MESSAGE FROM THE PRESIDENT

Dear Faculty and Staff:

I know that each one of you is committed to delivering quality academics, student services, and community outreach to our constituents. Not only are you learning about best practices at conferences around the nation and implementing them at our college, you are also developing proven strategies and techniques yourselves, setting our college apart as a model not only within KCTCS but at colleges across the country.

Nowhere is this reality better reflected than in our hosting of the From Theory to Best Practice conference in October. Representatives from colleges in our region will be coming to our campus and observing the progress we have made with student success. Thanks to all of you who were instrumental in bringing our college the recognition necessary to make this a credible event. I am extremely proud that we have the opportunity to hold such a conference.

In the coming semesters, we will be implementing the Emporium model – an exciting new way of teaching developmental math – and utilizing Qwizdom student response systems to conduct instantaneous, in-class formative assessment. We are continuing to offer more programs online, including our nationally and internationally recognized Advanced Industrial Integrated Technology (AIIT) curriculum. All of these initiatives show your commitment to continue improving all areas of our College; it is our students and community who will ultimately benefit from that commitment.

As you look through the extensive list of professional development offerings listed on the following pages, you will note, as I have, that often our best experts in a variety of subject matter areas reside right here at MCC. I encourage you to attend as many of these sessions as you are able to. I am confident you will find many that will enhance your job performance and enrich your life. The wealth of knowledge and experience exemplified by the sessions listed in this booklet show that we are making great progress in our goal of becoming the college of choice in our region... and beyond.

Sincerely,

Judith L. Rhoads, Ed.D.
President
2010-2011
PROFESSIONAL DEVELOPMENT
PROGRAM

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Special Note
Updates will be made periodically and are accessible through the MCC Professional Development Website.
(http://www.madisonville.kctcs.edu/faculty/profdev.html)

Watch for professional development updates and announcements in your Email.
TRACK I – EMPLOYEE INFORMATION AND TRAINING
Part A

MANDATORY Professional Development for NEW EMPLOYEES

New Employee Orientation

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<td>Wed., August 4, 2010</td>
<td>12:00 p.m. – 4:00 p.m.</td>
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<td>Wed., January 5, 2011</td>
<td>12:00 p.m. – 4:00 p.m.</td>
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New Faculty and Mentors Orientation/Introduction to the New Faculty Teaching and Learning Community

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<th>Presenters</th>
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<tr>
<td>Tue., August 10, 2010</td>
<td>9:00 a.m. – 11:30 a.m.</td>
<td>LRC/105</td>
<td>Greg Jewell, Stephanie Taylor</td>
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<td>Tues., January 5, 2010</td>
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New Faculty Teaching Workshop

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<th>Presenters</th>
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<tr>
<td>Tue., August 10, 2010</td>
<td>1:00 p.m. – 2:30 p.m.</td>
<td>LRC/105</td>
<td>Lisa Lee, Felecia Johnson, Mike Dean</td>
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Description: This session is for the new faculty member and will cover learning styles, classroom management, and teaching methodology.

Forms for Every Reason (And How It May Affect Your Check)!

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<th>Presenters</th>
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<tbody>
<tr>
<td>Fri., August 6, 2010</td>
<td>9:00 a.m. – 9:50 a.m.</td>
<td>JHG/303</td>
<td>Rachel Sandberg, May Wright</td>
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Description: We will discuss and assist with the various forms from our offices. Some of these forms may impact your check, health benefits and/or retirement.

Using the College Vehicles

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<tr>
<td>Fri., August 6, 2010</td>
<td>11:00 a.m. – 11:50 a.m.</td>
<td>JHG/303</td>
<td>Eddie Marks</td>
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Description: A discussion of procedures and expectations for using college vehicles.
Performance Planning and Evaluation
Thur., August 5, 2010 10:00 a.m. – 10:50 a.m.  Presenter: Debbie Cox
Room: JHG/303
Description:
This session will examine all components of the PPE. Examples of activities in each will be provided to better assist in the planning and reporting processes. We will also discuss strategies to identify opportunities for service, professional development, and leadership. Session will conclude with a Q & A, therefore, attendees should bring PPE issues and questions to the session.

Marketing 101
Thur., August 5, 2010 1:00 p.m. – 1:50 p.m.  Presenter: Emily Ray
Room: JHG/303
Description:
Confused over what college logo to use when? Need some assistance with sprucing up your marketing materials? What is marketing and why is it important? If you do marketing and publications for your department or division, this session is for you. We will cover the basics of marketing and branding, explore the KCTCS branding guide, and learn how the MCC marketing and public relations office can help with your project.

Basic Financial Aid
Fri., August 6, 2010 10:00 a.m. – 10:50 a.m.  Presenters: Vicki Morris, Martha Phelps
Room: JHG/303
Description:
Ever wonder how what you do will affect a student’s financial aid? Come to this session to learn about: Degree Audits, Green Rosters, Last Day of Attendance, and how these can hinder or help a student’s academic progress.

Public Relations 101
Fri., August 6, 2010 1:00 p.m. – 1:50 p.m.  Presenter: Emily Ray
Room: JHG/303
Description:
In this session you will learn what makes a story newsworthy and basics of press release writing. We will also discuss media interviewing techniques and dos and don’ts of interviewing. During the session, you will also learn what media outlets are available to get your message out, including dissemination of internal communication. You will also learn what the MCC public relations office can do to help you shape your message. College leadership, program directors, and others who frequently find themselves in front of the media or those who write news for their department are encouraged to attend.

Workers’ Compensation and the Family Medical Leave Act
Fri., August 20, 2010 9:00 a.m. – 9:50 a.m.  Presenter: May Wright
Room: JHG/303
Description:
When do I report a workers’ comp injury? What if my injury worsens after a few weeks, can I report it as workers’ comp after the fact? Is my surgery considered Family Medical Leave? Will I get paid for my days off? Get answers to these questions and more at this session. Workers Compensation and Family Medical Leave can be very confusing. I’ll go through the process of reporting a claim or medical condition, your responsibilities and what to expect. Every supervisor needs to know this information.
TRACK I – EMPLOYEE AND TRAINING
Part B

**PPE Outcomes: Section III Made Easy!**

Fri., August 20, 2010  
10:00 a.m. – 10:50 a.m.  
Room: JHG/225  
Presenter: Savanna Garrity

*Description:*  
This will be a simplistic step-by-step approach to completing section III of the PPE. Savanna Garrity will show you how to navigate those confusing cells so that your numbers will add up and you can start keeping track of your time throughout the academic year. Focus will be placed upon excel and the basics of the PPE. There will be an opportunity to ask questions.

**Purchasing Basics and Project Control**

Fri., August 27, 2010  
10:00 a.m. – 10:50 a.m.  
Room: JHG/303  
Presenters: Michael Johnson, Kelli Johnson

*Description:*  
Participants will learn basic purchasing procedures for supplies, equipment or services. Purchasing methods will be discussed with emphasis on preferred methods for procurements. Reconciliation of budget balances and monthly project control reports will also be demonstrated. Time will be reserved for specific questions or concerns from the participants.

**FERPA**

Fri., September 3, 2010  
1:00 p.m. – 1:50 p.m.  
Room: JHG/303  
Presenter: Jay Parrent

*Description:*  
Important information regarding the Family Educational Rights and Privacy Act will be discussed.

**Promotion and Tenure Process (Question & Answer)**

Fri., September 10, 2010  
9:00 a.m. – 9:50 a.m.  
Room: JHG/303  
Presenters: Felecia Johnson and CACP Members

*Description:*  
This workshop is designed to assist faculty currently in the process of compiling a promotion review portfolio. An opportunity will be given for clarification of any areas related to submission of materials. All promotion candidates should bring at least one completed section such as external service or internal service for the past two years. Committee members will work with you to help you present your activities in the most effective manner. All interested faculty are invited to attend.
Copyright: Beyond the Boundaries

Fri., November 5, 2010 9:00 a.m. - 9:50 a.m.  
Room: JHG/303  
Presenter: Cherry Berges

Description:
Copyright law frequently has an impact on what we can do in our classrooms, in our course shell, or on our campus. Following a brief review of copyright law, the doctrine of “Fair Use” and the “TEACH” Act, the focus of this presentation will be on the use of films in a college environment. Related Copyright litigation and decisions will be presented and discussed.

Customer Service Training

Fri., February 4, 2011 9:00 a.m. - 9:50 a.m.  
Room: JHG 303  
Presenters: Felecia Johnson and Beth Norton

Description:
This training is designed to provide employees with the nuts and bolts of improving internal and external customer relations. Emphasis will be on understanding customer (student) needs, following through with communication and recovering from service mistakes.
Diversity: Beyond the Numbers

Fri., August 27, 2010  1:30-2:30 p.m.  Presenter: James Bowles
Room: JHG 303

Description:
In order to simplify the complexity of institutional diversity and establish a forward-thinking approach at MCC that will facilitate cultural transformations, the KCTCS diversity plan framework will be presented to guide in the adoption and implementation of an institutional approach to diversity. The framework is comprised of distinct, yet interrelated plan priority areas. Attention to and action around each of these priority areas requires different areas and levels of the college to respond.

A Walk in Their Shoes: How Does Life, Wealth and Status Impact MCC Students?

Fri., September 10, 2010  1:00 p.m. – 1:50 p.m.  Presenter: Amy Elmore
Room: JHG/303

Description:
Identify the mindsets and patterns that students use to survive in different economic environments. Recognize strengths and resources already used by our students. Understand economic diversity as a resource and tool for student success. Encourage the development of strategies to incorporate all mindsets of economic status.

Theaters of War: WWII Film Series

Fri., September 17, 2011  1:00 p.m. – 1:50 p.m.  Presenter: Joe Gooch
Room: JHG/303

Description:
The World War II film series will be a list of what might be considered to be the most outstanding Hollywood versions of World War II events. The discussion will show why these films were selected.

India's Changing Face in the Rapidly Transforming World

Fri., November 12, 2010  9:00 p.m. – 9:50 a.m.  Presenters: Janardan Rohatgi and Aseem Talukdar
Room: JHG/303

MCC Goes Global—Where We Are in International Programming

Fri., January 21, 2011  10:00 a.m. – 10:50 a.m.  Presenter: Scott Vander Ploeg
Room: Hatley/214, Health

Description:
We are mandated to enhance the global/international backgrounds of our students—it’s a system-wide general education initiative. Scott Vander Ploeg (hmm, maybe a name that has an international tang?) will describe the various ways you can participate in a larger-world perspective, including information on how to infuse such into your curriculae. This session is not mandatory (but Scott says it ought to be)!
**Religion Through the Lens of Worldview Questions**

**Fri., February 4, 2011**
11:00 p.m. – 11:50 a.m.
Room: Hatley/214, Health

**Presenter:** David Trementozzi

**Description:**
The ultimate questions of life determine a person’s “worldview.” Every religion offers answers to these most basic questions. To understand a religion is to understand how it answers these questions, and to understand conflict between religions is to understand the difference in answers to these questions. This presentation will address five prominent worldview questions and relate them to Christianity, Judaism, Islam, and Buddhism.

**What is an American?**

**Fri., February 11, 2011**
11:00 p.m. – 11:50 a.m.
Room: JHG/303

**Presenter:** Joe Gooch

**Description:**
“What is an American” is about what it takes to be an American. How do Americans identify themselves as to ethnicity and race? What are the qualifications to be an American?

**The Angry Eye**

**Fri., April 8, 2011**
10:00 – 10:50 a.m.
Room: JHG/303

**Presenter:** James Bowles

**Description:**
In this session, we will view The Angry Eye video in which Jane Elliott conducts an exercise she describes as “an injection of the live virus of racism”. It gives viewers a clear understanding of the systematic way in which racism works so that they will be motivated to challenge discrimination. A short group discussion will follow.
TRACK III – CRITICAL THINKING

**QEP Goal:** It is the goal of the MCC Quality Enhancement Plan (QEP) to improve critical thinking skills of students across the curriculum using active learning strategies.

**Critical Thinking Definition:** The faculty and staff of MCC understand critical thinking to be the practice of the skills of inquiry: to seek or encounter new knowledge, to analyze and synthesize in response to that knowledge, and to draw sound conclusions based upon acceptable reasons supported by objective evidence.

**Active Learning in the Classroom: Kinesthetic Techniques**

Fri., September 24, 2010 11:00 a.m. – 12:15 p.m.  
Room: JCD 117  
**Presenters:** Pam Smith and Elyssa Lear

**Description:**
Join Pam and Elyssa as they demonstrate ways to use the body to help students learn and remember! Remember, everything you need to know, you learned in kindergarten!

**Beyond Comprehension: Fostering Students’ Abilities to Read Critically in Content-area Classrooms**

Fri., October 22, 2010 11:00 a.m. – 12:15 p.m.  
Room: JHG/303  
**Presenter:** Andrea Deal

**Description:**
Students’ lack of interest in textbook reading is a challenge for even the most experienced teacher. How can faculty encourage students to not only read their textbooks but to think critically about the content? This session will offer practical ideas to promote textbook reading and to foster students’ abilities to move beyond mere comprehension of material.

**Applying Critical Thinking through the Process of Predictive Reasoning**

Fri., November 19, 2010 11:00 a.m. – 12:15 p.m.  
Room: JHG/303  
**Presenter:** Joey Jones

**Description:**
This session will allow the participants to actually apply the process of thinking critically. Attendees will be presented an overview of the theory of operation of commonly employed healthcare technologies. Afterwards, attendees will be placed into groups and asked to predict, through the process of critical thinking, what potential problems may be encountered with the use of these technologies. The facilitator will then compare the audience’s responses to those he will present, thus encouraging discussion and thought.
**TRACK III – CRITICAL THINKING**

**Must Education Suffer from “Narration Sickness”? Strengthening the Traditional College Lecture**

Fri., February 25, 2011 11:00 a.m. – 12:15 p.m.  
Presenters: Greg Jewell and Sonya Shockley

**Description:**
In 1970, Paulo Freire criticized the traditional college lecturer as a “bank clerk” who is intent upon making “deposits” of knowledge into the heads of students, the “receptacles”: The student records, memorizes, and repeats these phrases without perceiving what four times four really means.” Much of the literature about student learning since then reinforces this view of the lecture as too often less than effective in promoting student learning, knowledge retention, and critical thinking.

Participants in this workshop will explore these questions among others: What are the advantages and disadvantages of the college lecture for both students and instructors? What techniques can instructors use to make lectures more effective, leading to improved student learning outcomes? Should formative assessment play a role in the lecture classroom?

**Assessment of Group Work**

Fri., March 25, 2011 11:00 a.m. – 12:15 p.m.  
Presenters: Beth Norton and Stephanie Taylor

**Description:**
When implementing collaborative learning activities into the classroom, one of the biggest challenges faced by faculty is in the area of assessing or grading the group work. This session will discuss some of the potential challenges of evaluating group output and will provide attendees with several examples of specific processes that can be utilized to assess collaborative efforts.

**Findings from the QEP Committee’s Surveys about the Critical Thinking/Active Learning Initiative**

Fri., April 15, 2011 11:00 a.m. – 12:15 p.m.  
Presenters: Members of the QEP Committee

**Description:**
Join members of the QEP Committee as they share the findings from surveys of students and faculty about the impact of the college’s five-year critical thinking/active learning initiative.

You are also cordially invited and encouraged to attend the Critical Thinking Seminars on Thursday evenings throughout each semester.

Watch for Emails with more information.
TRACK IV – TEACHING/LEARNING

How the Mind Works Part II: Barriers to Thinking and Problem-Solving

Wed., August 11, 2010 10:00 a.m. – 10:50 a.m.  Room: JHG/212  Presenter: Mary Janssen

Description:
What thinking is:
“Thinking” is an inner, unseen function of mind and cannot be viewed by an external observer except in the behavior of the organism doing the thinking. Factors involved in problem-solving are internal and external. Internal factors can be hypothesized about, based on external empirical evidence. External factors can be manipulated. The session will contain some examples of barriers to problem-solving based on experimental evidence. Some barriers come from the wrong representation, mental sets, faulty logic, and the inability to reason using probabilities and information in absence.

Qwizdom Part A: Introduction to the Basics

Fri., August 20, 2010  9:00 a.m. – 9:50 a.m.  Room: 2 locations  JHG/248
Fri., January 28, 2011

Description:
This session will provide an overview of the Classroom Performance System known as Qwizdom. Demonstrations will be provided on the various ways you can incorporate this interactive system into your classroom. Shown to increase student engagement and instructional effectiveness, Qwizdom is definitely something you need to consider making a part of your instructional toolbelt!

The New Entrepreneurship Challenge and How It Can Apply to Your Classroom

Fri., September 3, 2010  10:00 a.m. – 11:30 a.m.  Room: JHG/303  Presenter: Kim Simons

Description:
This PD will be based off of a book written by Carl J. Schramm titled “The Entrepreneurial Imperative: How America’s Economic Miracle Will Reshape the World (and change your life)”. It will explore the secret of future entrepreneurial success and how that secret needs to be imbedded in all of our students so that they can be competitive in a very demanding job market. We will explore strategies of teaching that implement the secret and discuss the importance of this strategy to the success of our students and our organization.

Learning Communities at MCC

Fri., September 10, 2010  10:00 a.m. – 10:50 a.m.  Room: JHG/303  Presenter: Mary Poole

Description:
Learning Communities have been billed as the greatest innovation in higher education. Vincent Tinto and others have compelling research about the effectiveness of learning communities. The challenge is how to integrate learning communities into our specific situations. We will define learning communities, identify the key stakeholders in a learning community, and discuss the 10 questions anyone planning a learning community needs to answer prior to implementation.

Qwizdom Part B: Putting it to Work in Your Classroom

Fri., September 17, 2010  9:00 a.m. – 10:30 a.m.  Room: 2 locations  JHG/248
Fri., February 11, 2011

Description:
Now that you know what Qwizdom is, let’s get busy with hands-on training. In this session, we will take a step-by-step approach to implementing this system in your classroom. Bring your ideas and questions and let us help you make incorporating this exciting, student-oriented system a reality in your classroom.
What is a WIKI and How Can I Use it for My Class?

Fri., November 5, 2010 10:00 a.m. - 10:50 a.m.  
Room: JHG/303  
Presenter: Marsha Woodall

Description:
This PD on wikis will allow the participants to explore the world of wikis and learn how to utilize the wiki to facilitate classroom assignments and/or schedules. This PD is on the basics of wikis.

Using Math to Solve Mysteries, Puzzles, and to Entertain Friends

Fri., November 12, 2010 11:00 a.m. - 11:50 a.m.  
Room: JHG/303  
Presenters: Shari Davis and Roger Warren

Description:
Mysteries and puzzle are fun to talk about in an academic setting or at family gatherings. Several questions will be discussed that have interesting results and can be used to entertain students, peers, and family members. The answers to the mysteries and puzzles will be given and explanations of why the answers are what they are. This will be a lot of fun and you can use it to entertain your friends.

The Five Commandments of Using Technology in the Classroom

Fri., January 21, 2011 9:00 a.m. - 9:50 a.m.  
Room: JHG/303  
Presenters: Craig Dixon and Sonya Shockley

Description:
Are you smarter than a SmartBoard? Is your blog “blah”? And now they’re telling you to get a Second Life? The mere presence of technology in the classroom doesn’t automatically make your students learn better, but by following these Five Commandments, you can create technology-based activities that will get your students engaged in the learning process. Thou shalt not be confused about technology in the classroom any longer!

The Virtual Learning Culture of Today

Fri., January 28, 2011 10:00 a.m. - 10:50 a.m.  
Room: JHG/303  
Presenter: Terri Tillen

Description:
Assessing students online in a “teraflap” world

Non-intuitive Physical Phenomena in Everyday Life

Fri., March 18, 2011 10:00 a.m. - 10:50 a.m.  
Room: JHG/303  
Presenters: Dr. Aseem Talukdar and Dr. Mike Shifflett

Description:
We will discuss some seemingly non trivial situations in everyday life whose underlying physical principles are relatively simple. “How does a camera work? Why is it difficult to “cook” at high altitudes?”, etc. will be among the examples to be discussed. We will also perform several demonstrations to illustrate various concepts.
Blackboard Series

Blackboard: Online Teaching “Best Practices”
Fri., August 20, 2010 1:00 p.m. – 1:50 p.m. Room: JHG 248
Presenter: Steve Payne

Blackboard: Assignments
Fri., January 28, 2011 1:00 p.m. – 1:50 p.m. Room: JHG 248
Presenter: Steve Payne

Blackboard: Exams:
Fri., February 11, 2011 1:00 p.m. – 1:50 p.m. Room: JHG 248
Presenter: Steve Payne
## TRACK V – TECHNOLOGY IN THE WORKPLACE

### Microsoft Outlook 2007 Tips and Tricks

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<td>Tim Trice</td>
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**Room:** JHG/248

**Description:**
Learn the fundamentals of Outlook. In this session we will cover the basic functions in Office 2007. Some advanced features will also be presented. We will also cover the tasks you can do in the Outlook Web Access client as well as the desktop program.

### Microsoft Office Communicator and Live Meeting

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<td>Fri., March 18, 2011</td>
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**Room:** JHG/248

**Description:**
Come learn how you can hold meetings right from your desk. Office Communicator also allows you to use Instant Messaging with other coworkers, without the delay of email.

### Facebook for Dummies: Or Is It Not So Dumb After All?

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<td>Scott Vander Ploeg</td>
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**Room:** JHG/225

**Description:**
Join veteran FB-er Scott Vander Ploeg as he romps through basic set up and potential use of Face Book. Social networking is here, now. Your students are using it, and so are your colleagues. Even professional organizations have a FB presence. Why hold back?

### MCC Website Orientation

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<td>Craig Dixon</td>
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**Room:** JHG/248

**Description:**
Having trouble directing your students to the proper location on the MCC web site? Curious as to what information is out there and where? The website has undergone two redesigns in as many years. If you’re having trouble finding the links you used to use, have ideas about what ought to be posted, or are just curious about the MCC web site, come get answers straight from the horse’s mouth.

### Twitter and the Social Network

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<td>11:00 a.m. – 11:50 a.m.</td>
<td>Nate Slaton</td>
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**Room:** JHG/248

**Description:**
The world is being shaped and redefined by technology; social networking is at the forefront of this revolution. Twitter is a great tool to follow updates from friends, family, colleagues, and organizations. We will learn to set up your own accounts, search for updates from friends and interesting organizations, and make this social network a part of life.
TRACK V – TECHNOLOGY IN THE WORKPLACE

The Virtual Learning Culture of Today
Fri., January 28, 2011 10:00 a.m. – 10:50 a.m. Presenter: Terri Tillen
Room: JHG/303

Description:
Assessing students online in a “teraflop” world

Responsible Computing
Fri., February 4, 2011 10:00 a.m. – 10:50 a.m. Presenter: Craig Dixon
Room: JHG/303

Description:
You lock your house at night, but you don’t keep your operating system patched. You block unlisted numbers that call your phone, but you don’t have a firewall on your PC. You throw away junk postal mail, but you open spam email. Why? Ignorance is no longer an excuse; come find out how to protect yourself from viruses, adware, spyware, spam, phishing, and other cyber-nasties.

Privacy on the Web
Fri., February 18, 2011 11:00 a.m. – 11:50 a.m. Presenter: Tim Trice
Room: JHG/303

Description:
A look at how to protect your personal information on the web and social media sites like Facebook, MySpace, Twitter and more. As social media sites entice users to share more and more of their personal information online, what steps can you take to protect yourself and your family in an age where digital information can be searched, mined, and sorted with increasing ease.

Best Practices: Information Security
Fri., March 18, 2011 9:00 a.m. – 9:50 a.m. Presenter: Steve Payne
Room: JHG/248

Description:
An overview of things you can do as a user to keep information safe. From simple password care to identity theft prevention, there are simple habits you can form now to help lower the risk of a security disaster in the future.

Excel 2007 Advanced
Fri., February 18, 2011 10:00 a.m. – 10:50 a.m. Presenter: Chet Cunningham
Room: JHG/214

Description:
This workshop will tackle some of the more advanced topics of Excel 2007. Beginning level of Excel 2007 is assumed. This workshop will include reviewing the following functionality of Excel 2007: Functions, Formatting cells, Sorting, Filtering, Freeze and split panes, Using multiple worksheets, Totaling across multiple worksheets, and other topics as requested.
TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Fall Bulbs

Fri., September 17, 2010  11:00 a.m. – 11:50 a.m.  Presenter: Carol Minton
Room: JCD/ 011

Description:
"Tulips, daffodils, crocus, and hyacinth blooming in the spring from a single small bulb that was planted in the fall is one of nature's most awesome miracles. This session will teach how to properly plant bulbs in the fall and care for the bulbs and flowers in the spring. You will be surprised at how easy it is to have your own colorful spring array of these flowers!"

Freud, The Very Basics: Genius or Just Plain Pervert

Fri., November 5, 2010  11:00 a.m. – 11:50 a.m.  Presenter: Russ Lewis
Room: JHG/303

Description:
Short lecture and discussion using daily life situations and humor (hopefully) to clarify the main points of the Psychodynamic perspective.

Blood-Borne Pathogens

Fri., November 5, 2010  1:00 p.m. – 2:00 p.m.  Presenters: Shannon Allen, Chantay Stallins, Kay Vespie, Michael Rager
Room: Hatley/214; Health

Description:
This offering provides the necessary information for non-healthcare workers in light of requirements by OSHA. Protocols for handling spills as well as storage of protective equipment will be included.

Green Energy at Home

Fri., November 12, 2010  10:00 a.m. – 10:50 a.m.  Presenter: Don Lomache
Room: JHG/303

Description:
A practical presentation of products, practices, and possibilities that curb the energy conservative consumers’ concerns.

Beginning an Exercise Program

Fri., January 21, 2011  11:00 a.m. – 11:50 a.m.  Presenter: Martha Phelps
Room: JHG/303

Description:
Are you ready to start exercising but don’t know where to begin? Or do you currently have a routine, but you are looking for something new? This session will cover everything to get you going.

Immediate Medical Assistance in the Classroom

Fri., January 28, 2009  11:00 a.m. – 11:50 p.m.  Presenters: Loretta Elder, Ann Hofmann, Michelle Quisenberry
Room: JHG/303

Description:
Do you have concerns about what you need to do should a student collapse in your classroom or if you come upon someone in the hallway? What if a student has a seizure or complains of chest pains? Would you know what to do? Here are a few lessons on how to handle an emergency situation knowing that you are not a health professional but need to provide preliminary assistance.
TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

VERY Basic Rational Emotive Therapy (RET): Would This Stuff Really Work?

Fri., February 18, 2011 9:00 a.m. – 9:50 a.m.  Presenter: Russ Lewis
Room: JHG/303

Description:
Short lecture on the Albert Ellis cognitive-behavioral, reality based treatment modality geared toward every day life’s disappointments, irritations, and problems.

Natural Pest Control for Your Garden

Fri., February 18, 2011 1:00 p.m. – 1:50 p.m.  Presenter: Carol Minton
Room: JCD/011

Description:
“Lacewings and ladybugs—a garden’s best friend? You bet! Love tomatoes, but have problems with root nematodes? Plant marigolds along with the tomatoes! Learn how to limit chemical pest control for your garden the natural way. Your pollinator, the bee, will love you!”

Caregiver Stress

Fri., March 18, 2010 11:00 a.m. – 11:50 a.m.  Presenter: Kim Qualls
Room: JHG/303

Description:
This session will address the following questions/topics: Caring for the Caregiver- Awareness of caregiver stress, How to maintain a healthy lifestyle, How to recognize caregiver stress? and Where to get help?

Caring for Quilts

Fri., April 8, 2011 9:00 a.m. – 9:50 a.m.  Presenter: Kathy Ordal
Room: JHG/303

Description:
Have you ever wondered how to store your quilts or care for the ones passed on from your grandmother? We will cover care for new and old quilts and ways to store them. If you have an old quilt you would like to share please bring it along for us to look at.

Heart-Healthy Diet

Fri., April 8, 2011 11:00 a.m. – 11:50 a.m.  Presenters: Chantay Stallins, Patty Simmons
Room: Hatley/214 Health

Description:
This session will focus on diet in relation to reducing the risk of heart disease. We will discuss the effect of food choices on levels of cholesterol, triglycerides, sodium, and fat. Learn how to eat your way to a healthy heart.

All About Bicycles: The Benefits are Endless

Fri., April 8, 2011 1:00 p.m. – 1:50 p.m.  Presenters: Jake Hildebrandt and Tim Stutler
Room: Hatley/214 Health

Description:
Learn about the many benefits to riding your bike. Learn basic bicycle safety information, how to choose the correct bicycle, and the health benefits of riding your bicycle routinely.
Track 1 – Employee Information and Training
http://www.madisonville.kctcs.edu/Faculty_and_Staff.aspx - Employee Information
http://www.kctcs.edu/prodev/tlss_resources.cfm - KCTCS Teaching and Learning Support Services (Professional Development Resources)
http://www.madisonville.kctcs.edu/ - Madisonville Community College Website

Track II – Cultural Diversity
http://www.cal.org/resources/digest/subject.html - Center for Applied Linguistics
http://www.adelaide.edu.au/clpd/culturaldiversity/ - Centre for Learning and Professional Development

Track III – Critical Thinking
http://www.umsl.edu/ -- Critical Thinking (type in search window)
http://www.criticalthinking.org/ -- The Critical Thinking Community
http://www.criticalthinking.net – Critical Thinking Net
http://www.asa3.org/ASA/education/think/critical.htm#logic – Critical Thinking Skills in Education & Life
http://www.philosophy.hku.hk/think -- Critical Thinking Web
**Track IV – Teaching/Learning**

http://legacy.madisonville.kctcs.edu/faculty/advising.html - Advising Resources, Madisonville Community College


http://www.aacc.nche.edu/ - American Association of Community Colleges

http://www2.myacpa.org/ - American College Personnel Association (for Student Affairs Professionals)

http://www.copyright.gov/ - Copyright information

http://www.cpb.org/grants/grantwriting.html - Grant Proposal Writing Tips

http://www.proposalwriter.com/grantwriting.html -- Grant Writing

http://www.npguides.org/ -- (Web-based) Grant Writing Tools


http://cpe.ky.gov/ - Kentucky Council on Postsecondary Education

http://www.kyvae.org/ - Kentucky Virtual Adult Educators

http://www.league.org/ - League for Innovation in the Community College

http://www.nacada.ksu.edu/ - National Academic Advising Association, type **Resources** in search window

http://www.nces.ed.gov/ - National Center for Education Statistics


http://www.noadn.org/ - National Organization for Associate Degree Nursing

http://www.sc.edu/fye/ - National Resource Center for the First-Year Experience & Students in Transition

http://www.servicelearning.org/ - National Service-Learning Clearinghouse

http://www.umuc.edu/virtualteaching/ - Virtual Resource Site for Teaching with Technology

**Track V – Technology in the Workplace**

http://www.skillpath.com - Business, Professional, and Computer Skills

http://www.madisonville.kctcs.edu/Workforce_Solutions/Training_and_Development.aspx - Computer Training
Track VI – Safety, Wellness, and Personal Enrichment

http://www.safetypages.com/ - Category Guide to Various Safety Internet Websites

http://www.cdc.gov – Centers for Disease Control and Prevention

http://www.disastercenter.com/kentucky/kentucky.htm - Disaster Center Kentucky Page


http://www.allaboutosha.com/ - OSHA - blog will introduce a new safety topic weekly


http://www.kychamber.com/ - Safety and Health, Human Resources


http://www.google.com/unclesam - Searching interface for federal and state websites

http://www.emergency.cdc.gov/Snaps/ -- Snap shots of state population data (search by zipcode)

http://www.troverfoundation.org/ - Wellness, click on News & Events, then click on Upcoming Events
ANNUAL CONFERENCE ANNOUNCEMENTS

The following is a listing of conference announcements that were distributed through the PD Committee last year. Many of these conferences are held at approximately the same time each year. Hopefully, this will assist you in planning your time and funding allocated to professional development. When a Call for Proposals is issued, the PD Committee will also send out that announcement. Many of the KCTCS websites that have valuable information for KCTCS employees are located at http://legacy.kctcs.edu/wsi.

September

KAEE – Kentucky Association of Environmental Educators - The conference theme this year is *Telling Our Story* and will be held at Cave City Conservation Center, Cave City, Kentucky, September 17-18.

Kentucky Communication Association - The conference theme this year is *KCA: Keeping Communication Active: A Look at the Future of Communication Education* and will be held at Jenny Wiley State Resort Park, September 10-11, 2010. www.kycommunication.com

President's Leadership Seminar - The KCTCS President’s Leadership Seminar (PLS) is a professional development experience designed for the participants to explore topics such as leadership traits, national issues and trends, professionalism, media relations and customer service. PLS participants learn first-hand about cutting-edge issues in leadership from national experts by interacting with these leaders in a collegial, small-group setting while focusing on real-life leadership issues and challenges. http://legacy.kctcs.edu/prodev/tlss_initiatives.cfm

October

The Master Teacher Seminar - Designed for experienced faculty to share successful/innovative teaching practices in which they have been involved and to explore a teaching challenge for which they are seeking a solution. http://legacy.kctcs.edu/prodev/tlss_master.cfm

Council on Technology Teacher Education (CTTE) - http://teched.vt.edu/ctte/

2009 Assessment Institute in Indianapolis, October 24, 2010 – Conference includes sessions with national assessment leaders, a Best Practices Fair, and additional learning opportunities emphasizing accreditation, all major fields, assessment methods, community colleges, and general education. http://www.planning.iupui.edu/conferences/national/nationalconf.html#about

November


Madisonville Community College Conference for Student Research – Students in the region display posters and presentation research using the scientific method.

Annual Kentucky Academy of Science Meeting – The objectives of the Academy shall be to encourage scientific research, to promote the diffusion of scientific knowledge, and to unify the scientific interests of the Commonwealth of Kentucky. Annual meeting November 12-13, 2010. [http://www.kyacademyofscience.org/index](http://www.kyacademyofscience.org/index)

KCTCS Science Faculty Meeting – Annual meeting of KCTCS science faculty held in conjunction with the Annual Kentucky Academy of Science Meeting.

December


Association of College & Technical Education

February

Kentucky’s American Association of Women in Community Colleges Conference

Kentucky Music Educators Association Annual In-Service, Louisville, Ky


March

Illinois Online Conference for Teaching and Learning - link to last year’s conference will provide general information about the nature of the conference. Information about Medical School and the MCAT Test. [http://www.ilonlineconf.org](http://www.ilonlineconf.org)

Mid-South Instructional Technology Conference – Middle Tennessee State University, (regional conference with the latest information on educational technology). March 27-29, 2011, www.mtsu.edu/itconf/

Come Together Kentucky - The conference seeks to reach out to Gay, Lesbian, Bisexual, Transgender, and Straight-allied (GLBTQS) students, faculty and staff in the state of Kentucky as a means of offering education about GLBTQS communities, upholding a functioning GLBTQS college network, providing a safer space for building fellowship and unity, and fostering a harmonious environment absent of discrimination and intolerance.

International Technology Education Association Conference – A professional organization conference for technology, innovation, design, and engineering educators. The mission is to promote technological literacy for all by supporting the teaching of technology and promoting the professionalism of those engaged in this pursuit. March 24-26, 2011 in Minneapolis, MN. http://www.iteaconnect.org/

Annual E-Learning Conference in Louisville - conference features best practices for all E-Learning formats: Internet, interactive television and telecourses

Kentucky Philological Association For more information, contact Dr. Scott Vander Ploeg. http://thekpa.org/


April

Annual Telecommunications/Information Technology Conference

AAHE (American Association for Higher Education)

Conference on College Composition and Communication (CCCC) – Annual convention in Atlanta, GA, April 6-9, 2011. http://www.ncte.org/cccc/about

KABHE (Kentucky Association of Blacks in Higher Education) The purpose of KABHE is to promote the advancement of blacks in higher education by articulating needs and concerns; promoting unity and cooperation; and enhancing the personal and professional growth of its membership. The annual conference is hosted each April in a different region of KABHE.

May

Teaching & Learning Support Services - http://legacy.kctcs.edu/prodev/
Council on Postsecondary Education/Kentucky Virtual University/New Horizons Conference

KyAHEAD – Kentucky Association on Higher Education & Disability Spring Conference http://louisville.edu/disability


June & July

Southeastern Association of Educational Opportunity Program Personnel (SAEOPP) Spring Conference - The purpose of the Southeastern Association of Educational Opportunity Program Personnel Inc. shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Annual meeting is June 24-27, 2010 in Atlanta, GA. For more information and announcements regarding the conference, visit the website: http://saeopp.org/

Technical Upgrade Training (This training is sponsored each year by the Department for Technical Education and covers a wide range of technical fields.)

International Conference on Critical Thinking - Provides an opportunity for improving one's understanding of critical thinking, and deepening one's ability to foster it in the classroom and apply it in one's life. Annual Conference July 19-22, 2010. http://www.criticalthinking.org/ABOUT/index.cfm


National Schools-that-Work Conference

Shelly-Cashman Institute – The Shelly Cashman Institute is a unique opportunity for like-minded education professionals to come together in a community setting to advance their understanding of technology. http://www.course.com/events/shellycashmaninstitute/default.cfm
CALL FOR SUBMISSIONS

A call for submissions to the Kentucky Journal of Excellence in College Teaching and Learning will be issued in the fall. This is primarily an electronic journal for teaching and learning with a hard-copy printed each year. If you are interested in preparing an article for submission, guidelines will be distributed with the call. To preview published articles: (http://www.uky.edu/tlc)

OTHER OPPORTUNITIES

Date: Summer
Title: The British Experience in Learning and Living (BELL) program provides an opportunity to study/research in England. Through this agreement with Georgetown College, KCTCS may send three faculty for a two-week study in England. Any KCTCS faculty member is eligible to apply for this prestigious scholarship. A flat in Regent’s Park College will be available to accommodate three people at no cost to the participants. KCTCS will provide a scholarship of $3000.00 for each BELL Scholar to cover air and land travel, living expenses and a modest flat cleaning fee. Applications for the summer are due in January. Contact David Murphy or Scott Vander Ploeg, previous participants, for more information.

Date: Summer
Title: Opportunities for faculty to travel abroad for educational/professional development. Faculty may already have a project they would like to pursue and may want to request funding.
SOURCES OF FUNDING

Several sources of funding are available for professional development activities. In some cases there are certain criteria and limitations attached to the funding. If you require more detailed information about a particular source, please consult the contact person identified for each. The following table outlines the two categories of funding and the appropriate sequence for funding requests.

<table>
<thead>
<tr>
<th>TUITION/BOOKS</th>
<th>OTHER PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Source: Tuition Waivers</td>
<td>Primary Source:</td>
</tr>
<tr>
<td>Secondary Source: Professional Development Endowment</td>
<td>Perkins Grant (Technical only)</td>
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<tr>
<td></td>
<td>Professional Development Endowment</td>
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<td>Secondary Source:</td>
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<td>Academic Division and/or Unit</td>
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<td></td>
<td>Tertiary Source:</td>
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<tr>
<td></td>
<td>Professional Development Committee</td>
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</tbody>
</table>

*To include, but not limited to: Conferences, Workshops, Research, and related travel

TUITION WAIVERS

Amount – Tuition will be waived for up to six credit hours per semester.
Access – Submit a KCTCS Tuition Waiver Form (located in Appendix).
Contact – Immediate supervisor or May Wright in HR for questions.
Eligibility – All employees

PROFESSIONAL DEVELOPMENT ENDOWMENT

Amount – Depends on expense of the activity and other constraints on the endowment at the time of application, up to a maximum of $1,200. Competitive requests may be funded completely, partially, or not at all.
Contact – John Peters (john.peters@kctcs.edu)
Eligibility – All employees

PERKINS GRANT

Amount – Depends on expense of the activity and need for that activity to promote and support technical programs. Competitive requests may be funded completely, partially, or not at all.
Access – Submit a Planned Use of Funds form (located in Appendix) through Valerie Wolfe or Lisa Howerton for Academic Dean’s review. Deadline for submission may be early in the spring semester.
Contact – Discuss with your Division Chair prior to submitting a request.
Eligibility – Technical program faculty only

ACADEMIC DIVISION ALLOTMENT

Amount – Varies by Division
Access – Discuss your professional development request with your Division Chair.
Contact – Division Chair
Eligibility – Faculty only
UNIT BUDGET
Other units of the College may access professional development funds through their unit by discussing the PD activity with their immediate supervisor.
Amount – Varies by unit, depending on budgetary constraints

PROFESSIONAL DEVELOPMENT COMMITTEE
The purpose of this committee is to provide funding for professional development and associated fees in the event funding is not available through any other source.
Amount – Since funds are limited through this source, at the discretion of the committee, $100 per employee will be awarded per academic year based on availability of funds. Funding requests will be considered on a first-come, first-served basis.
Access – submit a Professional Development Proposal Request Memo (located in Appendix) to the Co-chairs of the PD Committee – deadline for 10/11 academic year is February 1, 2011.
Contact – Stephanie Taylor or Lynn Whitlege, Co-Chairs, Professional Development Committee
Eligibility – All employees

OTHER SOURCES OF FUNDING

SABBATICAL
A sabbatical is offered to faculty for the purpose of extending their education, to complete a research project, or for another approved professional development experience. The length of time requested should reflect the scope and needs of the activity for which you have been approved.
Amount - There are two formats approved for sabbatical leave. You may elect to take one semester at full pay reassigned for your activity or you may receive ½ salary for an entire year. Requests reviewed in light of budget projections.
Access - Memo request to the President
Contact - Initial contact should be a consultation with your Division Chair. Decisions on sabbatical will be made by the President in consultation with the Dean of Academic Affairs.
Eligibility - Consult your Division Chair for eligibility guidelines.

KCTCS
Occasionally, the System will fund faculty and staff to attend system-sponsored or regional workshops or training sessions. When this information becomes available, it will be posted on the PD web page (http://www.madisonville.kctcs.edu/faculty/profdev.html) and transmitted via e-mail.

ACADEMIC DEAN
Each year, the Dean's Office sponsors a variety of professional development experiences. For example, the Dean has covered travel and registration expenses for a limited number of faculty and staff attending Elizabethtown Community College's Distance Learning Conference. You should work with your Division Chair or Unit Supervisor to inquire about this source.

OTHER GRANT FUNDS
Each year, the College applies for and receives grants for different purposes. Some of these grants will include professional development funds. Watch for announcements from the President’s office about funding sources such as these and inquire with the contact for that grant or your immediate supervisor.
**CONSERVATION OF FUNDS**

Please remember that regardless of the source, limited funds are available for any professional development activity. It is imperative that we work to extend our funds as far as possible by:

- Checking on the availability of a college vehicle through Eddie Marks in the Business Office;

- Identifying others who might be attending the same meeting or conference and plan to share a ride;

- Identifying others who might be attending the same meeting or conference and plan to room together where appropriate. There are instances when travel expenses might not be reimbursed when coordination of rooms and travel has not been taken into consideration; and

  Plan ahead of time in order that your supervisor might make the best use of available funds for your training or professional development activity.
APPENDIX

★ Professional Development Endowment Guidelines
★ Professional Development Endowment Proposal Form
★ Perkins Planned Use of Funds Form
★ Professional Development Committee Funding Request Memo
★ Tuition Waiver Form
★ Professional Development Activity Log – July 2010 – December 2010
★ Chronological Listing of 10-11 Sessions
Proposal Developers: All full-time employees of Madisonville Community College are eligible to submit proposals or requests for support; collaborative projects are strongly encouraged.

Focus
1. Projects must be focused on one or more of the following:
   A. Improving instruction, B. Student learning, C. Continuing education
2. Generally, NO equipment will be purchased for specific individual projects.

Proposal Categories
1. Instructional Application. Projects that are designed to put innovative classroom teaching methods into practice.
2. Instructional Research. Projects that are designed to conduct organized research for the purpose of determining answers to questions related to classroom teaching and/or institutional advancement.
3. Educational Materials. Projects that are designed to develop and field-test educational materials that improve classroom teaching and learning, thus enhancing student learning.
4. System-wide Workshops. Workshops that are designed to assist faculty to implement methods that improve classroom learning.
5. Continuing Education. Project should assist participant in attaining advanced educational goals at the bachelors or post-bachelors level. This area is to be used for credit applications ONLY, and is available for all employees of MCC.
6. Professional Development. Relates to academic conferences and seminars external to KCTCS.

Budget
1. Proposals that are approved will be funded up to a $1,200 maximum.
2. Proposal funds may be used for educational materials that are not normally provided by existing college/division budget.
3. Funds MAY be used to support employees presenting at other Systems locations.

Proposal Review
1. Proposal form must be submitted by April 1 to the Office of Development to be considered for the next academic year.
2. A review committee co-chaired by the Academic Dean and the Director of Development will complete review of the proposals and make recommendations to the President for proposal acceptance or failure. The committee will consist of the Academic Dean, the Director of Development, Chair of the Faculty, Co-chairs of the Professional Development Committee and one classified staff member.

Project Reports
1. Project originators may be asked to prepare a final written project report to the review committee. This report will include evidence assessing the effectiveness of the project or include expectations of outcomes relating to instruction, student learning, or participant degree status. Depending on the nature and scope of the project, an in-progress report may also be required. No report will be required for trips to conferences or system meetings.
2. In addition to the written report, the originator(s) will be expected to communicate project results to other KCTCS faculty at a division, college, or system-wide meeting, or at some other appropriate forum.

Service Obligation
1. If an employee leaves MCC within 4 years of an award of professional development endowment funds, there will be a repayment obligation of 25% for each unfulfilled year of service. Repayment of the entire award will be required if the employee leaves MCC within 6 months of the award.
MADISONVILLE COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT ENDOIMENT PROPOSAL

Name: 

Title: 

Proposal Categories (check one):

☐ Instructional Application ☐ Instructional Research
☐ Educational Materials ☐ System-wide Workshops
☐ Continuing Education/Credit Application ☐ Professional Development/Other

Activity Name: 

Activity Location: 

Activity Date: ___________________ Amount Requested: ______________

Proposal Description & Justification: Briefly explain your proposal and how it relates to your job/responsibilities. Attach additional sheet if necessary.

_____________________________________________________________________________________________________________________________________________________

Budget: Description Amount Requested

- Tuition/Book Costs
- Transportation
- Lodging/Subsistence
- Registration Fee
- Software Purchase
- Other Expenses

Total:

-- FOR USE BY REVIEW COMMITTEE --

Date Received: ___________________

Received By: ___________________

☐ Approved - Amount: ___________________

☐ Disapproved

Signatures – Professional Development Endowment Co-chairs

_________________________________________ Date: ______________

Dean of Academic Affairs

_________________________________________ Date: ______________

Director of Development

31
PLANNED USE OF FUNDS

Objective:

Program(s) Affected: ______________ Enrollment: ____ Amount Requested: $____________

JUSTIFICATION

1. Identify the performance indicator for which this funding will be directed.

2. How will this expenditure impact or improve the performance indicator?

3. How did you determine that this expenditure was a relevant need in the program?

4. Are articulation agreements in place for this program(s)? _____Yes _____No

BUDGET SUMMARY

Using the line item budget below, identify how requested dollars will be spent to achieve the objective for which funding is being requested. Refer to the INSTRUCTIONS section for detailed instructions and examples of each entry.

<table>
<thead>
<tr>
<th>CATEGORY/DESCRIPTION</th>
<th>HOW ITEM WILL BE USED TO MEET OBJECTIVE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Uses of Funds</td>
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<tr>
<td>Required Use (Identify Use)</td>
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<tr>
<td>Permissible Use (Identify Use)</td>
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</tbody>
</table>
Professional Development Committee

2010–2011 Funding Request Memo

Name: __________________________________________________

Title: _______________________________________

Date: __________________

Description: Provide a brief description of your proposal i.e. activity name, location, date, resources, amount)
# Kentucky Community & Technical College System
## Employee Initiated Development

### Tuition Waiver Form

**Name** ____________________________________________________ **Date** ___________________

**Social Security Number** ___________________________________________________________

**College Where Employed** _________________________________________________________

**Semester** (circle one)  
- Spring  
- Summer  
- Fall  
- Year ________________

**Course of study** (circle one)  
- Graduate  
- Undergraduate

**College or University Attending** ___________________________________________________

<table>
<thead>
<tr>
<th>Course Name, Number Where Taken</th>
<th>Day and Time</th>
<th>Credit Hours</th>
<th>School Where Registered</th>
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**Will a course be taken during working hours? _____Yes _____No** (NOTE: Only one course may be taken during normal working hours.) The approved manner in which I will make up scheduled working hours is as follows: ________________________________

By participating in the Employee Education Program I give my permission for the college or university I attend to release the following information to my employer (Kentucky Community and Technical College System): the course(s) taken; classification of the course(s); and the specific amount of tuition waived. I understand that the above information is a reporting requirement of the program. I understand that I am limited to six (6) credit hours per semester from an institution or combination of institutions.

**Employee signature**  
[signature]  
**Date** __________________

**Local HR signature**  
[signature]  
**Date** __________________

**Supervisor signature**  
[signature]  
**Date** __________________

**KCTCS Benefits signature**  
[signature]  
**Date** __________________

11/01
## 2010-2011 Professional Development Activity Log

**For July 1, 2010 – December 31, 2010**

Employee: ________________________

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Activity Type: Workshop, Seminar, Conference</th>
<th>Activity Name</th>
<th>Title III (√)</th>
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</table>
## 2010-2011 PROFESSIONAL DEVELOPMENT ACTIVITY LOG

*For January 1, 2011 – June 30, 2011*

Employee: ____________________________________________

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Activity Type: Workshop, Seminar, Conference</th>
<th>Activity Name</th>
<th>Title III (√)</th>
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<tr>
<td>08/04/10</td>
<td>12:00 - 4:00 p.m.</td>
<td>JHG 303</td>
<td>New Employee Orientation</td>
</tr>
<tr>
<td>08/05/10</td>
<td>10:00 - 10:50 a.m.</td>
<td>JHG 303</td>
<td>Performance Planning and Evaluation</td>
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<tr>
<td>08/05/10</td>
<td>11:00 - 11:50 a.m.</td>
<td>JHG 248</td>
<td>Microsoft Office 2007: Tips and Tricks</td>
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<td>08/05/10</td>
<td>1:00 - 1:50 p.m.</td>
<td>JHG 303</td>
<td>Marketing 101</td>
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<tr>
<td>08/06/10</td>
<td>9:00 - 9:50 a.m.</td>
<td>JHG 303</td>
<td>Forms for Every Reason</td>
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<td>JHG 303</td>
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<td>JHG 303</td>
<td>Using College Vehicles</td>
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<td>JHG 303</td>
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<tr>
<td>08/10/10</td>
<td>9:00 - 11:30 a.m.</td>
<td>LRC 105</td>
<td>New Faculty Teaching and Learning</td>
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<tr>
<td>08/10/10</td>
<td>1:00 - 2:30 p.m.</td>
<td>LRC 105</td>
<td>New Faculty Workshop</td>
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<tr>
<td>08/11/10</td>
<td>10:00 - 10:50 a.m.</td>
<td>JHG 212</td>
<td>How the Mind Works Part II: Barriers to Thinking &amp; Problem Solving</td>
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<tr>
<td>08/11/10</td>
<td>11:00 - 11:50 a.m.</td>
<td>JHG 248</td>
<td>Microsoft Communicator &amp; Live Meeting</td>
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<td>08/20/10</td>
<td>9:00 - 9:50 a.m.</td>
<td>JHG 303</td>
<td>Workers Compensation</td>
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<td>JHG 225</td>
<td>PPE Section III Made Easy</td>
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<td>11:00 - 11:50 a.m.</td>
<td>JHG 225</td>
<td>Facebook for Dummies</td>
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<td>08/27/10</td>
<td>9:00 - 9:50 a.m.</td>
<td>JHG 248</td>
<td>Qwizdom Part A</td>
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<td>Hatley 216</td>
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<td>10:00-10:50 a.m.</td>
<td>JHG 303</td>
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<td>11:00 - 11:50 a.m.</td>
<td>JHG 248</td>
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<td>1:30 - 2:30 p.m.</td>
<td>JHG 303</td>
<td>Diversity: Beyond the Numbers</td>
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<td>JHG 303</td>
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<td>JHG 303</td>
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<td>1:00 - 1:50 p.m.</td>
<td>JHG 303</td>
<td>A Walk In Their Shoes</td>
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<td>9:00 - 10:30 a.m.</td>
<td>JHG 248</td>
<td>Qwizdom Part B</td>
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<td>Hatley 214</td>
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<td>09/17/10</td>
<td>11:00 - 11:50 a.m.</td>
<td>JCD 011</td>
<td>Fall Bulbs</td>
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<td>09/17/10</td>
<td>1:00 - 1:50 p.m.</td>
<td>JHG 303</td>
<td>Theaters of War: WWII Film Series</td>
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<td>11:00 - 12:15 p.m.</td>
<td>JCD 117</td>
<td>CT: Active Learning in the Classroom</td>
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<td>Beyond Comprehension: Fostering Students' Abilities to Read Critically in Content-Area Classrooms</td>
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<td>JHG 303</td>
<td>Copyright: Beyond the Boundaries</td>
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<td>11/05/10</td>
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<td>JHG 303</td>
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<td>Freud for the Layperson (Genius or Just Plain Pervert?)</td>
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<td>Hatley 214/215</td>
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<td>JHG 303</td>
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<td>JHG 303</td>
<td>Using Math to Solve Mysteries, Puzzles, and Entertain Friends</td>
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<td>11:00 - 12:15 p.m.</td>
<td>JHG 303</td>
<td>CT: Predictive Reasoning</td>
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<td>9:00 - 10:30 a.m.</td>
<td>LRC 105</td>
<td>New Faculty Teaching and Learning</td>
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<td>01/05/11</td>
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<td>JHG 303</td>
<td>Community Orientation</td>
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<td>9:00 - 9:50 a.m.</td>
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<td>JHG 303</td>
<td>Virtual Learning Culture</td>
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<td>1:00 - 1:50 p.m.</td>
<td>JHG 248</td>
<td>Blackboard: Assignments</td>
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<td>02/04/11</td>
<td>9:00 - 9:50 a.m.</td>
<td>JHG 303</td>
<td>Customer Service Training</td>
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<td>10:00 - 10:50 a.m.</td>
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<td>Hatley 214/215</td>
<td>Religion Through the Lens of Worldview Questions</td>
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<td>1:00 - 1:50 p.m.</td>
<td>JHG 248</td>
<td>Microsoft Outlook 2007: Tips and Tricks</td>
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<td>02/11/11</td>
<td>9:00 - 10:30 a.m.</td>
<td>JHG 248 and Hatley 214</td>
<td>Qwizdom Part B</td>
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<td>02/11/11</td>
<td>11:00 - 11:50 a.m.</td>
<td>JHG 303</td>
<td>What is an American?</td>
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<td>Blackboard: Exams</td>
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<td>JCD 011</td>
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<td>11:00 - 12:15 p.m.</td>
<td>JHG 303</td>
<td>CT: Lecture vs. Active Learning</td>
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<td>JHG 248</td>
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<td>Non-intuitive Physical Phenomenon</td>
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<td>1:00 - 1:50 p.m.</td>
<td>JHG 248</td>
<td>Microsoft Communicator &amp; Live Meeting</td>
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<td>03/25/11</td>
<td>11:00 - 12:15 p.m.</td>
<td>Hatley 214/215</td>
<td>CT: Assessment of Group Work</td>
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<td>9:00 - 9:50 a.m.</td>
<td>JHG 303</td>
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<td>Heart-Healthy Diet</td>
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<td>1:00 - 1:50 p.m.</td>
<td>Hatley 214/215</td>
<td>All About Bicycles</td>
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<td>04/15/11</td>
<td>11:00 - 12:15 p.m.</td>
<td>JHG 303</td>
<td>CT: Findings from QEP Survey</td>
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