

The Center for Teaching Excellence Workshop Calendar Summer 2008

June

sun	mon	tue	wed	thu	fri	sat
1	2 5:30pm-8:30pm Faculty Orientation	3	4 12pm-3pm Develop Teach/Learn/ Serve Portfolio Pt 1	5	6	7
8	9	10	11 2:00pm-3:30pm Sneak Peak ANGEL 7.3	12	13	14
15	16	17 9am-12pm Intro to Angel 7.2 4pm-6pm Classroom Observation Training	18 12pm-3pm Develop Teach/Learn/ Serve Portfolio Pt II	19	20	21
22	23	24	25 10am-12pm ANGEL Points- Based Gradebook 1:30pm-3:30pm Classroom Observation Training	26 1:00pm-2:30pm Managing Multiples in ANGEL	27	28
29	30 1pm-3pm ANGEL 7.2 Assessments					

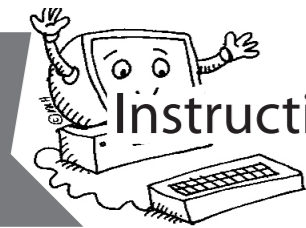
July

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
6	7	8 1pm-2:30pm Mimio Studio	9	10 10am-11:30pm ANGEL Report and Automate Features	11	12
13	14	15 2pm-4pm Wimba Voice Presentation Tool	16	17	18	19
20	21 5pm-8pm Intro to ANGEL 7.2	22	23	24	25	26
27	28	29	30	31		

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Instructional Technology Workshops

Center for Teaching Excellence, Summer 2008

ANGEL 7.2 Update and Sneak Peak at ANGEL 7.3

Facilitated by John Thommen, Susan Halick, and/or Jim Moran
Wednesday, June 11
2:00 pm to 3:30 pm
TLC 326

Come to this session to learn about the current state of ANGEL. We will discuss what is working well, any issue of concern, and upcoming changes. A demonstration of the next version of ANGEL 7.3 will be provided. This workshop is most appropriate for the intermediate to advanced ANGEL user.

Introduction to ANGEL 7.2

Facilitated by Susan Halick or James Bender
Tuesday, June 17
9 am to 12 pm
TLC 321
OR
Monday, July 21
5 pm to 8 pm
TLC 321

This training is designed to help the novice ANGEL user learn how to

- Add content such as folders, web pages, files, links and drop boxes for assignments.
- Communicate with students using announcements, course mail, and discussion forums.

The facilitators will also display a basic ANGEL gradebook; however, due to the complexity of this task, participants need to attend the ANGEL Gradebook session to learn how to use this tool. Basic computer skills are required to participate in this session. If you need support in this area, come to the CTE during our open hours and our service-minded staff will be happy to assist you. Web conference available if requested in advance.

Note: [This workshop meets the prerequisite requirements for taking the MVU/LCC Online Faculty Certification Training offered through Organizational Development.](#) It will also benefit the faculty member who teaches face-to-face and wishes to use their ANGEL course site.

Transitioning to Office 2007

Facilitated by Kyle Matheny
Thursday, June 19
10 am to 11:30 am
TLC 326

Microsoft Office 2007 contains some of the biggest changes to the Office interface since it was moved to Windows. The drop-down menu is gone and the file structure has been completely changed (.DOC files are .DOCX and .DOCM). As your students purchase new computers, they may come preinstalled with the 2007 version of Office. Come to this session to learn how to adapt to the changes in Office 2007 using the Office 2003 version, which is currently used at LCC. This workshop is appropriate for beginning to advanced users.

ANGEL Beginning Gradebook: Points Based

Facilitated by Susan Halick
Wednesday, June 25
10 am to 12 noon
TLC 321

Come to this session to learn how to set up and use ANGEL's online gradebook. This training is designed to help the novice ANGEL user learn the basics of a points-based grading scheme in ANGEL. Specifically, participants will learn how to:

- Create categories and assignments
- Drop the lowest score
- Enter private student grades and comments
- Display grades and averages to students
- View, save, and print grades
- Connect drop box, quizzes, and discussion forums to the gradebook.

Managing Multiple Sections in ANGEL

Facilitated by Susan Halick and Jim Moran
Thursday, June 26
1:00 pm to 2:30 pm
TLC 321

In this session, we will present two separate ANGEL features that will help users more efficiently manage multiple ANGEL sections; the Merged Roster Manager and an LOR (Learning Object Repository). The Merged Roster Manager allows you to create a new course with merged rosters from two or more sections, while an LOR is used for shared content between courses. Linking from several courses to one source saves time and file space. For example, an instructor can place a large file in an LOR and have all courses link to that one item. Consequently, any changes made to the content will be immediately viewable in all courses using that link. Training and/or experience using ANGEL *strongly* recommended.

ANGEL 7.2 Assessments

Facilitated by John Thommen
Monday, June 30

1 pm to 3 pm
TLC 321

ANGEL 7.2 has added a new Assessment item that facilitates advanced testing options. It offers greatly enhanced question analysis, more power for analyzing fill-in-the-blank questions, question pooling, enhanced feedback options, mastery learning options, and more. Come to this hands-on session to learn about these features along with the basics of online testing. Participants will also learn how to convert a quiz to an assessment. As time allows, other issues regarding this topic will be addressed. Training and/or experience using ANGEL *strongly* recommended.

Mimio Studio

Facilitated by Susan Halick
Tuesday, July 8
1:00 pm to 2:30 pm
TLC 326

If you missed it on Faculty Appreciation Day, come to this session to see a demo of Mimio Studio, which is a combination of hardware and software that allows you to capture whiteboard notes and/or turn your whiteboard into an interactive smart board. The Mimio Xi works with regular expo markers in a casing that sends sound waves to the device as you press on the surface. When used with a computer and a projector, Mimio can be calibrated so that the projection becomes touch sensitive, which allows you to be part of your presentation as you control your computer from the board in front of the class.

Wimba Voice Presentation Tool in ANGEL

Facilitated by Susan Halick
Tuesday, July 15
2 pm to 4 pm
TLC 321

Have you ever wanted to add a voice commentary to your online syllabus or other online content? One of the Wimba voice tools embedded in ANGEL does exactly that. Students click on the voice presentation and view the document while hearing your voice. You can also enable students to send written or audio comments in the sidebar of the presentation. Come to this hands-on session to learn how it works. Previous training and/or experience using ANGEL *strongly* recommended. Due to the nature of this hands-on session, enrollment is limited to 10 participants.



Faculty Development Workshops

Developing Your Teaching/Learning/Service Portfolio, Part I

Facilitated by Sharon Hughes
Wednesday, June 4
12 pm to 3 pm
TLC 326

In this interactive, three-hour workshop, participants will learn what teaching portfolios are, how they are used at LCC, and what is typically included in a portfolio. Participants will also begin developing two sections of their own portfolios, the teaching/service/learning responsibilities section and the teaching/service/learning philosophy section. Sample portfolios will be available for review.

Developing Your Teaching/Learning/Service Portfolio, Part II

Facilitated by Sharon Hughes
Wednesday, June 18
12 pm to 3 pm
TLC 326

In this interactive, three-hour workshop, partici-

pants will share and get feedback about the two sections (teaching/service/learning responsibilities and philosophy) developed in Part I. Additionally, participants will start developing the last three sections of their portfolios: the teaching/service/learning methodologies, appendices, and professional development and plans for improvement. Sample portfolios will be reviewed. Participants should come ready to share the first two sections of their portfolios. Please note: Attending **Developing Your Teaching Portfolio, Part I**, is required to participate in this session.

Classroom Observation Training

Facilitated by Michael Nealon or Sherry Kohlmann
Tuesday, June 17
4 pm to 6 pm
TLC 326

OR

Wednesday, June 25
1:30 pm to 3:30 pm
TLC 326

During this interactive session, the facilitator will describe the process for conducting a classroom observation. In addition, participants will observe video clips of the facilitator(s) teaching, and practice providing feedback with the goal of making the classroom observation an opportunity for growth. This session is required of anyone responsible for conducting classroom observations who has not attended previous training. This session will also be helpful to anyone in a mentoring role and/or who are responsible for giving students feedback on their presentations, etc.

Summer Semester Faculty Orientations

Orientation is required of all new employees, and this particular session has been designed with faculty needs in mind. The purpose of Faculty Orientation is to:

- **Increase awareness of various resources and services** such as the CTE, Media Services, Police and Public Safety, etc.
- **Introduce LCC systems** that impact faculty such as Star Port and LCC's Learning Management System.
- **Address college policies** such as "I" (Incomplete) and "W" (Withdraw) grades.
- **Learn about MAHE**, LCC's local labor union for faculty, and what it means to be a union member.
- **Provide information on professional development opportunities** such as the 12-Week Seminar: *Transforming Learning through Teaching*, and ANGEL training.
- **Meet other new faculty.**

Faculty Orientations are:

**Thursday, May 29;
12 pm to 3 pm
TLC 326
or
Monday, June 2;
5:30 pm to 8:30 pm
TLC 326**

Participants will leave with many of their questions answered, a copy of *The CTE's Faculty Guide to Resources and Services*, a "Checklist for New Faculty," information on HR benefits, a "Quick Reference Sheet" to help address future questions, and more!

Enrollment is limited to 20 participants. To reserve a seat, call the Center for Teaching Excellence reservation hotline at 483-1977. You may also register via our website at <http://www.lcc.edu/cte/workshops/orientations.html>. Part-time faculty will be reimbursed for attendance at the professional development rate through the Center for Teaching Excellence. We look forward to meeting you and promise you an informative orientation!

To register for any of the workshops, please call the CTE registration line at 483-1977 or register by e-mail to cte@lcc.edu. You may also register via our website at www.lcc.edu/cte/workshops/. Please provide your name, department, daytime phone number, employee number, mail code and certificate preference. Thank you!