

Fall 2015 Professional Development Opportunities

Dear Faculty and Staff,

You are invited to participate in the fall professional development activities that are offered by the Center for Teaching and Learning (CTL) in support of student learning and success.

To register for any of the activities listed in this schedule, please use the "[Search, Register, and Pay for Non-Credit Classes](#)" section of [MVConnect](#). You will receive an e-mail confirming your successful registration. *Important Note:* If you do not receive an email, your registration was not successfully completed.

Early registration for sessions that you'd like to attend is appreciated; workshops with low enrollment are canceled two days before they are scheduled to occur. In the event of a cancellation, you will receive an email notification. Also, if you are unable to attend a session, we appreciate the professional courtesy of [dropping the session](#) at least three days prior to its occurrence.

Please refer to the [Professional Development Training Guide](#) for more information on using MVConnect to search, register, or drop sessions.

If you experience any difficulty registering for a workshop, please contact the Center for Teaching and Learning at extension x5347.

Best wishes for a great semester!

Center for Teaching and Learning Staff

PLEASE NOTE:

Descriptions for the workshops have been included at the end of the document after the semester schedule.

Course codes that include "CTLE" can benefit both faculty and staff. Course codes that include "CTLF" have been designed with faculty needs in mind. Please refer to the list of course categories below to help you filter workshops in MVConnect.

Everyone is welcome to attend *all* workshops offered through the CTL.

CTLE (Employee)	CTLE
Diversity	D
Personal Development	E
Leadership	L
Policies and Procedures	P
Student Support	S
Technology	T
Professional Development	V
Other	X

CTLF (Faculty)	CTLF
Assessment	A
Blackboard	B
Diversity	D
Personal Development	E
Second-Year Faculty	F
Global Education	G
Honors	H
Instructional Design	I
MVLA	M
Student Support	S
Technology	T
Student Characteristics	U
Web-based Teaching	W
Other	X

KEY TO SECTIONS	Face-to-Face	Evening	Weekend	Online	Hybrid	One-on-One	Webinar	Blue Island	SWEC
	001-199	200-269	270-299	300-349	350-399	400-449	450-499	580-589	590-599

Instructional Design

BRAIN-BASED METHODS: IMPROVE STUDENT RETENTION AND INCREASE PERFORMANCE

CTLF-I105

001 M 10/5/2015 11:00 AM - 12:30 PM L244 Joan Grupka

BRAIN-BASED METHODS: IMPROVE STUDENT RETENTION AND INCREASE PERFORMANCE, PART TWO

CTLF-I205

001 M 10/19/2015 11:00 AM - 12:30 PM L244 Joan Grupka

COPYRIGHT FOR INSTRUCTORS MADE SIMPLE

CTLF-I106

001 T 11/10/2015 12:00 PM - 1:00 PM L243 Lee Semmerling

TUTORING CENTER: HOW TO HELP STUDENTS ACHIEVE THEIR MAXIMUM RESULTS

CTLF-I113

001 R 9/10/2015 10:00 AM - 11:00 AM L243 Darlene Williams, Kipp Cozad, Sandra Bish, Kathy Cercone, Jeff Carpenter

Policies and Procedures

CREATING AND APPROVING ON-LINE TRAVEL AUTHORIZATION FORMS

Please note: This workshop is not eligible for PGUs.

CTLE-P106

001 T 8/25/2015 10:00 AM - 11:00 AM L244 Janet Polson

002 R 9/24/2015 10:00 AM - 11:00 AM L244 Janet Polson

003 W 11/18/2015 10:00 AM - 11:00 AM L244 Janet Polson

TRAINS, PLANES AND AUTOMOBILES-TRAVELING THE MVCC WAY

Please note: This workshop is not eligible for PGUs.

CTLE-P109

001 W 9/16/2015 10:00 AM - 11:00 AM L244 Janet Polson

002 T 11/10/2015 10:00 AM - 11:00 AM L244 Janet Polson

Professional Development

FERPA – PROTECTING STUDENT RIGHTS AND PRIVACY

CTLE-V105

001 R 9/24/2015 10:00 AM - 11:00 AM S117A Mary Lou Griffin

Moraine Valley Learning Academy (MVLA)

SSP 202: GREEN ECONOMY & SOCIAL JUSTICE

CTLF-M205

300 8/31 – Open Online Michelle Zurawski
10/11/2015

STUDENT DEVELOPMENT

CTLF-M211

001 W 9/9 – 3:30 PM - 5:30 PM L244 Debbie Sievers, Teresa Hannon, JoAnn Jenkins, Sundus Madi, Lynn Bailey
10/7/2015

A NEW FRAMEWORK FOR INFORMATION LITERACY

CTLF-M212

350 10/12 – Hybrid; Mtg: TBD TBD Troy Swanson, Tish Hayes
11/16/2015

Honors

HONORS COURSE DEVELOPMENT WORKSHOP

CTLF-H101

350 9/7 – Hybrid Mtg; F,10/2 L244 Josh Fulton, Alicea Toso, Jeremy Shermak
10/2/2015 from 2-3pm

Student Support

KOGNITO: SUPPORTING STUDENTS IN PSYCHOLOGICAL STRESS

CTLE-S109

001 R 9/10/2015 2:00 PM - 3:30 PM L244 Teresa Hannon

002 W 10/7/2015 1:00 PM - 2:30 PM L244 Teresa Hannon

003 M 11/9/2015 4:00 PM - 5:30 PM L244 Teresa Hannon

WHAT IS STUDENT PLANNER AND HOW DO STUDENTS USE IT?

CTLE-S110

001 W 9/23/2015 1:30 PM - 3:00 PM L243 Lissette Alvarado, Kimberly Golk

002 T 10/13/2015 10:30 AM - 12:00 PM L243 Lissette Alvarado, Kimberly Golk

003 W 11/4/2015 1:30 PM - 3:00 PM L243 Lissette Alvarado, Kimberly Golk

KEY TO SECTIONS	Face-to-Face	Evening	Weekend	Online	Hybrid	One-on-One	Webinar	Blue Island	SWEC
	001-199	200-269	270-299	300-349	350-399	400-449	450-499	580-589	590-599

Personal Development

DISCOVERING RELAXATION: TECHNIQUES TO ACHIEVE A CALM MIND AND BODY

CTLE-E101

001	R	11/19/2015	4:00 PM - 5:00 PM	L-Atrium	Nick Shizas; Laura Lauzen-Collins
-----	---	------------	-------------------	----------	-----------------------------------

LIVING IN THE PRESENT: AN INTRODUCTION TO MINDFULNESS AND MEDITATION

CTLE-E103

001	T	9/22/2015	2:00 PM - 3:00 PM	L244	Teresa Hannon
002	W	10/21/2015	12:00 PM - 1:00 PM	L244	Teresa Hannon

Blackboard

BLACKBOARD ESSENTIALS

CTLF-B101

001	R	8/20/2015	9:00 AM - 10:00 AM	L243	Lisa Dyrda
002	W	8/26/2015	11:00 AM - 12:00 PM	L243	Lisa Dyrda
003	T	9/1/2015	2:00 PM - 3:00 PM	L243	Lisa Dyrda
004	M	10/12/2015	1:00 PM - 2:00 PM	L243	Lisa Dyrda
308		8/17 – 8/23/2015	Open	Online	Lisa Dyrda
309		9/7 – 9/13/2015	Open	Online	Lisa Dyrda
310		10/5 – 10/11/2015	Open	Online	Lisa Dyrda
311		11/2 – 11/8/2015	Open	Online	Lisa Dyrda
312		11/30 – 12/6/2015	Open	Online	Lisa Dyrda

BLACKBOARD GRADE CENTER – CALCULATING FINAL GRADES USING POINTS

CTLF-B201

001	R	8/20/2015	10:00 AM - 10:30 AM	L243	Lisa Dyrda
002	W	8/26/2015	12:00 PM - 12:30 PM	L243	Lisa Dyrda

BLACKBOARD GRADE CENTER – WEIGHTED GRADES

CTLF-B202

001	T	9/1/2015	3:00 PM - 4:00 PM	L243	Lisa Dyrda
002	M	10/12/2015	2:00 PM - 3:00 PM	L243	Lisa Dyrda

BLACKBOARD OUTCOMES ASSESSMENT TRAINING

CTLF-B210

001	M	9/14/2015	2:30 PM - 3:30 PM	L243	Gabe Estill
002	T	10/6/2015	2:00 PM - 3:00 PM	L243	Gabe Estill
003	T	11/10/2015	2:30 PM - 3:30 PM	L243	Gabe Estill
004	W	12/2/2015	3:00 PM - 4:00 PM	L243	Gabe Estill

Technology

WHAT'S NEW IN MICROSOFT WORD

CTLE-T106

001	W	8/26/2015	2:00 PM - 3:00 PM	L243	Renee Dampier
003	R	10/29/2015	2:00 PM - 3:00 PM	L243	Renee Dampier

AN INTRODUCTION TO THE COLLEGE'S REDEVELOPED WEBSITE

Please note: This workshop is not eligible for PGUs.

CTLE-T138

001	M	9/21/2015	2:00 PM - 3:00 PM	L255	Clare Briner
002	F	10/23/2015	9:00 AM - 10:00 AM	L265	Clare Briner

MVCONNECT (SHAREPOINT 2013) UPGRADE TRAINING

Please note: This workshop is not eligible for PGUs.

CTLE-T139

001	T	9/8/2015	9:00 AM - 10:00 AM	L243	Matthew Piper
002	W	9/16/2015	2:00 PM - 3:00 PM	L243	Matthew Piper

PODIUM TRAINING FOR A, B, BI 2ND FLR, C, F, G, L, M, S, SWEC, T, & U CLASSROOMS

Please note: This workshop is not eligible for PGUs.

CTLE-T171

001	W	8/26/2015	12:30 PM - 1:00 PM	L243	Anthony Marcasciano
002	T	9/1/2015	1:00 PM - 1:30 PM	L243	Anthony Marcasciano
003	T	10/13/2015	3:00 PM - 3:30 PM	L243	Anthony Marcasciano
308		8/17 – 8/23/2015	Open	Online	Anthony Marcasciano
309		9/7 – 9/13/2015	Open	Online	Anthony Marcasciano
310		10/5 – 10/11/2015	Open	Online	Anthony Marcasciano
311		11/2 – 11/8/2015	Open	Online	Anthony Marcasciano
312		11/30 – 12/6/2015	Open	Online	Anthony Marcasciano

KEY TO SECTIONS	Face-to-Face	Evening	Weekend	Online	Hybrid	One-on-One	Webinar	Blue Island	SWEC
	001-199	200-269	270-299	300-349	350-399	400-449	450-499	580-589	590-599

COLLABORATING WITH MICROSOFT ONEDRIVE*CTLE-T178*

001	W	9/2/2015	10:00 AM - 11:00 AM	L243	Gabe Estill
002	W	10/7/2015	10:00 AM - 11:00 AM	L243	Gabe Estill
003	W	11/4/2015	10:00 AM - 11:00 AM	L243	Gabe Estill

DIGITAL STORYTELLING IN THE CLASSROOM*CTLF-T191*

001	W	9/9/2015	2:00 PM - 3:30 PM	L244	Amanda Sidorowicz
002	M	11/9/2015	10:00 AM - 11:30 AM	L244	Amanda Sidorowicz

LEARN HOW TO USE MICROSOFT WORD MAIL MERGE AND WIZARD*CTLE-T208*

001	T	9/15/2015	2:00 PM - 3:00 PM	L243	Carol Antosz
002	T	10/13/2015	2:00 PM - 3:00 PM	L243	Carol Antosz

LYNDA.COM (SELF-PACED ONLINE TUTORIALS)

Please note: Full-time faculty must submit a PGU [application](#) to earn PGUs for this activity.

CTLE-T235

301	8/10 – 8/23/2015	Open	<i>Online</i>	Matthew Piper
302	8/24 – 9/6/2015	Open	<i>Online</i>	Matthew Piper
303	9/7 – 9/20/2015	Open	<i>Online</i>	Matthew Piper
304	9/21 – 10/4/2015	Open	<i>Online</i>	Matthew Piper
305	10/5 – 10/18/2015	Open	<i>Online</i>	Matthew Piper
306	10/19 – 11/1/2015	Open	<i>Online</i>	Matthew Piper
307	11/2 – 11/15/2015	Open	<i>Online</i>	Matthew Piper
308	11/16 – 11/29/2015	Open	<i>Online</i>	Matthew Piper
309	11/30 – 12/20/2015	Open	<i>Online</i>	Matthew Piper

KEY TO SECTIONS	Face-to-Face	Evening	Weekend	Online	Hybrid	One-on-One	Webinar	Blue Island	SWEC
	001-199	200-269	270-299	300-349	350-399	400-449	450-499	580-589	590-599

Descriptions (Listed in alphabetical order by title)

A NEW FRAMEWORK FOR INFORMATION LITERACY

CTLF-M212

This course will introduce threshold concepts and their application for teaching and learning, then focus on how they are used in the new Framework for Information Literacy for Higher Education. The course will provide space for faculty participants to discuss how information literacy impacts their curriculum, how the new Framework can be best integrated into their own courses, and what an information literate student looks like within their disciplines.

(Strategic Priority: Student Success, Program Development, Resource Advancement)

AN INTRODUCTION TO THE COLLEGE'S REDEVELOPED WEBSITE

CTLE-T138

Learn about the functionality of the college's redeveloped website and how you might be able to enhance your department's presence and the college's success by becoming a content contributor. Upon successful completion of this course, participants will be able to: Speak the language of the web, understand the marketing philosophy for the site, learn how the content management system can allow for multiple content contributors across campus and determine if the participant is equipped to contribute content to the site. (Strategic Priority: Technology)

BLACKBOARD ESSENTIALS

CTLF-B101

Through demonstrations and hands-on experience, this workshop will acquaint faculty members to the Blackboard Learn 9.1 learning management system and provides tips and techniques for use in a face-to-face course. Please bring an electronic copy of your course syllabus to this workshop. Upon successful completion of this course, participants will be able to:

- Navigate the Blackboard learning environment
- Customize the course navigation menu based on their individual needs
- Post course announcements in Blackboard
- Add content items such as file attachments and web links in Blackboard
- Make Blackboard course available to student users

(Strategic Priority: Student Success, Technology)

BLACKBOARD GRADE CENTER - CALCULATING FINAL GRADES USING POINTS

CTLF-B201

Through demonstrations and hands-on experience, this workshop will introduce the Blackboard Grade Center and share tips and techniques for calculating final grades based on

a points system. Please bring your course syllabus and examples of graded activities for your course. Upon successful completion of this course, participants will be able to:

- Navigate the grade center
- Create grade columns
- Set-up a total column
- Organize the grade center
- Create a backup of student grades

(Strategic Priority: Student Success, Technology)

BLACKBOARD GRADE CENTER - WEIGHTED GRADES

CTLF-B202

Through demonstrations and hands-on experience, this workshop will introduce the Blackboard Grade Center and share tips and techniques for calculating weighted grades.

Please bring your course syllabus and examples of graded activities for your course. Upon successful completion of this course, participants will be able to:

- Navigate the grade center
- Create categories
- Create grade columns
- Set-up a weighted total column
- Organize the grade center
- Create a backup of student grades

(Strategic Priority: Student Success, Technology)

BLACKBOARD OUTCOMES ASSESSMENT TRAINING

CTLF-B210

Outcomes Assessment is a new Blackboard component that will assist in measuring student learning of course, program, and general education outcomes. In this workshop, faculty will preview Outcomes Assessment, and understand how it will impact their Blackboard courses. Faculty will learn how to add rubrics and align goals to assignments, and grade assignments using those rubrics. Participants should bring an electronic file of an assignment that they will use.

BRAIN-BASED METHODS: IMPROVE STUDENT RETENTION AND INCREASE PERFORMANCE

CTLF-I105

If you would like to improve student retention and increase performance, this is the workshop for you!

Wait! Isn't all learning brain-based? Thanks to strides in technology, 12 basic principles of student-centered, active brain-based methods founded in neuroscience are proven to trigger learning in engaging and exciting ways. Movement, five senses, music, emotions, relaxed alertness, and down-time; celebrations, patterns and connections, visualization, and collaboration are a few engaging, energizing techniques. These methods will work for diverse learners in any area/subject! Upon successful completion of this course, participants will be

able to: Understand: Brain-Based Strategies we will actually try out ourselves- so we can use them with our students:

- How to-with examples!
- What do our students think? (Student reactions)
- Workbook, Blackboard Resources and Websites included!

Part One

1. Icebreakers
2. Patterning
3. Parallel processing/Peripheral perception
4. Novelty/stimulating environment
5. Community/collaboration
6. Mini-lessons/time limitations

(Strategic Priority: Student Success, Program Development)

BRAIN-BASED METHODS: IMPROVE STUDENT RETENTION AND INCREASE PERFORMANCE, PART TWO

CTLF-1205

If you would like to improve student retention and increase performance, this is the workshop for you!

Wait! Isn't all learning brain-based? Thanks to strides in technology, 12 basic principles of student-centered, active brain-based methods founded in neuroscience are proven to trigger learning in engaging and exciting ways. Movement, five senses, music, emotions, relaxed alertness, and down-time; celebrations, patterns and connections, visualization, and collaboration are a few engaging, energizing techniques. These methods will work for diverse learners in any area/subject! Upon successful completion of this course, participants will be able to: Understand: Brain-Based Strategies we will actually try out ourselves- so we can use them with our students:

- How to-with examples!
- What do our students think? (Student reactions)
- Workbook, Blackboard Resources and Websites included!

Part Two:

1. Creating songs to assimilate information
2. Designing posters to teach others (concepts) in the class
3. Incorporating emotions to magnify learning
4. Imagery-same part of brain is used in imagery and actual activity=extra processing!
5. Midline energizer breaks & celebrations -that refresh the mind and offer opportunity to pre-plan to meet diverse learning levels
6. BIG Picture or whole to parts learning

(Strategic Priority: Student Success, Program Development)

COLLABORATING WITH MICROSOFT ONEDRIVE

CTLE-T178

In this workshop, we will demonstrate how to use Microsoft Onedrive. This free service allows users to create, store, and share files online. See how your colleagues have been using this tool in the office and the classroom. (Strategic Priority: Technology)

COPYRIGHT FOR INSTRUCTORS MADE SIMPLE

CTLF-1106

Copyright in non-profit public education is flexible, but becomes troublesome when using digitized media and online distribution. Librarian Lee Semmerling will present an easy to understand overview of copyright in education. Strategies for making the best choices in using other people's material and presenting your own copyrighted work. Upon successful completion of this course, participants will be able to: Understand copyright basics; Make wiser choices in the use of copyrighted materials; Know where to find help with copyright questions. (Strategic Priority: Student Success, Technology)

CREATING AND APPROVING ON-LINE TRAVEL AUTHORIZATION FORMS

CTLE-P106

The travel authorization process is fully automated and online. Come to training to learn how to create and enter information into the new form. Approving travel authorization forms will be covered in the second ½ of the class.

DIGITAL STORYTELLING IN THE CLASSROOM

CTLF-T191

Digital storytelling is the process of using multimedia tools to tell engaging stories and can be used as an instructional strategy in the classroom. Digital stories often include pictures, videos, narration, text, and music. Digital stories can be created by faculty or students. This workshop will further examine how to create digital stories and how digital storytelling can be used in the classroom. Upon successful completion of this course, participants will be able to:

- Identify what digital storytelling is and how it can be used in the classroom
- Create a digital story using the iPad app, Adobe Voice
- Explain to students how to create digital stories

(Strategic Priority: Student Success, Technology)

DISCOVERING RELAXATION: TECHNIQUES TO ACHIEVE A CALM MIND AND BODY

CTLE-E101

Would you like to begin achieving a calm mind / body? Take a guided tour through relaxation and leave feeling refreshed and relaxed with tools that may help you feel that way on any given day. Learn to relax using light yoga stretching, breathing, guided imagery and progressive muscle relaxation (PMR). Dress comfortably. (Strategic Priority: Student Success)

FERPA – PROTECTING STUDENT RIGHTS AND PRIVACY

CTLE-V105

FERPA is a federal law that protects the privacy of a student’s educational records. Faculty and staff should understand the law and when records can be released. Participants will learn:

- Fundamentals of FERPA – history and student rights
- When and what information can be released to parents or students
- The role of FERPA in emergency situations
- Specific guidelines for faculty in academic matters

HONORS COURSE DEVELOPMENT WORKSHOP

CTLF-H101

This hybrid workshop is a component of the honors course development process. Faculty interested in teaching in honors need to complete the workshop as a part of their course development. It includes 3 weeks of web instruction, and a final meeting where faculty share sample assignments to use in their courses. (Strategic Priority: Program Development)

KOGNITO: SUPPORTING STUDENTS IN PSYCHOLOGICAL STRESS

CTLE-S109

The Kognito “At-Risk for University Faculty” is an evidenced-based interactive training program that assists faculty and staff identify at-risk students through online simulations. Participants will learn how to recognize when a student is exhibiting signs of psychological distress and how to approach and connect the student with counseling services on campus. This training is currently free through a grant sponsored by the Illinois Department of Public Health as part of Illinois Youth Suicide Prevention project and will be facilitated by our MVCC Counseling Faculty.

LEARN HOW TO USE MICROSOFT WORD MAIL MERGE AND WIZARD

CTLE-T208

Learn how to perform mail merge using Microsoft Word. This will include learning how to use the mail merge wizard. (Strategic Priority: Technology)

LIVING IN THE PRESENT: AN INTRODUCTION TO MINDFULNESS AND MEDITATION

CTLE-E103

This presentation will cover the basic principles of mindfulness meditation based on the writings of Jon Kabat-Zinn & Sakyong Mipham Rinpoche. Furthermore, the presentation will challenge popular myths regarding meditation. And participants will learn of the many benefits of this practice from better concentration to improved overall mood. Session will conclude with a short guided meditation.

LYNDA.COM (SELF-PACED ONLINE TUTORIALS)

CTLE-T235

Learn at your own pace using Lynda.com, an online training library that offers training in everything from Microsoft Office to soft skill development. Visit www.lynda.com for more details regarding available offerings. Once you sign up, you will receive an email from Lynda.com by 12:00pm on the start date of your access. If you don't receive an email from a CTL representative by 12:00pm on the start date, please contact Samantha Thirstrup at 708-974-5339.

PGUs: If you would like to apply for PGUs, please fill out a PGU application prior to using the account. Although Lynda.com keeps records of your activity, you must document the time spent viewing the instructional modules in a final PGU report along with how you benefited from watching each module.

Please Note: Workshop enrollment in Lynda.com sessions is limited to a (2) week time frame. If you would like to request a longer period of time for usage, please contact the CTL. Upon successful completion of this course, participants will be able to: Better understand the various technological applications that surround both their professional and personal life. (Strategic Priority: Technology)

MVCONNECT (SHAREPOINT 2013) UPGRADE TRAINING

CTLE-T139

This session is intended to display the new layout, features, and enhancements of the MVConnect system due to the SharePoint 2013 software upgrade. In this session you will learn how to navigate the new MVConnect interface and features. An emphasis will be placed on entering announcements, maintaining team sites, and functionality of the calendar feature. Upon successful completion of this course, participants will be able to: Navigate the MVConnect environment with SharePoint 2013. (Strategic Priority: Technology)

PODIUM TRAINING FOR A, B, BI 2ND FLR, C, F, G, L, M, S, SWEC, T, & U CLASSROOMS

CTLE-T171

This workshop will introduce the classroom podiums used in A, B, C, F, G, L, M, T, and U buildings of the main campus, as well as the Southwest Education Center and the second floor of Blue Island. Participants will learn how to appropriately use the podium by powering the system on and off. Additionally, participants will learn how to use its equipment, including the PC, VCR, DVD, laptop, and document camera. This training is specific to the classroom podiums located in the A, B, Blue Island (2nd Floor) C, F, G, L, M, S, SWEC, T, and U buildings. Upon successful completion of this course, participants will be able to:

- Describe components of a podium system.
- Utilize podium system effectively with students.

(Strategic Priority: Student Success, Technology)

SSP 202: GREEN ECONOMY & SOCIAL JUSTICE*CTLF-M205*

Green Economy & Social Justice: You took the online MVLA Course "Sustainability Scholars Program: An Introduction to Sustainability" so now what? Join fellow SSP participants to discuss how to infuse the sustainability topics of the green economy and social justice into your curriculum. This course will be held online and will take place over six weeks. (Strategic Priority: Student Success, Program Development, Resource Advancement)

STUDENT DEVELOPMENT*CTLF-M211*

This course will cover information regarding supportive services available to students from the Center for Disability Services (CDS), the Counseling and Career Development Center (CCDC), the Title IX Coordinator and the Academic Advising Center. Presenters will help participants gain an understanding of how to support students with documented disabilities by providing appropriate accommodations, how to support and refer students who are experiencing personal difficulties, how to direct students who need financial resources, how to provide reasonable accommodations for pregnant and parenting students, and how to support students' degree and certificate completion by understanding educational planning. (Strategic Priority: Student Success, Program Development, Resource Advancement)

TRAINS, PLANES AND AUTOMOBILES-TRAVELING THE MVCC WAY*CTLE-P109*

If you or your staff will be traveling for the college this is the seminar that you need. We will cover the Travel Policy along with the process of pre-trip approval, PA/check requests, traveling with students, required paperwork and how your travel gets booked. This class does not train on the new online Travel Authorization form. That is a separate class that runs monthly.

Who should attend: New Deans/Directors, any faculty if you will be traveling in or out of state and support staff who will be responsible for doing travel paperwork. Also recommended for any staff who may need a refresher.

TUTORING CENTER: HOW TO HELP STUDENTS ACHIEVE THEIR MAXIMUM RESULTS*CTLF-I113*

Learn concrete instructional models and how to develop assignments that utilize the Tutoring Center. Examples of how instructors of diverse subject matters have used the Tutoring Center, what workshops are available for your students from the Tutoring Center and models of communication between instructors and the Tutoring Center will be covered. Upon successful completion of this course, participants will be able to:

- Learn models to incorporate the Tutoring Center into their curriculum
- Learn models for working with our Learning Specialist as a liaison between instructor and students

- Learn how tutoring positively impacts learning at MVCC
- Learn about our tutors

(Strategic Priority: Student Success)

WHAT IS STUDENT PLANNER AND HOW DO STUDENTS USE IT?*CTLE-S110*

What to take when and where to keep that information. That is THE question! In this session, you will be introduced to Student Planner, a web based, interactive course planning tool by Ellucian. Using this tool, students are able to review degree or certificate requirements, how coursework applies to their chosen program of study, create a semester by semester plan of study, and register for their courses. The Student Planner is visual, intuitive, and a resource to keep our students focused and on track to complete. Upon successful completion of this course, participants will be able to: Participants will gain knowledge of the functionality of Student Planner. (Strategic Priority: Student Success, Technology)

WHAT'S NEW IN MICROSOFT WORD*CTLE-T106*

In this session, participants will be introduced to the new features available in Microsoft Office Word 2013. Upon successful completion of this course, participants will be able to: Participants will be able to navigate the Office 2013 application environment and identify new features in Microsoft Word 2013. Participants will be able to interact with the software program through an engaging, hands-on approach. (Strategic Priority: Technology)