



TO: All Full-Time and Part-Time Faculty
Administrators/Managers/Guidance Counselors
All Full-Time Staff/Paraprofessionals

FROM: Barbara Cannell
Associate Provost

DATE: August 3, 2015

RE: **FALL 2015 CERTIFICATION AND PROFESSIONAL DEVELOPMENT COURSES**

“The aim of our professional development programs is to provide course and seminar opportunities for MATC employees for their skill development, professional development, and personal growth. By investing in the development of our employees, we advocate the philosophy of lifelong learning, and we are committed to providing educational courses to all our employees.”

The faculty and staff schedule of course offerings for the Fall 2015 is being combined. Please note that faculty and certified staff will get preference when registering for any certification course or ER&D course. In the past most of the computer courses and workshops have had both groups combined to allow for higher enrollment.

TABLE OF CONTENTS

→	Professional Development Guidelines & Instructions	Pages 1-2
→	Schedule at a Glance	Page 3
→	Map of Milwaukee Campus Buildings	Page 4
→	Schedule of ALL Courses & Seminars	Pages 5-7
→	Description of ALL Courses and Seminars	Pages 7-9

For more information on Professional Development, ER&D and much more, please visit <http://faculty.net.matc.edu>

FACULTY/STAFF INSTRUCTIONS

Most of the course activities listed in this schedule will be held at the Milwaukee Campus (unless indicated otherwise). All activities equaling (1) credit are based upon 40 hours of combined class attendance and preparation of an approved project; (2) credits are based upon 80 hours of combined time; (3) credits are based upon 120 hours of combined time. All courses must be taken on an instructor's own time and are free of charge. Participants are responsible for purchasing a text, if required. For parking information, call Ext. 76661. Individuals requiring any special needs (interpreters, etc.) or accommodations should contact Special Needs at Ext. 76750 at least 48 hours prior to class.

TYPES OF CERTIFICATES:

- * Individuals with **Five Year Certificates** can use professional development courses for certification and reclassification purposes. Individuals with Five Year Certificates **MUST** take the equivalence of six (6) credits every five years.
- * Individuals with **Provisional Certificates** (those who have not completed the seven (7) certification courses) can use professional development courses for reclassification purposes only. Individuals with Provisional Certificates **MUST** take six (6) credits of certification courses every two years.
- * Individuals with **Part-time Provisional Certificates** (Liberal Arts, Basic Skills, and non-Liberal Arts instructors certified for more than two courses) **MUST** complete two credits of required certification course activities each certification cycle.
- * Individuals with **Part-time Approval Certificates** (non-Liberal Arts instructors certified for two or less courses) **MUST** complete a 10-hour module of a certification course activity in addition to 330 hours of work experience, or complete a two-credit certification course each certification cycle. (For more information on modules, see blue sheet.)
- * Instructors who teach in 400 or 600 level courses do not need to meet renewal requirements, but are welcome to take courses being offered.

According to your contract, you must keep valid certification or be subject to layoff. Any questions regarding the above statements can be directed to your supervisor. Remember that courses taken should be related to your area of teaching, and if you are unsure, check with your supervisor.

If you need to be absent from a class due to a religious holiday, please notify the instructor to receive an excused absence and missed class information.

Letter grades and participation expectations will be the same as for any regular MATC course.

WE WILL NOT ISSUE COMPLETION LETTERS; IF YOU NEED YOUR GRADE, YOU MUST ACCESS THIS INFORMATION VIA INFOnline

- * An auditor is a student who wishes to enter a class to observe but not necessarily to do the work required in the course. Such students must have the ability to succeed in the course. Attendance requirements are identical for credit and audit students. By consent of the instructor, students will be allowed to change from audit to credit status if they have done the class work. Any credit student may change to auditor status if the instructor approves.

For a college course (one in which there is a course number assigned), under audit status you can receive one half of a course credit toward certification. Audited courses do not apply toward salary reclassifications.

For all courses taken, projects should be completed and submitted to the instructor within (2) weeks after the class session. **COMPLETION WILL NOT BE ACKNOWLEDGED FOR ANY COURSE IF PROJECT AND/OR ATTENDANCE IS NOT SATISFACTORILY COMPLETED WITHIN (6) MONTHS AFTER THE COURSE ENDS.** After six months, credit will not be accepted and the course will have to be taken over.

For courses that meet in the classroom, **an attendance rate of a least 85% is required.** Plagiarism will not be accepted in any course.

For more information on Professional Development, ER&D and much more, please visit
<http://faculty.net.matc.edu>

CERTIFICATION AND PROFESSIONAL DEVELOPMENT COURSES
FALL 2015
SCHEDULE AT A GLANCE

CERTIFICATION COURSES

TITLE	Description PG
#53, Educational Psychology	7
#54 Educational Evaluation	7
#55, Guidance and Counseling	8
#69, Educational Diversity	8

PROFESSIONAL DEVELOPMENT COURSES

TITLE	Description PG
Peer Support	8

FACE-TO-FACE COMPUTER COURSES

TITLE	Description PG
COMPSW 184 Google Apps	8
COMPSW 197 Intro to Blackboard 9.x	9
COMPSW 198 Intermediate Blackboard 9.x	9
COMPSW 199 Advanced Blackboard 9.x	9

WELLNESS COURSES

TITLE	DESCRIPTION PAGE #
Boning up Your Skeleton	9
Yoga Stretch	9
Mental Health Teleconferences	9

MILWAUKEE AREA *Technical College*

Downtown Milwaukee Campus Map



- | | | | |
|--|--|------------------------------------|--|
| S Student Center | H Health Sciences Technology Center | B Bookstore | P MATC Student/Staff Faculty & Permit Parking |
| C C Building <small>mpv g</small> | T Technical and Applied Sciences | HEC Health Education Center | P Public Parking |
| M Main Building | FH Foundation Hall | A IT Administration | Bus Stop |

CERTIFICATION COURSES
 (Course descriptions start on page 7)

SYN # / SUBJECT / COURSE / SEC #/ COURSE TITLE

00106588/ ZCERT / 053 /001/ EDUCATIONAL PSYCHOLOGY (2 credits)

Dates	Times	Campus/Room	Instructor(s)
M (9/14 – 11/2) 9/14, 9/21, 10/5, 10/12 &10/26 are face-to-face 9/28, 10/19, 11/2 are online	4:30 pm – 7:25 pm	Milwaukee/M362	Kathy Braier

00106587/ ZCERT / 054 /001/ EDUCATIONAL EVALUATION (2 credits)

Dates	Times	Campus/Room	Instructor(s)
Th (9/10 – 10/29)	5:00 pm – 7:55 pm	Milwaukee/M362	Grace Davis- Harris

00106588/ ZCERT / 055 /001/ GUIDANCE AND COUNSELING (2 credits)

Dates	Times	Campus/Room	Instructor(s)
M (9/14 – 11/2)	5:00 pm – 7:55 pm	Milwaukee/	Grace Davis- Harris

00106589/ ZCERT / 069 /001/ EDUCATIONAL DIVERSITY (2 credits)

Dates	Times	Campus/Room	Instructor(s)
M (9/14 – 11/2) 9/14, 9/28, 10/12, 10/26 are face-to-face 9/21, 10/5, 10/19, 11/2 are online	5:00 pm – 7:55 pm	Milwaukee/M366	Milton Dockery

PROFESSIONAL DEVELOPMENT FALL COURSES

(Course descriptions start on page 8)

SYN # / SUBJECT / COURSE # / SEC #/ COURSE TITLE

/ZERD /027 // PEER SUPPORT (3 credits)

Dates	Times	Campus/Room	Instructor(s)
M (9/14 – 12/7) 9/14, 9/21, 10/5, 10/12, 11/2, 11/16 & 12/7 are face-to-face *remainder will be online*	4:30 am – 7:25 pm	Milwaukee/M616	Pat McFarland

FACE-TO-FACE COMPUTER CLASSES

(Course descriptions start on page 9)

SYN # / SUBJECT / COURSE # / SEC #/ COURSE TITLE

00097684/COMPSW / 184/001/ GOOGLE APPS FOR ONLINE TEACHING (1 credit)

Dates	Times	Campus/Room	Instructor(s)
F (9/25 – 10/16) *additional online hours*	9:00 am – 11:55 am	Milw./M201A	Mernathan Sykes

00097685/COMPSW / 184/002/ GOOGLE APPS FOR ONLINE TEACHING (1 credit)

Dates	Times	Campus/Room	Instructor(s)
F (10/30 – 11/20) *additional online hours*	9:00 am – 11:55 am	Milw./M201A	Mernathan Sykes

00082189/ COMPSW / 197/001/ INTRODUCTION TO BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
T (9/15 – 9/29) *additional online hours*	6:00 pm – 8:55 pm	Milw./M458	Toshiba Adams

00106591/ COMPSW / 197/002/ INTRODUCTION TO BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
F (9/25 & 10/2) *additional online hours*	9:00 am – 2:55 pm	Milw./M458	Del Wakley

00097230/COMPSW / 198 /500/ INTERMEDIATE BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
Th (10/8 & 10/22) *additional online hours*	4:30 pm – 8:25 pm	Milw./M458	Stephanie McKennie

00082191/ COMPSW / 199/500/ ADVANCED BLACKBOARD (1 credit)

Dates	Times	Campus/Room	Instructor(s)
Th (10/29 & 11/12) *additional online hours*	4:30 pm – 8:25 pm	Milw./M458	Stephanie McKennie

WELLNESS: STRESS REDUCTION, RELAXATION, FITNESS, AND ENRICHMENT

(Course descriptions start on page 9)

The purpose of this series of workshops/courses is to provide activities and techniques that promote vehicles for wellness for MATC employees. This series is intended to augment, not duplicate, other institutional wellness activities that may be initiated for MATC employees.

ONLY INDIVIDUALS WHO HAVE A 5-YEAR CERTIFICATE CAN RECEIVE CREDIT FOR THESE TYPES OF COURSES AND CAN USE THEM FOR CERTIFICATION RENEWAL, NOT SALARY RECLASSIFICATION. THESE COURSE ACTIVITIES WILL APPLY FOR A MAXIMUM OF (2) CREDITS PER FIVE-YEAR CERTIFICATION CYCLE.

These programs are offered to both faculty and staff at the same time; therefore, enrollment will be assigned as equitably as possible.

00106610/ ZWELL / 031/001/ BONING UP YOUR SKELETON PART 1 (1 credit)

Dates	Times	Campus/Room	Instructor(s)
M & W (9/2 – 10/14)	12:00 pm – 12:55 pm	Milw./M19	Amy Goldwater

00106620/ ZWELL / 035/001/ YOGA STRETCH (1 credit)

Dates	Times	Campus/Room	Instructor(s)
T & Th (9/1 – 7/16) *no class 11/26*	12:00 pm – 12:55 pm	Milw./M19	Pat O'Connor

MENTAL HEALTH TELECONFERENCES (variable)

Dates	Times	Campus/Room	Instructor(s)
Th every other Notification of topics are sent via email the week of the teleconference.	11:00 am – 12:00 pm	Milwaukee/M201A	Pamela Curtin

DESCRIPTIONS OF CERTIFICATION COURSE ACTIVITIES

EDUCATIONAL PSYCHOLOGY (2 credits)

Participants use principles of education psychology to connect teaching to learning. Focusing on the importance of a learner-centered educational environment, they apply what is known about how people learn to the process of planning, evaluating, and improving the quality of learning.

EDUCATIONAL EVALUATION (2 credits)

Prepares educators to design and implement the performance assessment component of a course. Places emphasis on the development of criterion-referenced performance assessment strategies, the application of varied assessment formats, and the use of assessment as a tool for improving teaching and learning. Participants will design performance assessment strategies for a course or other learning experience, create varied assessment tools, and summarize their assessment philosophy

GUIDANCE AND COUNSELING (2 credits)

Prepares teachers and other educators to assume an effective and appropriate role in meeting the guidance and counseling needs of learners. Participants differentiate the guidance and counseling services provided by professional counselors from the guidance and counseling needs appropriately met by teachers and other educators. Emphasizes the development of guidance and counseling skills such as detecting barriers to learning, referring learners to support services, employing intervention strategies, communicating in a learner-centered fashion, supporting the career development process, building learner confidence and self-esteem, resolving conflict, and analyzing legal and ethical implications.

EDUCATIONAL DIVERSITY (2 credits)

Prepares participants to pro-actively contribute to a learning environment that will meet the needs of diverse student populations. Participants examine organizational, classroom, and individual diversity issues, and develop strategies for increasing personal effectiveness in working with diverse groups. Participants are encouraged to apply competencies to meeting the needs of the specific diverse populations, or individual members of diverse groups, that make up their teaching and learning environments. These populations may include, but are not limited to diversity of: age sex, ability, race, ethnic background, social/economic background, employment status, religion, sexual orientation, or affiliation.

DESCRIPTIONS OF PROFESSIONAL DEVELOPMENT COURSE OFFERINGS

PEER SUPPORT (3 credits)

Peer support is designed to introduce and model research-based teaching best practices. In addition, the seminar provides the opportunity to practice and reflect upon these best practices. Most importantly, the seminar pairs new instructors with an experienced instructor who has been trained in peer mentoring. This relationship, and the seminar, offers new instructors a safe place in which to learn about MATC, to ask questions about the college and teaching, as well as to share successes and challenges from the classroom. *Online hours are incorporated for completion of assignments and the final project.*

DESCRIPTIONS OF FACE-TO-FACE COMPUTER COURSE OFFERINGS

COMPSW 184 GOOGLE APPS FOR ONLINE TEACHING (1 credit)

The Google Apps for (Online) Education (MATC Professional Development) course involves techniques and strategies to develop a collaborative online environment for sharing course materials and for communicating online through interactivity and encouraging student engagement. Google Apps includes Gmail (webmail services), Google Calendar (shared calendaring), Google Docs (online document, spreadsheet presentation, and interactive sharing), Google Video (secure and private video sharing), Google Sites (online website creation with videos, images, gadgets and documents integration) and Google Hangouts (for student group work and faculty interaction). Google Apps for Education offers techniques and strategies for:

- Customizing Google Apps for your courses
- Organizing your email more effectively
- Creating shared calendars for your courses
- Collaborating with others, online, on documents, presentations, and spreadsheets
- Communicating in an interactive, engaging environment
- Developing a media-rich website designed for your courses

COMPSW 197 INTRODUCTION TO BLACKBOARD 9.x (1 credit)

The basics of the Blackboard learning management system are covered. Topics include both the student and instructor views, creating and editing pages, user management, assessment options, creating assessments, using the online grade book, discussion boards, virtual chat, the digital drop box, tracking student activities, and site management and security. The project in this course is to begin using some of the Blackboard features for one or more of your online or face-to-face courses. **Prerequisite:** Basic word processing skills are recommended prior to taking a Blackboard course or module.

COMPSW 198 INTERMEDIATE BLACKBOARD 9.x (1 credit)

This course focuses on intermediate features of the Blackboard Learning Management System. Topics include using the assignment feature, creating and using test pools, creating an effective assessment, making changes in the online grade center, using the adaptive release feature to individualize the course for students, customizing a course through use of the course settings and images, creating and deploying a survey. The course also covers basic use of the plagiarism prevention solution adopted by the college. The project in this course is to begin using some of the intermediate Blackboard features for one or more of your online or face-to-face courses and a teaching project on an instructor approved topic. **Prerequisites:** Introduction to Blackboard (COMPSW 197 or the old 195, 193, or 190) and word processing skills.

For more information on Professional Development, ER&D and much more, please visit
<http://faculty.net.matc.edu>

COMPSW 199 ADVANCED BLACKBOARD 9.x (1 credit)

This course focuses on advanced features of the Blackboard Learning Management System. Topics include using the assignment feature, creating and using test pools, using the new question types to create an effective assessment, making changes in the online grade book, using the adaptive release feature to individualize the course for students, using the virtual classroom, customizing a course through use of the course settings and images, creating and deploying a survey and finding sources of learning objects and other materials to enhance a Blackboard course. The course also covers basic use of the plagiarism prevention solution adopted by the college. The project in this course is to begin using some of the advanced Blackboard features for one or more of your online or face-to-face courses. **Prerequisite:** Basic Blackboard and word processing skills.

WELLNESS COURSE DESCRIPTIONS

BONING UP YOUR SKELETON AND EMPOWERING YOUR MUSCLES, PART 1 (1 credit)

This class emphasizes specific strength training and flexibility exercises. You can learn how to replace fat with muscle, reverse bone loss, increase strength, flexibility and balance. Learn techniques to help you slow down aging, reverse the pattern of osteoporosis and shape your body with specific muscle toning techniques.

YOGA-STRETCH (1 credit)

This course is a blend of different stretching disciplines. It includes Yoga-inspired stretches, isolated stretching, balancing, toning and breathing exercises. The focus is on increasing your body's awareness for improving flexibility, posture, functional mobility and stability for daily living skills as well as enhancing your life-long fitness. An additional benefit will be physical and mental stress reduction to improve the quality of your life.

MENTAL HEALTH TELECONFERENCES

Offered every other Thursday 11:00 - 12:00 through the Wisconsin Public Psychiatry Network. **Notification of topics are sent via email the week of the teleconference.** The registration is taken care of by MATC so no pre-registration is necessary. MATC has received provider status from the National Board of Certified Counselors (NBCC). NBCC Approval Number: SP-1044 This means those of you who need to fulfill continuing education hours for your Professional Counselor Licenses can earn CEH's by participating in the Mental Health Teleconferences. You may also attend for your own interest. Previous topics included smoking cessation, motivational interviewing, pain and depression, grief in the workplace, dementia, Medicare part D, medical tests, mindfulness, meditation and healthcare.