' abilities to think critically? How is using the instruments contributing to student learning and faculty professional development? For the answers to these questions, join us for an informative and interactive discussion of the CCTST and the CAT. Don't worry; we won't ask you to take the tests.

Creating Common Critical Thinking Assessments and the CT Folder

Fri., September 5, 2008

10:00 a.m. – 11:30 a.m.
Room: Hatley 217; Health
Campus

Presenters: Sharon Fugate,
Elyssa Lear, Sarah Oglesby,
Sonya Shockley

Fri., January 23, 2009

10:00 a.m. – 11:30 a.m.
Room: JCD/11

Description:

Having trouble creating those critical thinking assessments for the folder that has to be on file? Then join us as these panelists discuss the different assessments being used in each of their disciplines.

Analoging in a Digital World: Creating Analogs to the CAT in Biology and Communications

Fri., September 19, 2008

10:00 a.m. – 11:30 a.m.
Room: JCD/11

Presenters: Christy Adkins,
Marlena West

Fri., February 6, 2009

10:00 a.m. – 11:30 a.m.
Room: Hatley 217; Health
Campus

Description:

This session provides a sample of teaching and testing strategies designed to address the skills assessed by the Critical Thinking Assessment Test. The presenters will provide examples, and participants will develop analogs for their own classroom use.

TRACK III – CRITICAL THINKING

Writing Good Multiple Choice Questions

Fri., October 3, 2008	10:00 a.m. – 11:30 a.m. Room: Hatley 217; Health Campus	Presenters: Angie Moser, Mary Poole
Fri., February 27, 2009	10:00 a.m. – 11:30 a.m. Room: JCD/11	

Description:

In addition to confusing and frustrating students, poorly-written test questions do not provide the information needed to accurately evaluate student achievement. In this workshop, you will:

- *Learn the anatomy of multiple choice questions,*
- *Learn how multiple choice questions can be used to develop critical thinking skills,*
- *Evaluate and improve sample multiple-choice items by identifying and correcting the flaws they contain, and*
- *Learn to construct well-written multiple-choice items in your subject matter.*

Crossing the Rubricon: Grading Rubrics and Classroom Assessment

Fri., October 24, 2008	10:00 a.m. – 11:30 a.m. Room: JCD/11	Presenters: April Grace, John Lowbridge, Dan Schultz, Kim Simons, Mary Werner
Fri., March 27, 2009	10:00 a.m. – 11:30 a.m. Room: Hatley 217; Health Campus	

Description:

Looking for a simple and effective way to assess student learning and critical thinking in your classroom? Five panelists from various disciplines will share examples of grading rubrics that they have used successfully, or not, and the process for creating the rubrics. This interactive session will also explore the pros and cons of grading with rubrics, and participants will learn how to use this assessment tool to improve student learning outcomes.

The Café Conversation

Fri., November 14, 2008	10:00 a.m. – 11:30 a.m. Room: Hatley 217; Health Campus	Presenters: Greg Jewell, Stephanie Taylor
Fri., April 17, 2009	10:00 a.m. – 11:30 a.m. Room: JCD/11	

Description:

Although the title of this session may cause you to think about enjoying coffee and stimulating conversation while sitting at an outdoor café in Paris, it is really the name of a collaborative discussion strategy used to engage students in dialogue focusing on critical questions and ideas. This technique is especially useful for in-depth discussions of large concepts and for unit reviews. Come join us in an interactive, hands-on session utilizing the Café Conversation strategy and learn several ideas for using this strategy in all subject areas. Starbucks will be served to help enhance your creativity.

TRACK IV – TEACHING/LEARNING

Evaluating MCC Libraries' Electronic Resources

Tues., August 12, 2008 11:00 a.m. – 12:00 p.m.
Room: Trover Library Presenter: Colin Magee
Fri., January 16, 2009 10:00 a.m. - 11:00 a.m.
Room: Trover Library

Description:

With MCC Libraries' information resources continuously moving from print to electronic, it is important for instructors to be aware of some of the advantages and limitations of electronic information resources. This workshop will reexamine and build upon last year's "Evaluating Library Resources" workshop – and will introduce faculty and staff to a multitude of different electronic resources that we will compare and evaluate, including free websites, subscription-based databases, e-books, and free online articles.

Contextualized Learning and Content Literacy in a Learning Community

Fri., August 22, 2008 10:00 a.m. – 11:00 a.m. Presenters: Andrea Deal,
Room: JHG/303 Mary J. Poole

Description:

How can under-prepared students achieve success in one of the most challenging courses on campus? Learn how three faculty members at MCC integrated their courses (A & P, College Reading, and Academic Success) into a learning community. Receive a practical book of reproducible handouts designed to actively involve students in any classroom setting.

Multiculturalism Across the Curriculum

Fri., October 3, 2008 9:00 a.m. – 10:00 a.m. Presenters: Greg Hagan,
Room: JHG/303 David Murphy, Sarah
Oglesby, Scott Vander
Ploeg

Description:

Our faculty panel will discuss how to incorporate multiculturalism into courses across the curriculum. Areas will include women's studies, literature, writing, and multicultural opportunities available abroad through KCTCS and the Midwest Institute for International/Intercultural Education (MIIE).

Star (Supplemental Teaching/Accessing Resources) Learning Groups: Pilot Program Assessment

Fri., October 31, 2008 11:00 a.m. – 12:00 p.m.
Room: JHG/303 Presenter: Linda Thomas

Description:

The presenter(s) will discuss the impact of STAR (Supplemental Teaching/Accessing Resources) Learning Groups piloted by the Nursing division beginning the Spring '08 semester. The purpose of the STAR Learning Groups is to provide an opportunity for nursing students to identify, discuss, and address current school-related problems/needs in a cooperative, supportive small group setting with the help of a Faculty/Staff Coordinator for each group. Come to this session to see how this pilot program went and if Learning Groups could benefit your students.

TRACK IV – TEACHING/LEARNING

Integrating Work Ethic Principles into Your Curriculum

Fri., January 16, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: Joey Jones

Description:

No longer is a technical degree sufficient to obtain and maintain a good job; employees must also be aware of how his/her work ethics affect coworkers, clients/customers, and ultimately, the success of the business. Employers have already realized this impact and are now demanding that employees, such as graduates of MCC, come work-ready and not just trained. This session will focus on how faculty can address the issue of work ethics as part of their curriculum.

Writing PPE Outcomes: Assistance with the New Section III of the PPE

Fri., January 30, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenters: Dr. Judith Rhoads and Savanna Garrity,
Policies and Procedures of
Performance Review Chair

Description:

This training session will provide assistance with the new section III instrument that will be used during faculty evaluations for the 2008-2009 academic year. Faculty should expect to be presented with the instrument, recommendations on how to complete it successfully, and a chance to ask questions regarding this instrument.

Copyright: Beyond the Boundaries

Fri., February 20, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Cherry Berges

Description:

Copyright law frequently has an impact on what we can do in our classrooms or in our course shell. Following a review of copyright law, the doctrine of "Fair Use" and the TEACH: Act, the focus of this presentation will be on locating and using Public Domain works and obtaining permissions for materials and uses which do not fall in the public domain or under Fair Use. Copyright litigation and decisions will be presented and discussed.

Designing a Learning Environment Using the Information Processing Model

Fri., March 20, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Elyssa Lear

Description:

The long term goal of all information-processing models is to teach students how to think effectively. We will investigate models that foster active learning and critical thinking within the classroom. Activities will be explored for each strategy and a discussion will follow as to how they relate and can be incorporated into different disciplines.

PERKINS: Considering Submitting a Proposal for Perkins Funding? Here's How!

Fri., March 20, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenters: Valerie Wolfe,
Lisa Howerton

Description:

How is Perkins Reauthorization going to affect your proposal for funding? We will discuss changes in legislation that will affect funding, as well as the steps to complete the new forms and the timetable for completion.

TRACK IV – TEACHING/LEARNING

TEACHING ENHANCEMENT CENTER OFFERINGS

Blackboard Grade Center and Blackboard/Facebook Integration

Tues., August 5, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/248A

Presenter: Tang Suppacheewa

Description:

Blackboard Sync™ is a safe and secure student engagement tool for Facebook that keeps students continually connected to their academic studies and promotes social learning opportunities with single sign-on functionality. Faculty and students will be able to add their classes to their Facebook account in a way that will not compromise their account credentials. Some of the benefits of Blackboard on Facebook are Course Updates (automatic notifications for new items and updates added to your Blackboard courses through the Facebook interface), Classmate Network (post messages to their classmates and create social learning opportunities), and Safe Sync (no student credentials are stored by Blackboard Sync).

Wimba Collaborative Live Classroom for Blackboard Users

Wed., August 6, 2008

1:00 p.m. – 3:30 p.m.
Room: JHG/203

Presenter: Tang Suppacheewa

Description:

Wimba is a leading provider of collaborative learning software applications and services to the education industry. Wimba collaborative software applications for the online and blended education market enable institutions to bridge technology and pedagogy by supplementing course management systems with many of the proven disciplines of in-person learning environments. Wimba's intuitive solutions enable educators and students to quickly and easily teach and learn live online, engage in live chat and instant message exchanges, benefit from oral content being added to text-based course content, and more.

Blackboard Basics: Getting to Know the Interface and Planning Your Course

Wed., August 13, 2008

9:00 a.m. – 12:00 p.m.
Room: JHG/248A

Presenter: Tang Suppacheewa

Description:

Blackboard is one of the Course Management Products (CMS) that is easy to use, flexible and powerful. Blackboard allows instructors to easily organize their course materials and assist students to access their course anytime from anywhere via the Internet connections. In fact, Blackboard provides engaging activities such as self-paced tutorials, discussion forums, and live chats to increase interaction with and among students. In this session, participants will access their training course shell, review the site from both student and instructor sides, be given an overview of instructor development tools and resources, explore the Blackboard interface and features, and plan their course.

SoftChalk Basics

Wed., August 13, 2008

1:30 p.m. – 2:30 p.m.

Presenter: Tang Suppacheewa

Fri. March 6, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Description:

KCTCS has purchased SoftChalk for all faculty to use. SoftChalk is a content development (LessonBuilder) tool to create interactive and engaging online content without having a programming background. SoftChalk helps faculty create interactive web pages for your e-learning course with SoftChalk LessonBuilder. It's easy, quick, and your lessons will look like a professional designer created them. It also helps engage your students with lessons that include pop-up text annotations, self-assessment quizzes, interactive learning games, and more.

TRACK IV – TEACHING/LEARNING TEACHING ENHANCEMENT CENTER OFFERINGS

Teaching and Designing with Wimba Collaborative Voice Suite

Fri., September 5, 2008

9:00 a.m. – 11:30 a.m.
Room: Hatley 010; Health
Campus

Presenter: Tang
Suppacheewa

Description:

In this session, you will learn about the Wimba Collaborative Voice Suite (Voice Announcement, Voice Board, Podcaster, Voice Presentation, Voice Email, and Voice Direct) and how you can implement them into your teaching. Wimba Voice will not only enhance the ways of your communication with the students but also your assessment activities. In addition, the Wimba Voice will assist students with the auditory learning style. Ideas of Teaching with Wimba Voice Suite will be discussed.

Free Educational Tools You May Want to Download

Fri., September 12, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

Limited resources??? There are freeware educational tools and open source software out there that are free for download. In this session, you will see examples of some tools that you may want to download for your professional and personal uses. This would be great information that you may want to share with your students and friends. They are easy, friendly, and free.

SafeAssign – Plagiarism Prevention

Fri., October 10, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

SafeAssign™ is a plagiarism prevention service by Blackboard that is included as part of the Blackboard enterprise platform at no additional cost. Integrated directly into the Blackboard Learning System, SafeAssign enables instructors to check papers against billions of source materials and detect plagiarized content right within their existing teaching and learning environment. SafeAssign also serves as an educational tool by creating opportunities to teach students about proper attribution and citation.

Introduction to Macromedia Dreamweaver for Web Design

Fri., October 24, 2008

9:00 a.m. – 11:30 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

Macromedia Dreamweaver is one of the most popular HTML editors available. The software writes .html documents using a WYSIWYG "what you see is what you get" approach. If you are ready to create a simple personal website and do not have any HTML experience, computer programming, or advanced computer skills, you should come to this workshop. This is a hands-on workshop for beginners. Participants are encouraged to bring along their materials and resources (story boarding, site map, context, photos, graphics files, etc.). At the end of the workshop, participants will present their website to their colleagues.

Innovation Spotlight

Fri., October 31, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa, Angie Moser

Description:

*Throughout the year, TEC will "spotlight" a member of the Madisonville Community College teaching community to recognize his/her innovations. This session will be held to showcase new strategies and share in the innovative uses of technology which member(s) bring to the teaching practice. This 2008 – 2009 year, the spotlight is on **Angie Moser**, PTA Program Coordinator. Please join me to recognize her work!*

TRACK IV – TEACHING/LEARNING

TEACHING ENHANCEMENT CENTER OFFERINGS

IClicker – Assessing Students’ Learning in Real Time

Fri., November 7, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenters: Tang
Suppacheewa, Terri Tillen

Description:

Are you considering a classroom response system? Do you want a simple, flexible solution that encourages active student participation, provides instant feedback on how your students do, and detects the weaknesses and strengths of your students? Then consider, iClicker, an easy-to-use audience response system that facilitates teaching rather than impeding it. IClicker can effectively engage students in interactive learning. We will demonstrate how IClicker and collected data is being used in our Biology courses. You will learn more about IClicker and how to implement it in your classroom across disciplines. This is a hands-on session; you will have an opportunity to be an educator and also a student, using IClicker, at the same time.

Introduction to SecondLife

Tues., January 6, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

“Second Life® is a 3-D virtual world created by its Residents. Since opening to the public in 2003, it has grown explosively and today is inhabited by millions of Residents from around the globe.”

Outreach: Is Distance Teaching Right For You?

Fri., January 30, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

So now you may wonder if you are ready to teach an online course? Tang will provide a checklist to assess your readiness for online teaching. Let’s work on the course design, activities, and assessment tools together. In this session, an online start kit will be provided to help you plan, organize, and gather the right materials you need for a smooth start. We will focus on the process of building an online course from beginning to end.

Nvu – Free Web Pages Application

Fri., February 20, 2009

9:00 a.m. – 10:30 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

*Still want to know how to create your own webpage? Do not have Dreamweaver? Nvu is a solution for your problem. Nvu is a complete **Web Authoring System for Linux Desktop, Microsoft Windows and Macintosh users** to rival programs like FrontPage and Dreamweaver. **Nvu** (pronounced N-view, for a “new view”) makes managing a web site a snap. Now anyone can create web pages and manage a website with no technical expertise or knowledge of HTML. Please bring your electronic files with you for this hands-on workshop.*

Podcasting

Fri., March 27, 2009

9:00 a.m. – 12:00 p.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

If you want to know how to podcast video and audio files, please join this session. No advanced computer skill is required. You will learn the whole process from the beginning to the end, how you can upload your podcast video to your iPod/MP3 and share with your friends and family. Or you can implement this into your classroom and podcast your lectures for student’s success.

Advanced SoftChalk

Fri., April 3, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa

Description:

KCTCS has purchased SoftChalk for all faculty to use. SoftChalk is a content development (LessonBuilder) tool to create interactive and engaging online content without having a programming background. SoftChalk helps faculty to create interactive web pages for your e-learning course with SoftChalk LessonBuilder. This is an advanced session. We will cover beyond simple tools; we will cover the educational activity tools and make your lessons more interactive.

TRACK V – TECHNOLOGY IN THE WORKPLACE

MCC Website Orientation

Mon., August 5, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Craig Dixon

Description:

Having trouble directing your students to the proper location on the MCC web site? Curious as to what information is out there and where? The website has undergone two redesigns in as many years. If you're having trouble finding the links you used to use, have ideas about what ought to be posted, or are just curious about the MCC web site, come get answers straight from the horse's mouth.

The PeopleSoft Faculty Center Training

Mon., August 11, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/248

Presenter: Jay Parrent

Fri., January 16, 2009

Description:

The PeopleSoft Faculty Center provides a wealth of data to assist faculty in managing their courses and advising loads. This presentation will demonstrate the basics of the faculty center and tips for easier use.

Evaluating MCC Libraries' Electronic Resources

Tues., August 12, 2008

11:00 a.m. – 12:00 p.m.
Room: Trover Library

Presenter: Colin Magee

Friday, January 16, 2009

10:00 a.m. - 11:00 a.m.
Room: Trover Library

Description:

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Microsoft Outlook 2007 Tips and Tricks

Thurs., August 14, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248

Presenter: Tim Trice

Description:

Learn the fundamentals of Outlook. In this session we will cover the basic functions in Office 2007. Some advanced features will also be presented. We will also cover the tasks you can do in the Outlook Web Access client as well as the desktop program.

TRACK V – TECHNOLOGY IN THE WORKPLACE

Excel 2007 Basics

Fri., August 22, 2008

12:00 p.m. – 2:00 p.m.
Room: JHG/214

Presenter: Clarissa Hill

Description:

How did we ever function before “functions”? This workshop will use Excel 2007 and will introduce some of the more basic functions available in the new version to simplify more tedious calculations.

Microsoft Office Communicator and Live Meeting

Fri., September 26, 2008

10:00 – 11:00 p.m.
Room: JHG/248

Presenter: Tim Trice

Description:

Come learn how you can hold meetings right from your desk. Office Communicator also allows you to use Instant Messaging with other coworkers, without the delay of email.

Better Use of PowerPoint

Fri., September 26, 2008

1:00 p.m. – 2:00 a.m.
Room: Hatley 217; Health
Campus

Presenters: Tim Trice,
Steve Payne

Description:

PowerPoint Design: From Bullets to Lessig and Beyond

Learn more about the Lessig/Hardt style of presentation design, beginning with its ability to put the power back into PowerPoint and moving on to the potential of its application to other learning objects. Fast-paced and concise, this innovative approach to presentations moves away from the passive and toward a thought-provoking, constructivist learning experience.

iClickers-Assessing Students’ Learning in Real Time

Fri., November 7, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Tang
Suppacheewa, Terri Tillen

Description:

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Staying Connected Through Blackboard

Fri., November 14, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/214

Presenters: Kim Simons,
Natalie Cooper

Description:

Communities are being used across KCTCS to bring committees, student groups, and even tutoring online! Blackboard is not just for teaching class anymore. Come join us to see how Blackboard can help you stay connected!

TRACK V – TECHNOLOGY IN THE WORKPLACE

Microsoft Windows Vista Basics

Fri., November 21, 2008

10:00 a.m. – 11:00 a.m.
Room: JHG/248

Presenter: Tim Trice

Description:

Come learn the basics of Microsoft's newest operating system, Windows Vista. Windows Vista changes some of the graphical interface elements as well as adding new features such as Quick Search and the Windows Sidebar. Come see how these can enhance your productivity.

PeopleSoft Training

Thurs., January 8, 2009

10:00 a.m. – 12:00 p.m.
for Staff

Thurs., January 8, 2009

1:00 p.m. – 3:00 p.m.
for Faculty
Room: JHG/248

Presenter: Kim Haydon

Description:

Have your questions ready as Kim Haydon from the Systems Office leads in training on PeopleSoft.

Excel 2007 Advanced

Fri., January 23, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/214

Presenter: Chet Cunningham

Description:

This workshop will tackle some of the more advanced topics of Excel 2007. Beginning level of Excel 2007 is assumed. This workshop will include reviewing the following functionality of Excel 2007: Functions, Formatting cells, Sorting, Filtering, Freeze and split panes, Using multiple worksheets, Totaling across multiple worksheets, and other topics as requested.

Basics of Geometer's Sketchpad

Fri., February 20, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: Dan Schultz

Description:

Geometer's Sketchpad (GSP) is a dynamic software package for studying geometry and algebra. It is suitable for all levels of geometry and algebra from elementary school to college.

Beginners can learn the basics of geometry through discovery rather than memorization. Learning the relationships critical to understanding geometry is an engaging visual experience.

The dynamic nature of the software allows more advanced students to make and test their conjectures quickly and easily.

This presentation will demonstrate how instructor generated programs can be used to teach basic concepts, how easy it is for students to create simple programs, and how these simple programs can make learning easier.

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Ergonomic Workshop

Thurs., August 7, 2008

12:00 p.m. – 1:00 p.m.
Room: JHG/303

Presenter: Mike Melton

Description:

This workshop will be designed for secretarial staff. It will look at work stations and cumulative trauma disorders that occur when ergonomics are not in use.

Heart-Healthy Diet

Tues., August 12, 2008

1:00 p.m. – 2:00 p.m.
Room: Hatley 217; Health
Campus

Presenters: Patty Simmons,
Chantay Stallins

Description:

This session will focus on diet in relation to reducing the risk of heart disease. We will discuss the effect of food choices on levels of cholesterol, triglycerides, sodium, and fat. Learn how to eat your way to a healthy heart.

Immediate Medical Assistance in the Classroom or in the Hallway!

Thurs., August 14, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenters: Loretta Elder
Ann Hofmann

Description:

Do you have concerns about what you need to do should a student collapse in your classroom or if you come upon someone in the hallway? What if a student has a seizure or complains of chest pains? Would you know what to do? Here are a few lessons on how to handle an emergency situation knowing that you are not a health professional but need to provide preliminary assistance.

Blood-borne Pathogens

Fri., September 5, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenters: Kay Vespie,
Shannon Allen, Chantay
Stallins, Michael Rager

Description:

This offering provides the necessary information for non-healthcare workers in light of requirements by OSHA. Protocols for handling spills as well as storage of protective equipment will be included.

Workplace Violence

Fri., September 19, 2008

1:00 p.m. – 3:00 p.m.
Room: JHG/303

Presenter: Sgt. Robert Carter
MPD

Fri., February 27, 2009

12:00 p.m. – 2:00 p.m.
Room: Hatley 217; Health
Campus

Description:

Have you ever wondered what action you would take in the event of an act of violence on our campus? In recent news, numerous colleges and universities have been affected by violence on their campuses. Come hear the expert speak to protection, prevention and action when a threatening event happens!

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Pandemic Flu Plan

Fri., October 24, 2008

1:00 p.m. – 2:00 p.m.
Room: Hatley 217; Health
Campus

Presenters: Linda Thomas,
Michael Rager, Lynn
Whitledge

Description:

UPDATE on information regarding the local Pandemic Flu Plan. Do you know what to do if the local area is faced with a pandemic flu crisis? Learn about the problems related to the situation with the awareness that a pandemic flu crisis does not have to be the avian flu but can be any flu-like illness that attacks a great majority of the population.

Home Redecorating

Fri., October 31, 2008

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Betty Dunn from
Baynehms

Description:

Come learn how to redecorate your home from a professional.

Understanding MRSA

Fri., November 7, 2008

12:00 p.m. – 1:00 p.m.
Room: JHG/303

Presenters: Gail Hawkins,
Carolyn Neal

Description:

“What is MRSA (Methicillin-resistant Staphylococcus aureus)? Why should I be concerned? Why I should not be overly concerned?”. This session will identify causes of MRSA as well as treatment used to combat this infection. We will explain ways to care for yourself to prevent MRSA infection and ways to prevent/control MRSA.

Basic Massage Techniques

Fri., November 21, 2008

1:00 p.m. – 2:00 p.m.
Room: ACA/112; Health
Campus

Presenter: Angie Moser

Description:

Everyone loves a good massage! Participants at this workshop will learn basic massage techniques and have the opportunity to practice them on their partner. Sign up with a friend or colleague....and come watch, listen, and enjoy!!

Designing an Exercise Program

Tues., January 6, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Stephanie Taylor

Description:

Ever wonder what you can do at home or at work to increase your opportunities for exercise? This session will address various exercise activities for the gym, home and workplace. You will learn how to increase muscle tone, posture and flexibility!

Dining Out Healthy

Tues., January 6, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: Toni Wortham

Description:

“Let’s go out to eat!” How often do you or your spouse/significant other say that after a hard day at work? Eating out too much has been a factor blamed for the obesity epidemic facing most Americans. How can we make healthier choice at those restaurants? This offering will focus on helping you select healthier foods and use portion control to manage your weight and stay healthier.

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Dieting Roundtable

Fri., January 23, 2009

1:00 p.m. – 2:00 p.m.
Room: Hatley 217; Health
Campus

Presenters: Joyce Riggs,
Carol Minton,
Kathy Ordal

Description:

Join the presenters at this roundtable to discuss dieting plans, "recipes" for success, and ways in which we can support one another in our journey toward better health and wellness.

Weekend Warrior Workshop

Fri., March 27, 2009

1:00 p.m. – 2:00 p.m.
Room: Hatley 217; Health
Campus

Presenters: Mike Melton,
Stephanie Taylor

Description:

This workshop will be designed for the weekend warriors in all of us. The presentation will deal with pre-activity warm-up to sprains, strains and how to treat them.

Landscaping

Fri., April 3, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: TBA

Description:

Come learn some landscaping tips from a professional.

Ground Fault Circuit Interceptors Receptacles

Fri., April 3, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Calvin Taylor

Description:

Learn about Ground Fault circuit interceptors receptacles. These receptacles are found in most houses.



Cultural Diversity Sessions

Understanding Islam

Fri., September 12, 2008

1:00 p.m. – 2:15 p.m.
Room: JHG / 303

Presenter: Dr. Ken Casey

Description:

This presentation will attempt to set the groundwork for righting some misconceptions and discuss answers to many questions that need to be addressed to understand Islam.

The WIZ

Fri., October 3, 2008

1:00 p.m. – 2:15 p.m.
Room: LRC / 105

Presenters: Brad Downall and
Company

Description:

This session will present the creative processes and experiences in producing the WIZ. Focus will be given to showcasing diversity through a creative diversity theatre project.

Understanding International Adoption

Fri., November 7, 2008

2:00 p.m. – 3:15 p.m.
Room: JHG / 303

Presenters: Savanna Garrity,
Lisa Howerton

Description:

This session will highlight adoptive parent support groups. One of the happy surprises of adoptive parenting is the friendship and camaraderie to be found in adoption support groups. Parent support groups can provide information, companionship, and enrichment.

Martin Luther King, Jr.

Fri., January 30, 2009

2:30 p.m. – 3:30 p.m.
Room: JHG / 303

Presenter: Michael Lowery

Description:

This session will lead into the celebration of Black History Month and commemorate the life and legacy of Martin Luther King Jr. The presentation is intended to reinforce the relevancy of King's ideas as applied to contemporary issues.

Towards Diversity Strategic Plans in Higher Education: Opportunities and Challenges

Fri., February 6, 2009

1:00 p.m. – 2:15 p.m.
Room: JHG / 303

Presenter: Dr. Gerry Muuka

Description:

This session will cover some of the reasons why Colleges need more than "Strategic Plans": increasingly, they need "Diversity Strategic Plans" as well. A discussion on some of the challenges attendant to such plans, both at the conceptual (who initiates them? who understands them?) and implementation phases (who should spearhead the implementation of diversity plans to ensure that they are true "game-changers")?

Women's History Month

Fri., March 20, 2009

1:00 p.m. – 2:30 p.m.
Room: JHG / 303

Presenters: MCC Diversity
Committee

Description:

During Women's History Month, we celebrate the courage, foresight, and resolve of women who have strengthened our democracy. This session highlight those accomplishments.

ON-LINE PROFESSIONAL DEVELOPMENT RESOURCES

Track 1 – Employee Information and Training

<http://www.kctcs.edu/employee/index.htm> - Employee Information

http://www.kctcs.edu/prodev/tlss_resources.cfm - KCTCS Teaching and Learning Support Services (Professional Development Resources)

<http://www.madcc.kctcs.edu/> - Madisonville Community College Website

Track II – WIDS

<http://www.wids.org> – (WIDS) Worldwide Instructional Design System

Track III – Critical Thinking

<http://www.umsl.edu/~klein/Critical-Thinking.html> - Critical Thinking (type in search window)

<http://falcon.jmu.edu/~ramseyil/critical.htm> - Critical Thinking and Problem Solving Skills

Track IV – Teaching/Learning

<http://www.madisonville.kctcs.edu/faculty/advising.html> - Academic Advising Handbook Online, Madisonville Community College

<http://www.psu.edu/dus/mentor/> - (Academic Advising Journal Online) The mentor.

<http://www.aacc.nche.edu/> - American Association of Community Colleges

<http://www.myacpa.org/> - American College Personnel Association (for Student Affairs professionals)

<http://www.copyright.gov/> - Copyright information

<http://www.lib.umd.edu/GOV/electronic.html> - Government Information Online, University of Maryland

<http://englishplus.com/grammar/> - Grammar

<http://grammar.ccc.commnet.edu/grammar/> - Grammar

<http://www.cpb.org/grants/grants.writing.html> - Grant Proposal Writing Tips

<http://www.ntlf.com/html/lib/assoc/index.htm> - Higher Education Associations

<http://cpe.ky.gov/> - Kentucky Council on Postsecondary Education

<http://www.kyvae.org/educator/index.asp> -Kentucky Virtual Adult Educators

<http://www.league.org/welcome.htm> - League for Innovation in the Community College

<http://www.nacada.ksu.edu/> - National Academic Advising Association, look under **Resources**

<http://www.nces.ed.gov/> - National Center for Education Statistics

<http://www.sc.edu/fye/> - National Resource Center for the First-Year Experience & Students in Transition

<http://www.servicelearning.org/> - National Service-Learning Clearinghouse

<http://www.umuc.edu/virtualteaching/> - Virtual Resource Site for Teaching with Technology

Track V – Technology in the Workplace

<http://www.skillpath.com> - Business, Professional, and Computer Skills

<http://www.madisonville.kctcs.edu/ced/training/computer.html> - Computer Training

Track VI – Safety, Wellness, and Personal Enrichment

<http://www.safetypages.com/> - Category Guide to Various Safety Internet Websites

<http://www.cdc.gov> – Centers for Disease Control and Prevention

<http://www.disastercenter.com/kentucky/kentucky.htm> - Disaster Center Kentucky Page

<http://www.ProtectYourFamily.ky.gov> – Kentucky Department of Homeland Security for Disasters or Emergencies

<http://www.allaboutosha.com/> - Resources to help comply with OSHA regulations and to implement safety training programs

<http://www.kychamber.com/> - Safety and Health, Human Resources

<http://www.ilpi.com/msds/> - Safety Links: Material Safety Data Sheets

<http://www.kctcs.edu/employee/wellness/> - Wellness

<http://www.troverfoundation.org/> - Wellness, click on **News & Events**

ANNUAL CONFERENCE ANNOUNCEMENTS

The following is a listing of conference announcements that were distributed through the PD Committee last year. Many of these conferences are held at approximately the same time each year. Hopefully, this will assist you in planning your time and funding allocated to professional development. When a Call for Proposals is issued, the PD Committee will also send out that announcement.

September

Kentucky Communication Association - The conference theme this year is *KCA: Keeping Communication Active: A Look at the Future of Communication Education* and will be held at General Butler State Resort Park in Carrollton, Ky. www.kycommunication.com

President's Leadership Seminar - The KCTCS President's Leadership Seminar (PLS) is a professional development experience designed for the participants to explore topics such as leadership traits, national issues and trends, professionalism, media relations and customer service. PLS participants learn first-hand about cutting-edge issues in leadership from national experts by interacting with these leaders in a collegial, small-group setting while focusing on real-life leadership issues and challenges. http://www.kctcs.net/prodev/tlss_pls.cfm

October

The Master Teacher Seminar - Designed for experienced faculty to share successful/innovative teaching practices in which they have been involved and to explore a teaching challenge for which they are seeking a solution. http://www.kctcs.net/prodev/tlss_master.cfm

Council on Technology Teacher Education (CTTE) - <http://teched.vt.edu/ctte/>

The League for Innovation Conference on Information Technology (<https://www.league.org>) For more information about CIT, contact Ed Leach at leach@league.org or (480) 705-8200 x233.

The Kentucky Association of Educational Opportunity Program Personnel (KAEOPP) Fall Conference - KAEOPP is an organization with members committed to helping students succeed. Check out the website for more information and announcements of conference dates. <http://www.geocities.com/~kaeopp/>

2008 Assessment Institute in Indianapolis, October 26-28, 2008- Conference includes sessions with national assessment leaders, a Best Practices Fair, and additional learning opportunities emphasizing accreditation, all major fields, assessment methods, community colleges, and general education. <http://www.planning.iupui.edu/conferences/national/nationalconf.html#about>

ANNUAL CONFERENCE ANNOUNCEMENTS

November

Conference on Information Technology -
<http://www.league.org/welcome.htm>

National Communication Association - 94th Annual Convention in San Diego, CA. www.natcom.org

Kentucky Association for Developmental Education Conference - November of each year. <http://www.geocities.com/kade0001/>

Madisonville Community College Conference for Student Research -
Students in the region display posters and presentation research using the scientific method.

Annual Kentucky Academy of Science Meeting - The objectives of the Academy shall be to encourage scientific research, to promote the diffusion of scientific knowledge, and to unify the scientific interests of the Commonwealth of Kentucky. <http://www.kyacademyofscience.org/index>

KCTCS Science Faculty Meeting - Annual meeting of KCTCS science faculty held in conjunction with the Annual Kentucky Academy of Science Meeting.

December

Association of College & Technical Education

February

Kentucky's American Association of Women in Community Colleges Conference

Kentucky Music Educators Association Annual In-Service, Louisville, Ky

Southeastern Association of Educational Opportunity Program Personnel (SAEOPP) Spring Conference - The purpose of the Southeastern Association of Educational Opportunity Program Personnel Inc. shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. For more information and announcements regarding the conference, visit the website: <http://saeopp.org/>

ANNUAL CONFERENCE ANNOUNCEMENTS

February cont.

Illinois Online Conference for Teaching and Learning - link to last year's conference will provide general information about the nature of the conference. <http://www.ilonlineconf.org>

March

Mid-South Instructional Technology Conference - Middle Tennessee State University, (regional conference with the latest information on educational technology)

Come Together Kentucky - The conference seeks to reach out to Gay, Lesbian, Bisexual, Transgender, and Straight-allied (GLBTQS) students, faculty and staff in the state of Kentucky as a means of offering education about GLBTQS communities, upholding a functioning GLBTQS college network, providing a safer space for building fellowship and unity, and fostering a harmonious environment absent of discrimination and intolerance.

International Technology Education Association Conference - A professional organization conference for technology, innovation, design, and engineering educators. The mission is to promote technological literacy for all by supporting the teaching of technology and promoting the professionalism of those engaged in this pursuit. <http://www.iteaconnect.org/>

Conference on College Composition and Communication (CCCC) - <http://www.ncte.org/cccc/about>

National Association of Developmental Education Conference-
<http://www.nade.net/>

Annual E-Learning Conference in Louisville - conference features best practices for all E-Learning formats: Internet, interactive television and telecourses

Kentucky Philological Association For more information, contact Dr. Scott Vander Ploeg.

ANNUAL CONFERENCE ANNOUNCEMENTS

April

Annual Telecommunications/Information Technology Conference

AAHE (American Association for Higher Education)

KABHE (Kentucky Association of Blacks in Higher Education) The purpose of KABHE is to promote the advancement of blacks in higher education by articulating needs and concerns; promoting unity and cooperation; and enhancing the personal and professional growth of its membership. The annual conference is hosted each April in a different region of KABHE.

May

Distance Learning Institute - Elizabethtown Community College
<http://www.elizabethtowncc.com/>

New Horizons Teaching & Learning Conference -
http://www.kctcs.net/prodev/tlss_initiatives.cfm

Council on Postsecondary Education/Kentucky Virtual University/New Horizons Conference

KyAHEAD - Kentucky Association on Higher Education & Disability Spring Conference <http://louisville.edu/student/dev/drc/ahead.html>

NISOD Annual Conference - <http://www.nisod.org/conference>

June & July

Technical Upgrade Training (This training is sponsored each year by the Department for Technical Education and covers a wide range of technical fields.)

Ashland Community and Technical College Staff Learning Conference -
<http://www.ashland.kctcs.edu/>

International Conference on Critical Thinking - Provides an opportunity for improving one's understanding of critical thinking, and deepening one's ability to foster it in the classroom and apply it in one's life.
<http://www.criticalthinking.org/ABOUT/index.cfm>

National Center for Developmental Education Kellogg Institute - The Kellogg Institute for the Training and Certification of Developmental Educators is the nation's oldest continuous advanced training program for developmental educators and learning skills specialists.
<http://www.ncde.appstate.edu/kellogg.htm>

ANNUAL CONFERENCE ANNOUNCEMENTS

June and July cont.

National Schools-that-Work Conference

Kentucky Association for Career and Technical Education Conference -
<http://www.acteonline.org/>

Shelly-Cashman Institute – The Shelly Cashman Institute is a unique opportunity for like-minded education professionals to come together in a community setting to advance their understanding of technology.
<http://www.course.com/events/shellycashmaninstitute/default.cfm>

Southern States Communication Association <http://ssca.net/>

CALL FOR SUBMISSIONS

A call for submissions to the Kentucky Journal of Excellence in College Teaching and Learning will be issued in the fall. This is primarily an electronic journal for teaching and learning with a hard-copy printed each year. If you are interested in preparing an article for submission, guidelines will be distributed with the call. To preview published articles: (<http://www.uky.edu/tlc>)

OTHER OPPORTUNITIES

Date: Summer

Title: The British Experience in Learning and Living (BELL) program provides an opportunity to study/research in England. Through this agreement with Georgetown College, KCTCS may send three faculty for a two-week study in England. Any KCTCS faculty member is eligible to apply for this prestigious scholarship. A flat in Regent's Park College will be available to accommodate three people at no cost to the participants. KCTCS will provide a scholarship of \$3000.00 for each BELL Scholar to cover air and land travel, living expenses and a modest flat cleaning fee. Applications for the summer are due in January. Contact David Murphy or Scott Vander Ploeg, previous participants, for more information.

Date: Summer

Title: Opportunities for faculty to travel abroad for educational/professional development. Faculty may already have a project they would like to pursue and may want to request funding.

SOURCES OF FUNDING

Several sources of funding are available for professional development activities. In some cases there are certain criteria and limitations attached to the funding. If you require more detailed information about a particular source, please consult the contact person identified for each. The following table outlines the two categories of funding and the appropriate sequence for funding requests.

<p>TUITION/BOOKS</p> <p>Primary Source: Tuition Waivers</p> <p>Secondary Source: Professional Development Endowment</p>	<p>OTHER PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES*</p> <p>Primary Source: Perkins Grant (Technical only) Professional Development Endowment</p> <p>Secondary Source: Academic Division and/or Unit</p> <p>Tertiary Source: Professional Development Committee</p>
<p>*To include, but not limited to: Conferences, Workshops, Research, and related travel</p>	

TUITION WAIVERS

Amount – Tuition will be waived for up to six credit hours per semester.

Access – Submit a KCTCS Tuition Waiver Form (located in Appendix).

Contact – Immediate supervisor or May Wright in HR for questions.

Eligibility – All employees

PROFESSIONAL DEVELOPMENT ENDOWMENT

Amount – Depends on expense of the activity and other constraints on the endowment at the time of application, up to a maximum of \$1,200. Competitive requests may be funded completely, partially, or not at all.

Access – Submit a Professional Development Endowment Proposal form (located in Appendix) to the Office of Development. Deadline for Academic Year '09 – '10 is April 1, 2009.

Contact – John Peters (john.peters@kctcs.edu)

Eligibility – All employees

PERKINS GRANT

Amount – Depends on expense of the activity and need for that activity to promote and support *technical* programs. Competitive requests may be funded completely, partially, or not at all.

Access – Submit a Planned Use of Funds form (located in Appendix) through Valerie Wolfe or Lisa Howerton for Academic Dean's review. Deadline for submission may be early in the spring semester.

Contact – Discuss with your Division Chair prior to submitting a request.

Eligibility – Technical program faculty only

ACADEMIC DIVISION ALLOTMENT

Amount – Varies by Division

Access – Discuss your professional development request with your Division Chair.

Contact – Division Chair

Eligibility – Faculty only

UNIT BUDGET

Other units of the College may access professional development funds through their unit by discussing the PD activity with their immediate supervisor.

Amount - Varies by unit, depending on budgetary constraints

PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of this committee is to provide funding for professional development and associated fees in the event funding is not available through any other source.

Amount - Since funds are limited through this source, at the discretion of the committee, \$100 per employee will be awarded per academic year based on availability of funds. Funding requests will be considered on a first-come, first-served basis.

Access - Memo request - deadline for 08/09 academic year is February 1, 2009.

Contact - Sara Adams or Shannon Allen, Co-Chairs, Professional Development Committee

Eligibility - All employees

OTHER SOURCES OF FUNDING

SABBATICAL

A sabbatical is offered to faculty for the purpose of extending their education, to complete a research project, or for another approved professional development experience. The length of time requested should reflect the scope and needs of the activity for which you have been approved.

Amount - There are two formats approved for sabbatical leave. You may elect to take one semester at full pay reassigned for your activity or you may receive ½ salary for an entire year. Requests reviewed in light of budget projections.

Access - Memo request to the President

Contact - Initial contact should be a consultation with your Division Chair. Decisions on sabbatical will be made by the President in consultation with the Dean of Academic Affairs.

Eligibility - Consult your Division Chair for eligibility guidelines.

KCTCS

Occasionally, the System will fund faculty and staff to attend system-sponsored or regional workshops or training sessions. When this information becomes available, it will be posted on the PD web page (<http://www.madisonville.kctcs.edu/faculty/profdev.html>) and transmitted via e-mail.

ACADEMIC DEAN

Each year, the Dean's Office sponsors a variety of professional development experiences. For example, the Dean has covered travel and registration expenses for a limited number of faculty and staff attending Elizabethtown Community College's Distance Learning Conference. You should work with your Division Chair or Unit Supervisor to inquire about this source.

OTHER GRANT FUNDS

Each year, the College applies for and receives grants for different purposes. Some of these grants will include professional development funds. Watch for announcements from the President's office about funding sources such as these and inquire with the contact for that grant or your immediate supervisor.

CONSERVATION OF FUNDS

Please remember that regardless of the source, limited funds are available for any professional development activity. It is imperative that we work to extend our funds as far as possible by:

- Checking on the availability of a college vehicle through Keith Whitfield in the Business Office;
- Identifying others who might be attending the same meeting or conference and plan to share a ride;
- Identifying others who might be attending the same meeting or conference and plan to room together where appropriate. There are instances when travel expenses might not be reimbursed when coordination of rooms and travel has not been taken into consideration; and

Plan ahead of time in order that your supervisor might make the best use of available funds for your training or professional development activity.

APPENDIX

- ★ Professional Development Endowment Guidelines
- ★ Professional Development Endowment Proposal Form
- ★ Perkins Planned Use of Funds Form
- ★ Tuition Waiver Form
- ★ Professional Development Activity Log – July, 2008 - December, 2008
- ★ Professional Development Activity Log – January, 2009 - June, 2009
- ★ Chronological Listing of 08-09 Sessions



MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL GUIDELINES

Proposal Developers: All full-time employees of Madisonville Community College are eligible to submit proposals or requests for support; collaborative projects are strongly encouraged.

Focus

1. Projects must be focused on one or more of the following:
A. Improving instruction, B. Student learning, C. Continuing education
2. Generally, NO equipment will be purchased for specific individual projects.

Proposal Categories

1. Instructional Application. Projects that are designed to put innovative classroom teaching methods into practice.
2. Instructional Research. Projects that are designed to conduct organized research for the purpose of determining answers to questions related to classroom teaching and/or institutional advancement.
3. Educational Materials. Projects that are designed to develop and field-test educational materials that improve classroom teaching and learning, thus enhancing student learning.
4. System-wide Workshops. Workshops that are designed to assist faculty to implement methods that improve classroom learning.
5. Continuing Education. Project should assist participant in attaining advanced educational goals at the bachelors or post-bachelors level. This area is to be used for credit applications ONLY, and is available for all employees of MCC.
6. Professional Development. Relates to academic conferences and seminars external to KCTCS.

Budget

1. Proposals that are approved will be funded up to a \$1,200 maximum.
2. Proposal funds may be used for educational materials that are not normally provided by existing college/division budget.
3. Funds MAY be used to support employees presenting at other Systems locations.

Proposal Review

1. Proposal form must be submitted by April 1 to the Office of Development to be considered for the next academic year.
2. A review committee co-chaired by the Academic Dean and the Director of Development will complete review of the proposals and make recommendations to the President for proposal acceptance or failure. The committee will consist of the Academic Dean, the Director of Development, Chair of the Faculty, Co-chairs of the Professional Development Committee and one classified staff member.

Project Reports

1. Project originators may be asked to prepare a final written project report to the review committee. This report will include evidence assessing the effectiveness of the project or include expectations of outcomes relating to instruction, student learning, or participant degree status. Depending on the nature and scope of the project, an in-progress report may also be required. No report will be required for trips to conferences or system meetings.
2. In addition to the written report, the originator(s) will be expected to communicate project results to other KCTCS faculty at a division, college, or system-wide meeting, or at some other appropriate forum.

MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL

Name: _____

Title: _____

Proposal Categories (check one):

- | | |
|--|---|
| <input type="checkbox"/> Instructional Application | <input type="checkbox"/> Instructional Research |
| <input type="checkbox"/> Educational Materials | <input type="checkbox"/> System-wide Workshops |
| <input type="checkbox"/> Continuing Education/Credit Application | <input type="checkbox"/> Professional Development/Other |

Activity Name: _____

Activity Location: _____

Activity Date: _____ **Amount Requested:** _____

Proposal Description & Justification: *Briefly explain your proposal and how it relates to your job/responsibilities. Attach additional sheet if necessary.*

Budget:	Description	Amount Requested
Tuition/Book Costs	_____	_____
Transportation	_____	_____
Lodging/Subsistence	_____	_____
Registration Fee	_____	_____
Software Purchase	_____	_____
Other Expenses	_____	_____
Total:		_____

-- FOR USE BY REVIEW COMMITTEE --

Date Received: _____

Received By: _____

Approved - Amount: _____

Disapproved

Signatures – Professional Development Endowment Co-chairs

	<i>Date:</i> _____
Dean of Academic Affairs	
	<i>Date:</i> _____
Director of Development	

**CARL D. PERKINS CAREER & TECHNICAL EDUCATION IMPROVEMENT ACT
LOCAL FUNDING APPLICATION
Fiscal Year 2009**

<i>PLANNED USE OF FUNDS</i>

Objective:

Program(s) Affected: _____ **Enrollment:** _____ **Amount Requested:**
\$ _____

JUSTIFICATION

1. Identify the performance indicator for which this funding will be directed.
2. How will this expenditure impact or improve the performance indicator?
3. How did you determine that this expenditure was a relevant need in the program?
4. Are articulation agreements in place for this program(s)? _____ Yes _____ No

BUDGET SUMMARY

Using the line item budget below, identify how requested dollars will be spent to achieve the objective for which funding is being requested. Refer to the INSTRUCTIONS section for detailed instructions and examples of each entry.

CATEGORY/DESCRIPTION	HOW ITEM WILL BE USED TO MEET OBJECTIVE	COST
Curriculum/Program of Studies/Assessment 1. Professional Development Activities 1. Instructional Materials 1. Stipends/Salaries 1. Support Services 1. Equipment/Software 1. Other: Describe 1.		
	TOTAL	

USES OF FUNDS

Required Use (Identify Use)

Permissible Use (Identify Use)
