



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

FROM: Christine Manion
 Associate Provost

DATE: January 9, 2017

RE: **SPRING 2017 CERTIFICATION AND FQAS 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.”

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For more information on Professional Development, FQAS and much more, please visit
<http://tlc.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. 78856. 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.
- * 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.

SPRING 2017 SCHEDULE AT A GLANCE

CERTIFICATION COURSES

TITLE	Description PG
#50 Curriculum and Course Construction	8
#52 Teaching Methods	8
#53, Educational Psychology	8
#55, Guidance and Counseling	8

FQAS COURSES

TITLE	Description PG
ZERD 011 Preparation for Online Teaching	8
ZERD 100 Peer Support	9
ZERD 102 Understanding Classroom Environments	9
ZERD 103 Instructional Planning	9

FACE-TO-FACE COMPUTER COURSES

TITLE	Description PG
COMPSW 184 Google Apps	9
COMPSW 197 Intro to Blackboard 9.x	9
COMPSW 198 Intermediate Blackboard 9.x	10
COMPSW 199 Advanced Blackboard 9.x	10

WELLNESS COURSES

TITLE	DESCRIPTION PAGE #
Boning up Your Skeleton	10
Mental Health Teleconferences	10

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 8)

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

00115684/ ZCERT / 050 /200/ CURRICULUM AND COURSE CONSTRUCTION (2 credits)

Dates	Times	Campus/Room	Instructor(s)
F (4/21 – 5/12) *Additional online hours required*	9:30 am – 12:55 pm	Milwaukee/M454 & M456	Saron Wilson

00115490/ ZCERT / 052/901/ TEACHING METHODS (2 credits)

Dates	Times	Campus/Room	Instructor(s)
(1/22 – 5/14)	ONLINE	ONLINE	Darice Landon

00115481/ ZCERT / 053 /600/ EDUCATIONAL PSYCHOLOGY (2 credits)

Dates	Times	Campus/Room	Instructor(s)
Th (1/19 – 3/9) 1/19, 1/26, 2/9, 2/23 face-to-face 2/2, 2/16, 3/2 & 3/9 online *Additional online hours required*	4:30 pm – 6:55 pm	Milwaukee/M528	Kathy Braier

00115501/ ZCERT / 054 /601/ EDUCATIONAL EVALUATION (2 credits)

Dates	Times	Campus/Room	Instructor(s)
M (1/30 – 3/20) *additional online hours required*	5:00 pm – 6:55 pm	Milwaukee/M528	Grace Davis-Harris

00115491/ ZCERT / 055/ 600/ GUIDANCE AND COUNSELING (2 credits)

Dates	Times	Campus/Room	Instructor(s)
W (2/1 – 3/22) 2/1, 2/15, 3/1 & 3/22 face-to-face 2/8, 2/22, 3/8 & 3/29 online *additional online hours required*	4:30 pm – 7:25 pm	South/A210	Marco O'Brien

FQAS SPRING COURSES

(Course descriptions start on page 8)

These FQAS courses are required for new faculty but can also be completed for "renewal" credit.

00114933/ZERD/011/900/ PREPARATION FOR ONLINE TEACHING (2 credits or 80 FQAS renewal hours) *COMPSW 197 IS A PREREQUISITE FOR THIS COURSE*

Dates	Times	Campus/Room	Instructor(s)
1/22 – 5/14	ONLINE	ONLINE	Toshiba Adams

00115177//ZERD/100/600/ PEER SUPPORT: AN INTRO TO TEACHING AT MATC (2 credits or 80 FQAS renewal hours)

Dates	Times	Campus/Room	Instructor(s)
M (2/6, 2/13, 3/6, 3/13, 4/3, 4/10, 5/1, 5/8) *additional online hours*	5:00 pm – 6:55 pm	Milw./M616	Patricia McFarland

00114925/ZERD/100/350/ PEER SUPPORT: AN INTRO TO TEACHING AT MATC (2 credits or 80 FQAS renewal hours)

Dates	Times	Campus/Room	Instructor(s)
S (3/4 – 3/25) *additional online hours*	9:00 am – 3:55 pm	Milw./M616	Patricia McFarland

00114926/ZERD/101/900/ UNDERSTANDING CLASSROOM ENVIRONMENTS (2 credits or 80 FQAS renewal hours)

Dates	Times	Campus/Room	Instructor(s)
1/22 – 5/14	ONLINE	ONLINE	Kathy Braier

00114932ZERD/102/900/ INSTRUCTIONAL PLANNING (2 credits or 80 FQAS renewal hours)

Dates	Times	Campus/Room	Instructor(s)
1/22 – 5/14	ONLINE	ONLINE	Saron Wilson

FACE-TO-FACE COMPUTER CLASSES

(Course descriptions start on page 8)

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

00115453/COMPSW / 184/ /201/ GOOGLE APPS FOR ONLINE TEACHING (1 credit)

Dates	Times	Campus/Room	Instructor(s)
F (2/10) *additional online hours*	9:00 am – 11:55 am	Milw./M458	Mernathan Sykes

00115456/COMPSW / 184/202/ GOOGLE APPS FOR ONLINE TEACHING (1 credit)

Dates	Times	Campus/Room	Instructor(s)
F (3/10 – 3/31) *additional online hours*	9:00 am – 11:55 am	Milw./M458	Mernathan Sykes

00115460/ COMPSW / 197/601/ INTRODUCTION TO BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
M (2/27 & 3/6) *additional online hours*	4:30 pm – 8:25 pm	Milw./M458	Erin Dischler

00115464/ COMPSW / 197/350/ INTRODUCTION TO BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
S (2/11 & 2/18) *additional online hours*	8:00 am – 11:55 am	Milw./M458	Doni Bartley

00115476/COMPSW / 198 /600/ INTERMEDIATE BLACKBOARD 9.x (1 credit)

Dates	Times	Campus/Room	Instructor(s)
Th (3/9 & 3/30) *additional online hours*	4:30 pm – 8:25 pm	Milw./M458	Stephanie McKennie

00115478/ COMPSW / 199/900/ ADVANCED BLACKBOARD (1 credit)

THIS SECTION MUST BE TAKEN WITH COMPSW 198

Dates	Times	Campus/Room	Instructor(s)
3/9 -3/30	ONLINE	ONLINE	Stephanie McKennie

00115479COMPSW / 199/600/ ADVANCED BLACKBOARD (1 credit)

Dates	Times	Campus/Room	Instructor(s)
Th (4/20 – 5/4)	4:30 pm – 8:25 pm	Milw/M458	Stephanie McKennie

WELLNESS: STRESS REDUCTION, RELAXATION, FITNESS, AND ENRICHMENT

(Course descriptions start on page 8)

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.

00115498/ ZWELL / 031/200/ BONING UP YOUR SKELETON PART 1 (2 credits)

Dates	Times	Campus/Room	Instructor(s)
T & Th (1/24 – 5/18) *no class 2/14, 3/15, 3/16, 4/11, 4/13*	12:00 pm – 12:55 pm	Milw./M19	Amy Goldwater

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

CURRICULUM AND COURSE CONSTRUCTION (2 credits)

Prepares educators to employ the performance-based instructional design process. Participants designate performance expectations, design learning plans, develop assessment tasks, and produce a syllabus. Participants may choose to apply the process to classroom, lab, onsite industrial, online, or other distance learning environments.

TEACHING METHODS (2 credits)

Prepares educators to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning.

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.

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.

DESCRIPTIONS OF FQAS COURSE OFFERINGS

ZERD 011: PREPARATION FOR ONLINE TEACHING (2 credits)

This course will provide participants with an introduction to designing and delivering an online course. The course will provide a theoretical framework for course design and delivery; demonstrate the importance of engaging students' interactive experience; emphasize the importance of building an online learning community; promote strategies for integrating educational technologies into online teaching; review best practices related to course design; and model approaches for incorporating a variety of online assessments. After completing this course, participants will be able to understand the pedagogical concepts, trends and mechanics of online course design and delivery; recognize the types of learning tools and resources available in an online environment; conduct a self and peer assessment of an online course design; and apply the principles learned in this course to begin designing or enhancing an online course. Blackboard will be utilized as the content management system. Online hours are incorporated for completion of assignments and the final project. ***COMPSW 197 IS A PREREQUISITE FOR THIS COURSE***

ZERD 100: PEER SUPPORT: AN INTRODUCTION TO TEACHING AT MATC (2 credits)

Peer Support seminar introduces and models research-based teaching best practices and prepares participants for teaching at MATC. Participants learn the basics of navigating various MATC systems, digital communication, classroom management, teaching methods & assessments, as well as the basic neuroscience of teaching & learning. Participants are paired with an experienced instructor who has been trained in peer mentoring. This relationship and the course offer new instructors a safe place in which to learn about MATC, to ask questions about the college and about teaching, as well as to share successes and challenges from the classroom. Participants will begin developing their Faculty Development for New teachers portfolios.

ZERD 101: UNDERSTANDING CLASSROOM ENVIRONMENTS (2 credits)

This course examines several factors that contribute to an effective classroom environment at MATC. These include understanding the adult learner, promoting a culture of student success, respecting diversity, and developing appropriate teaching strategies. In addition, participants examine how their own behaviors and mindset impact the classroom environment. Participants continue to add to their Faculty Development for New Teachers portfolios.

ZERD 102: INSTRUCTIONAL PLANNING (2 credits)

This course guides participants through creation and implementation of complete learning plans. These learning plans include course calendar planning, instructional activities, and assessments. These instructional elements are also aligned with classroom management strategies. Participants will identify competencies and learning objectives. Based on these, they will develop lesson plans teaching methodologies, rubrics, and formative and summative assessment strategies. Participants continue to add to their faculty development for New Teachers portfolios.

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.

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.

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.