Dear Faculty and Staff,

You are invited to participate in the summer 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.

Please be sure to register early for workshops that you are interested in, as workshops will be canceled 2 business days prior to start if less than 5 people are registered. As a professional courtesy, please withdraw from any session(s) that you are unable to attend at least 3 days prior to the workshop.

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.

<table>
<thead>
<tr>
<th>CTLE (Employee)</th>
<th>CTLE</th>
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<tbody>
<tr>
<td>Diversity</td>
<td>D</td>
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<td>Personal Development</td>
<td>E</td>
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<td>Leadership</td>
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<td>Policies and Procedures</td>
<td>P</td>
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<td>Technology</td>
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<td>Professional Development</td>
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<td>Other</td>
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<th>CTLF (Faculty)</th>
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<tr>
<td>Assessment</td>
<td>A</td>
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<td>Blackboard</td>
<td>B</td>
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<td>Diversity</td>
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<td>Personal Development</td>
<td>E</td>
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<td>Second-Year Faculty</td>
<td>F</td>
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<td>Global Education</td>
<td>G</td>
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<tr>
<td>Honors</td>
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<td>Instructional Design</td>
<td>I</td>
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<td>MVLA</td>
<td>M</td>
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<td>Student Support</td>
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<td>Technology</td>
<td>T</td>
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<td>Student Characteristics</td>
<td>U</td>
</tr>
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<td>Web-based Teaching</td>
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Instructional Design

TUTORING CENTER: HOW TO HELP STUDENTS ACHIEVE THEIR MAXIMUM RESULTS
CTLF-I113
001  R  6/18/2015  10:00 AM - 11:00 AM  L243  Sandra Bish, Jeff Carpenter, Kathy Cercone, Kipp Cozad, Darlene Williams

Moraine Valley Learning Academy (MVLA)

SSP 301: PRAIRIE PROJECT
Please note: Open only to faculty who have completed SSP(GYC) 101, 201, and 202.
CTLF-M301
300 5/18 – 5/31/2015  Open  Online  Michelle Zurawski

Blackboard

BLACKBOARD ESSENTIALS
CTLF-B101
001  T  6/9/2015  11:00 AM - 12:00 PM  L243  Lisa Dyrda
306  6/8 – 6/14/2015  Open  Online  Lisa Dyrda
307  7/6 – 7/13/2015  Open  Online  Lisa Dyrda

Technology

WHAT'S NEW IN MICROSOFT WORD
CTLE-T106
001  W  5/27/2015  2:00 PM - 3:00 PM  L243  Renee Dampier
002  W  6/24/2015  2:00 PM - 3:00 PM  L243  Renee Dampier
003  W  7/29/2015  2:00 PM - 3:00 PM  L243  Renee Dampier

PODIUM TRAINING
Please note: This workshop is not eligible for PGUs.
CTLE-T171
001  T  6/9/2015  12:30 PM - 1:00 PM  L243  Anthony Marcasciano
306  6/8 – 6/14/2015  Open  Online  Anthony Marcasciano

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  5/18 – 6/7/2015  Open  Online  Matthew Piper
302  6/15 – 6/28/2015  Open  Online  Matthew Piper
303  6/29 – 7/12/2015  Open  Online  Matthew Piper
304  7/13 – 7/26/2015  Open  Online  Matthew Piper
305  7/27 – 8/9/2015  Open  Online  Matthew Piper
Descriptions (Listed in alphabetical order by title)

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)

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:
- 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 tutoring
(STRATEGIC PRIORITY: STUDENT SUCCESS, PROGRAM DEVELOPMENT, RESOURCE ADVANCEMENT)

TUTORING CENTER: HOW TO HELP STUDENTS ACHIEVE THEIR MAXIMUM RESULTS
CTLF-I113
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:
- Learn about the new features in Microsoft Word 2013.
- Learn how to use the new features in Microsoft Word 2013.
- Learn how to navigate the Office 2013 application environment and identify new features in Microsoft Word 2013.
(STRATEGIC PRIORITY: TECHNOLOGY)