



Center *for*
Teaching
& Learning

Spring 2018



Moraine Valley
Community College

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About the CTL



The Center for Teaching and Learning's primary role is to "champion" teaching and learning by providing an environment where innovation is encouraged, supported, and rewarded.

The CTL helps to support the college's mission to educate the whole person in a learning-centered environment by providing faculty, adjunct faculty, and staff with a variety of professional development opportunities with the goal to enrich the experience and success of students.

These opportunities occur in a variety of modalities such as workshops, one-on-one consultations, programs, and campus events to enhance teaching, learning, technology, and leadership.

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Our Spaces

Conference Room L244

Our conference room is a technology-assisted room that seats approximately 16 people. The room is equipped with a LifeSize® video conferencing solution, large-screen full HD monitor, computer, and conference phone. This room is able to be reserved; please contact the CTL.

Computer Lab L243

Our instructional classroom is a faculty/staff computer lab containing a standard podium and SMART® Board. The room is equipped with 20 computers running Windows 10 and Microsoft Office 2016. This room is able to be reserved; please contact the CTL.

Faculty and Staff Open Lab Area L244C

Our faculty and staff lab is equipped with two computers running Windows 7 and Mac OS X, as well as a computer running Windows 7 only. These computers contain some specialized software for use, plus access to a black-and-white printer, a color printer, and three scanners.

Checkout Items

The Center for Teaching and Learning provides a number of items for checkout. All of these items are available for use by our full- and part-time faculty and staff on a first-come, first-served basis. If you have any questions or would like to request a checkout, please contact us.

Professional Development Books

The Moraine Valley Library maintains a current [Professional Development resource list](#) compiled by the Center for Teaching and Learning and found in the Library's circulation.

Technology Equipment

- Microsoft Surface 2 Pro running Windows 10 with Microsoft Office 2013
- Apple MacBook Air running MacOS 10.13 (High Sierra) with Microsoft Office 2016 for Mac, and Windows 10 Professional with Microsoft Office 2016
- Apple MacBook Pro (no touch bar) running MacOS 10.13 (High Sierra) with Microsoft Office 2016 for Mac, and Windows 10 Professional with Microsoft Office 2016
- Apple iPad Pro
- iPad Mobile Cart with 20 devices

Professional Development

Dr. Vernon O. Crawley Leadership Academy

The Leadership Academy is designed to build a skilled and diverse pool of academic and administrative employees with the knowledge and competencies to be successful in leadership roles at all levels of employment at Moraine Valley Community College. The Leadership Academy's program offerings include:

- **Leadership Assembly** – A two-and-a-half-day program offered every other year during the spring semester. Employees are required to submit an application.
- **Leadership Summit** – A full-day program offered every other year during the spring semester. The Leadership Summit alternates years with the Leadership Assembly. All Leadership Assembly graduates are eligible to attend.

Stay tuned!

More information about this spring's Leadership Summit being held Wednesday, April 4, is coming soon.

- **Leadership Development Workshops** – Numerous leadership development workshops offered throughout the year in both in-person, online and hybrid formats.

Online Course Development (OCD)

Online Course Development is the completely redesigned program dedicated to teaching instructors how to create, revise, or facilitate online and hybrid courses. The program occurs over 8 weeks and is completely online. This course is required for instructors who, with the permission of their department, want to learn how to teach online. Prior comfort with using Canvas is recommended before enrollment in the program. For more information, please visit the [Online Course Development page](#) on the CTL's website or contact the Center for Teaching and Learning at (708) 974-5347.

Podium Training

Podium training is necessary to access locked classroom podiums across the college's main campus, as well as the Blue Island and Southwest Education Centers. For more information on the podiums and to view training resources, please visit the [Classroom Podiums page](#) on the CTL's website or contact the Center for Teaching and Learning at (708) 974-5347.

Supervisory Skills Series

The Supervisory Skills Series (S³) is designed to provide a variety of developmental opportunities, skills, and resources for all supervisory-level staff at Moraine Valley Community College. The Supervisory Skills Series will next occur in fall 2018 and is a blended course comprised of eight face-to-face and five online workshops, which are led by an array of supervisors from the Moraine Valley community. The program is structured in a collaborative, group-led environment in which all participants will reflect upon his or her personal experiences and work to design their own supervisory approach.

Pushing Limits – A Doctoral Journey Group

This collaborative program is designed for all Moraine Valley employees who are enrolled, seeking enrollment, interested in, or have completed either a doctoral degree or master's degree. The group meets several times per academic year to provide a support system for colleagues, through a safe environment, to share their successes and challenges of their individual educational journey. The group aims to give people the opportunity to ask questions, network, and collaborate outside of the formal educational classroom. For additional information, please reach out to Matthew Piper, manager of Staff Training and Development, at (708) 974-5553.

Leaders R Readers

This Leadership Development Reading Cohort is a small, cohort-based book club comprised of various Moraine Valley faculty and staff. The program is an extension of the Dr. Vernon O. Crawley Leadership Academy, which focuses on leadership development opportunities for Moraine Valley's faculty and staff; the basic premise is that everyone is considered a leader. The goal of the group is to broaden the knowledge and perspective of Moraine Valley's faculty and staff by sharing new ideas, discussing relevant topics, and providing a unique focus on various higher education topics through the medium of books and other publications. The program is designed to promote professional and personal development, critical thinking, broadening higher education knowledge, sharing of ideas, collaboration, discussion, and reflection on multiple topics surrounding higher education and student success. For additional information, please reach out to Matthew Piper, manager of Staff Training and Development, at (708) 974-5553.

The Democracy Commitment

The Democracy Commitment is a national initiative to promote community engagement and civic education in community colleges. This initiative supports and promotes

efforts to provide professional development opportunities and assists faculty and staff with incorporating civic responsibility and democratic practice into their curriculum and lives. For more information, please contact the Center for Teaching and Learning at (708) 974-5347.

Global and Diversity Education

The Global and Diversity Education Program at Moraine Valley sponsors programs, speakers, events, and activities that infuse global awareness and increase exposure to diverse cultures and perspectives into the campus culture and course curriculum. For more information, please contact the Center for Teaching and Learning at (708) 974-5347.

Moraine Valley Learning Academy (MVLA)

The Moraine Valley Learning Academy (MVLA) offers courses taught by, and for, Moraine Valley faculty. In the spirit of teaching and learning, the MVLA strives for an exchange of ideas that reflects applied knowledge, methods, and technology within an interactive and collegial setting. For more information, please contact the MVLA coordinators, Jim McIntyre, assistant professor of History, at (708) 608-4059 and Layla Khatib, assistant professor of Biology, at (708) 608-4234.

Teaching and Learning Community (TLC)

The Teaching and Learning Community (TLC) is a public event organized and hosted during the fall semester by the CTL and the Library, which features short talks from staff, administrators, and faculty highlighting ideas and innovations. TLC seeks to fulfill the CTL's mission to create a culture of learning by providing various professional development opportunities for all faculty and staff as well as the Library's mission of supporting the curriculum through providing information resources.

Workshops

Registration Process

To register for any CTL workshops, please self-register using MVConnect. Under the Faculty and Staff page in the self-service menu, select **Students**, then **Registration**, then **Search, Register, and Pay for Non-Credit Classes**.

MVConnect contains the most up-to-date information regarding workshop sessions. Please use course codes and titles to assist you in locating and registering for activities. You will receive an email 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 plan 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 courtesy of dropping the session at least two days prior to its occurrence.

Additional information on using MVConnect to search, register, or drop sessions can be found in the [Professional Development Training Guide](#) located on the CTL's website.

If you need assistance or have questions, please contact the CTL.

View Training History

For a copy of your professional development workshop history, log on to MVConnect and view your noncredit transcript. Directions on how to retrieve one's noncredit transcript can be found in the [Professional Development Training Guide](#) located on the CTL's website.

Professional Growth Units (PGUs)

Article 12.5 of the Moraine Valley Faculty Association Agreement establishes a process that allows full-time faculty members to earn credit for approved professional growth activities. PGU credits may be used to meet promotion criteria and to document professional growth.

Full-time faculty can earn PGUs for attending most CTL workshops, and PGU paperwork will be provided. There may be some workshops that either require faculty to complete a PGU application form prior to the start date of the activity or are not PGU eligible; these will be clearly marked.

Faculty also can earn PGUs for other activities outside of CTL workshops. For more information, please visit the [Professional Growth Units page](#) on the CTL's website. For questions or assistance, please contact Dr. Kristine Christensen, director of Faculty Development and professor of Management Information Systems, at (708) 974-5512.

Current Offerings

Dates/times are subject to change. To view the most up-to-date offerings, check on MVConnect under "Search, register, and pay for Non-Credit classes." For further directions on how to find the CTL's current offerings, please use the [Professional Development Training Guide](#) located on the CTL's website.

Diversity

Understanding the Arab and Arab-American Student Population on Campus

With the large and growing number of Arab students at Moraine Valley and the growing Arab population in the surrounding community, it is important to understand their background, culture and traditions. This workshop will offer some basic information about Arab community demographics, cultural norms, language, and religion. Participants will walk away with a better understanding of the Arab students they interact with.

CTLE-D102-501 R 4/12 3:30p - 4:45p TBD N. Shoman-Dajani

Moraine Valley Learning Academy (MVLA)

Who are Our Students Anyway?

This is an MVLA class geared toward student retention through getting to know more about who our students are and what challenges they face. Participants also will learn about various Moraine Valley services to better guide students. The goal is to help in retention through having a better understanding of who are students are, what backgrounds they are coming from, and by doing so, be in a better position to keep them in class. (Strategic Priority: Student Success, Program Development, Resource Advancement, Technology)

CTLF-M215-546 2/27 - 3/28 Online Hybrid with Mtgs: J. McIntyre
2/27; 1hr
3/7; 3-5p
3/27; 3-5p

Student Support

Title IX Training

Members of the Moraine Valley community have the right to be free from all forms of sexual discrimination, harassment and misconduct, examples of which include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. This session will give an overview of Moraine Valley's comprehensive policy, including: reporting options, interim measures, investigation and resolution procedures, and resources and support services. Participants will leave with everything they need to effectively respond, refer and report. Upon successful completion of this course, participants will be able to:

- Locate the full policy
 - Understand reporting requirements
 - Understand resources and support services for students
- (Strategic Priority: Student Success, Diversity and Inclusion)

CTLF-S117-501	T	2/13	2:00p - 3:00p	TBD	J. Jenkins, K. Marshall
CTLF-S117-502	W	3/21	10:00a - 11:00a	TBD	J. Jenkins, K. Marshall
CTLF-S117-503	R	4/12	3:00p - 4:00p	TBD	J. Jenkins, K. Marshall

Student Engagement Techniques in the First Five Minutes of Class

Are your students focused and on task at the beginning of each class? If so, this workshop is not for you. Are you searching for no-tech or low-tech options to engage your students during the first five minutes of your class? If so, we invite you to join the discussion as we share student engagement activities to help students focus their attention on your course content during the first five minutes of class. Upon successful completion of this course, participants will be able to incorporate a student engagement technique during the first five minutes of class. (Strategic Priority: Student Success)

CTLF-S119-501	M	1/29	5:00p - 5:50p	L243	S. Gallagher
CTLF-S119-502	R	3/15	9:00a - 9:50a	L243	S. Gallagher

Student Engagement Techniques: No-Tech Options

Are you looking for strategies to engage your student that you can begin using immediately without technology? This workshop will focus on no-tech options to engage your students including collaborative and active learning techniques. Upon successful completion of this course, participants will be able to incorporate no-tech engagement strategies into classroom activities. (Strategic Priority: Student Success)

CTLF-S120-501	M	1/29	6:00p - 6:50p	L243	S. Gallagher
CTLF-S120-502	R	3/8	9:00a - 9:50a	L243	S. Gallagher

Accessible Documents

Many of the documents we use daily may not be accessible for individuals with disabilities. We will focus on using the accessibility tools within Microsoft Word to scan existing documents for accessibility issues and offer corrections, including accessible headings, images, lists, links, tables, and color. This session will allow time for you to scan your own documents, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology)

CTLE-S141-501	T	1/23	9:00a - 10:00a	L243	M. Piper
CTLE-S141-502	W	2/7	2:00p - 3:00p	L243	M. Piper

CTLE-S141-503	R	3/1	10:00a - 11:00a	L243	S. Gallagher
CTLE-S141-504	T	4/3	11:00a - 12:00p	L243	S. Gallagher

Accessible Presentations

Many of the presentations we use daily may not be accessible for individuals with disabilities. We will focus on using the accessibility tools within Microsoft PowerPoint to scan for accessibility issues and offer corrections, including accessible outlining/order, layouts, titles, headers, images, lists, links, tables, and color. This session will allow time for you to scan your own presentations, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology)

CTLE-S142-501	R	1/25	2:00p - 3:00p	L243	A. Marcasciano
CTLE-S142-502	W	2/14	2:00p - 3:00p	L243	A. Marcasciano
CTLE-S142-503	R	3/8	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S142-504	T	4/10	3:00p - 4:00p	L243	A. Marcasciano

Accessible Video

Creating accessible, captioned video is easy! Captioned video allows for a multitude of people to be able to watch a video, including those who may have a disability, may need easy reference to a text version of content, or are simply viewing in a crowded space. The Panopto video management system makes this easy with its speech to text feature! This session will give you time to learn about accessibility issues, and learn how to correct them. (Strategic Priority: Student Success, Technology)

CTLE-S143-501	T	1/30	11:00a - 12:00p	L243	S. Leturno
CTLE-S143-502	W	2/21	2:00p - 3:00p	L243	S. Leturno
CTLE-S143-503	R	3/22	10:00a - 11:00a	L243	S. Leturno
CTLE-S143-504	T	4/17	1:00p - 2:00p	L243	S. Leturno

Accessibility in Canvas

Accessibility is an important aspect in the success of all students, especially those using Canvas. We will focus on utilizing the easy-to-use UDOIT tool in Canvas, which can help scan courses for accessibility issues and offer corrections. This session will allow time for you to scan your own classes, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology)

Please Note: Some of these sections are webinars that you attend online at your own computer/workstation. For a webinar, you will

receive an email two days prior to your workshop with the necessary webinar link and information.

CTLE-S144-501	W	1/31	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S144-530	R	2/15	10:00a - 11:00a	Webinar	S. Leturno, A. Marcasciano
CTLE-S144-502	R	3/29	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S144-503	W	4/4	3:30p - 4:30p	L243	S. Leturno

Technology

What's New in Windows 10 and Office 2016

In this hands-on workshop, participants will acclimate to the changes in Windows 10 and Office 2016. Upon successful completion of this course, participants will be able to:

- Navigate the Windows 10 interface
- List key improvements in Windows 10
- Compare and contrast the Windows 7 and Windows 10 operating systems
- Describe new features in Office 2016 products
- Compare and contrast features in Office 2013 and Office 2016
- Explain the Windows/Microsoft update cycle

(Strategic Priority: Technology)

CTLE-T110-501	R	2/1	10:00a - 11:00a	L243	M. Piper
CTLE-T110-502	T	3/6	3:00p - 4:00p	L243	M. Piper
CTLE-T110-503	M	4/9	10:00a - 11:00a	L243	M. Piper
CTLE-T110-504	W	5/9	4:00p - 5:00p	L243	M. Piper

Excel Tips and Tricks When Working With Student Data

We will discuss various tips and tricks to make your work with Excel quicker and more efficient. This session will be customized to working specifically with student data. Topics include:

- Keyboard shortcuts
- Bar charts, line charts, pie charts and when to pick the most appropriate options
- Inserting data into tables, sorting and filtering
- Basics of pivot tables

Upon successful completion of this course, participants will be able to use Excel more efficiently when working with student data. (Strategic Priority: Technology)

CTLE-T117-501	R	2/1	10:00a - 11:00a	TBD	N. Shah, A. Roe
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Getting Started with Panopto!

Have you heard about Panopto? Panopto is Moraine Valley's NEW video capture and management system that integrates with Canvas.

Learn how to create, upload, and share videos. Explore the features of Panopto, including importing automatic captions, adding video quizzes, and viewing detailed viewing reports. Ever wonder if your students are really watching your videos? No need to wonder anymore! Panopto makes it easy to see what students are viewing your videos and for how long. Come to this session to learn how to get started! (Strategic Priority: Technology)

CTLE-T143-501	W	1/31	9:00a - 10:00a	L243	A. Sidorowicz
CTLE-T143-502	T	2/13	2:00p - 3:00p	L243	A. Sidorowicz
CTLE-T143-503	R	3/1	9:00a - 10:00a	L243	A. Sidorowicz
CTLE-T143-504	M	3/12	2:00p - 3:00p	L243	A. Sidorowicz
CTLE-T143-505	T	3/27	9:00a - 10:00a	L243	A. Sidorowicz
CTLE-T143-506	R	4/12	2:00p - 3:00p	L243	A. Sidorowicz

Canvas

Canvas Basics

Through demonstrations and hands-on experience, this training has been developed to provide an introduction to the Canvas by Instructure Learning Management System. This training is highly encouraged for all faculty. Upon successful completion of this course, participants will be able to:

- Describe the automated course creation process
- Navigate the Canvas learning environment
- Setup custom notifications
- Create a new course
- Create robust content using the rich content editor and content selector pane
- Post a course syllabus
- Create and manage calendar items
- Create a content page
- Create a module with optional requirements and pre-requisites
- Track student attendance
- View student interactions report
- View student access report
- View course statistics and analytics
- Select course navigation menu items
- View course in student view mode
- Import/export content for reuse
- Publish a course for student access
- Search the Canvas community for help

(Strategic Priority: Student Success, Technology)

CTLF-C101-501	T	1/9	4:00p - 6:00p	L243	S. Leturno
CTLF-C101-502	W	1/10	1:00p - 3:00p	L243	A. Marcasciano
CTLF-C101-503	T	1/23	10:00a - 12:00p	L243	A. Marcasciano

CTLF-C101-504	W	2/21	3:00p - 5:00p	L243	M. Piper
CTLF-C101-505	R	3/22	1:00p - 3:00p	L243	S. Leturno

Canvas Assignments and Grades

Through demonstrations and hands-on experience, this training has been developed to provide an introduction to the assignments and grades features in Canvas. This training is highly encouraged for all faculty. Upon successful completion of this course, participants will be able to:

- Describe the relationship between assignments and grades
- Create assignment groups and optional weights
- Create an assignment shell
- Define assignment settings
- Create group sets
- Navigate gradebook
- Manage grade columns
- View student submissions
- Enter student grades and feedback
- Export grade data
- View assignment statistics

(Strategic Priority: Student Success, Technology)

CTLF-C102-501	W	1/10	3:30p - 4:30p	L243	S. Leturno
CTLF-C102-502	T	1/30	10:00a - 11:00a	L243	A. Marcasciano
CTLF-C102-503	W	2/28	3:30p - 4:30p	L243	M. Piper
CTLF-C102-504	R	3/22	3:30p - 4:30p	L243	S. Leturno

Canvas Plagiarism/Vericite Integration

Vericite is the great new plagiarism learning and detection tool for Canvas. Upon successful completion of this course, participants will be able to use the tool to teach students proper citations and the concepts of plagiarism. (Strategic Priority: Student Success, Technology)

Please Note: Some of these sections are webinars that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

CTLF-C112-501	W	2/14	3:30p - 4:30p	L243	S. Leturno
CTLF-C112-530	R	3/1	11:00a - 12:00p	Webinar	S. Leturno, A. Marcasciano

Canvas Attendance Tool: Roll Call

Come learn how to use the Canvas Roll Call tool to track student attendance. Participants will log attendance, use the seating chart, edit attendance grade information, generate an attendance report, and leverage Excel to analyze attendance report data. (Strategic Priority: Student Success, Technology)

CTLF-C113-501 T 2/6 10:00a - 11:00a L243 A. Marcasciano

Canvas Communications

Through demonstrations and hands-on experience, this training has been developed to provide an introduction to the various communication features available in Canvas. Upon successful completion of this course, participants will be able to:

- Compare and contrast the various communication tools
- Edit announcement settings
- Create course announcement
- Edit general discussion settings
- Create a discussion forum
- Reply to student posts
- Grade discussion posts
- Schedule and facilitate a course conference
- Send individual and group messages to students
- Use the scheduling tool for individual student appointments

(Strategic Priority: Student Success, Technology)

CTLF-C201-501 W 3/21 3:30p - 4:30p L243 S. Leturno

Canvas Quizzes and Surveys

Through demonstrations and hands-on experience, this training provides an introduction to the quiz and survey features available in Canvas. Upon successful completion of this course, participants will be able to:

- Create graded and ungraded quizzes
- Create question banks
- Grade quizzes
- View quiz statistics and item analysis
- Create graded and ungraded surveys
- View survey data

(Strategic Priority: Student Success, Technology)

CTLF-C202-501 W 3/28 3:30p - 4:30p L243 S. Leturno

Accessibility in Canvas

Accessibility is an important aspect in the success of all students, especially those using Canvas. We will focus on utilizing the easy-to-use UDOIT tool in Canvas, which can help scan courses for accessibility issues and offer corrections. This session will allow time

for you to scan your own classes, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology)

Please Note: Some of these sections are webinars that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

CTLE-S144-501	W	1/31	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S144-530	R	2/15	10:00a - 11:00a	Webinar	S. Leturno, A. Marcasciano
CTLE-S144-502	R	3/29	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S144-503	W	4/4	3:30p - 4:30p	L243	S. Leturno

Instructional Design

Brain-Based Methods Improve Engagement, Motivation and Performance

If you would like to improve student engagement, motivation and performance, these are the online workshops for you! Thanks to strides in technology, 12 principles of student-centered, active brain-based methods founded in neuroscience are proven to trigger learning in engaging and exciting ways. Create memorable lessons in any area or subject! Your students will benefit from great rewards of engaged, energized, on-task, and active learning. A recent study at Moraine Valley resulted in 13.46 percent performance improvement, and 71 percent of students preferred brain-based learning. Workbook, resources, and “how to” with examples are included.

Part One will focus on investigating brain-based: movement, five senses, patterning, collaboration/secure environment, parallel processing and peripheral perception.

Upon successful completion of this course, participants will be able to understand and implement brain-based methods in the classroom, training, tutoring, conference, seminar environments. (Strategic Priority: Student Success, Program Development)

CTLF-I105-530	2/21 - 2/23	Open	Online	J. Grupka
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Part Two: Brain-Based Methods: Improve Student Retention and Increase Performance

If you would like to improve student engagement, motivation and performance, these are the online workshops for you! Thanks to strides in technology, 12 principles of student-centered, active brain-based methods founded in neuroscience are proven to trigger learning in engaging and exciting ways. Create memorable lessons in any area or

subject! Your students will benefit from great rewards of engaged, energized, on-task, and active learning. A recent study at Moraine Valley resulted in 13.46 percent performance improvement, and 71 percent of students preferred brain-based learning. Workbook, resources, and “how to” with examples are included.

Part Two covers brain-based: music, down-time: mid-line breaks, celebrations, energizers; visualization, imagery/relaxed alertness, and emotions.

Upon successful completion of this course, participants will be able to understand and implement brain-based methods in the classroom, training, tutoring, conference, seminar environments. (Strategic Priority: Student Success, Program Development)

CTLF-I205-530 2/28 - 3/2 Open Online J. Grupka

Copyright for Instructors Made Simple

Copyright in nonprofit 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)

CTLF-I106-501 T 4/10 12:00p - 1:00p L243 L. Semmerling

What is Active Learning?

“Active learning” is a term frequently mentioned in secondary and higher education discussions, many times without context. What actually constitutes active learning? This session will discuss the active learning concept and show how you can take advantage of new models of learning, including a few takeaways for your current instructional practices. Upon successful completion of this course, participants will be able to:

- Define active learning
- Examine alternative learning models

(Strategic Priority: Student Success)

CTLF-I116-501 T 3/6 10:00a - 11:00a L244 A. Marcasciano

CTLF-I116-502 W 3/7 2:00p - 3:00p L244 A. Marcasciano

Policies and Procedures

Creating and Approving Online Travel Authorization Forms

Please note: This workshop is not eligible for PGUs.

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 half of the class.

CTLE-P106-501	W	2/14	10:00a - 11:00a	L244	J. Polson
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CTLE-P106-502	W	4/11	10:00a - 11:00a	L244	J. Polson
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Trains, Planes and Automobiles—Traveling the MVCC Way

Please note: This workshop is not eligible for PGUs.

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, payment authorization/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.

Who should attend: new deans/directors, any faculty who 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.

CTLE-P109-501	W	2/7	10:00a - 11:00a	L244	J. Polson
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CTLE-P109-502	W	4/18	10:00a - 11:00a	L244	J. Polson
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Save the Date!

Jan. 11 – In-Service and Adjunct Evening In-Service

Feb. 5 – New Online Course Development group starts

Feb. 27 – Learning College Day

Feb. 28 – New Staff Welcome Reception

March 1 – Requests for sabbaticals that begin spring 2019 are due

April 4 – Leadership Summit

May 8 – Faculty/Staff/Retiree Recognition Reception

May 23 – New Staff Welcome Reception

Contact Us

CTL's Website

(708) 974-5347

Room L244

We're on Twitter too at [morainectl](#)

