



Professional Development

Schedule

Fall 2012/Spring 2013



Mission: The Office for Professional Development at Middlesex promotes professional/personal growth, applied scholarship, and innovative practices for faculty and staff.

SEPTEMBER 2012

Making Course Materials Available Online

Use the online tools available through Blackboard to make your course resources available to your students throughout your course. You'll never have to make duplicate copies of course information for students again! With this introduction to the Blackboard Course Management System, you will have an opportunity to begin posting your course materials (e.g. office hours, contact information, and syllabus) to a Blackboard course website for student reference.

Lowell - Federal Building, Kerouac Room

Monday	September 17	2:30 - 4:30 p.m.
Thursday	September 27	2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Wednesday	September 19	2:30 - 4:30 p.m.
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Facilitator:

Nancy A. Nessel Curll, *Manager of E Learning*

How to Manage an MCC Budget

This workshop will provide an overview of the budget process both at MCC and the state level. In addition, it will provide a description of the typical budget categories, the role of purchasing, and other important aspects of the budget process. A budget-creating exercise will be included.

Bedford - TLRC

Friday	September 21	10:00 - 12:00 p.m.
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Facilitator:

Gina Spaziani, *MCC Budget Director*

Applying Universal Design Practices to Your Syllabus

The workshop will focus on developing syllabi infused with Universal Design principals and designed to meet the learning styles of our diverse learning community.

Instructional Outcomes

Participants will:

- Understand Universal Design techniques used in a college setting
- Begin to develop a syllabus using these tools to be used in a class for the coming academic year

Bedford - Academic Resources - Library, Alcott Room

Wednesday	September 26	2:00 - 4:00 p.m.
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Facilitators:

Noreen McGinness, *Acting Director of Tutoring Services*

Jeanne M. O'Connor, *Disability Support Coordinator*

Who Does What?

If you want advice on the best practices for using Academic Technology to promote learning, contact:

Nancy Curll, curlln@middlesex.mass.edu

Peter Shea, sheap@middlesex.mass.edu in Professional Development.

If you have a technical issue regarding Academic Technology, contact Service Desk at servicedesk@middlesex.mass.edu.

OCTOBER 2012

Make the Best Use of the Blackboard Tools

Your Blackboard course website has a wide variety of tools available to you to facilitate student work and projects in your course site. Are accepting assignments via email still? There's a better answer for that. Starting out a new course site Bring your materials into the course site all at once to get a head start. Ever need to use a video or an illustration to drive home a particular point or concept? You can now search within Blackboard for those things that will support your point. Want to have your students working on a project? Why not try a Blog, a WIKI, or a Journal? Learn about all of these Blackboard features and more!

Lowell - Federal Building, Kerouac Room

Wednesday	October 3	2:30 - 4:30 p.m.
Thursday	October 11	2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Monday	October 1	2:30 - 4:30 p.m.
Tuesday	October 9	2:30 - 4:30 p.m.

Facilitator:

Nancy A. Nessel Curll, *Manager of E Learning*

Classroom Management in the New Millennium

Issues of classroom decorum, civility, and, at times, even safety, abound in higher education these days. This interactive workshop is designed to provide information and strategies for managing challenging student behavior in the classroom of today. Through syllabus review, case studies, and discussion, participants will learn to better prevent disruptive behavior and to handle it effectively if it does occur.

Lowell - Federal Building - Room 310 - Court Room

Monday	October 1	2:00 - 4:00 p.m.
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Facilitators:

Pam Flaherty, *Dean of Students*

Lynn Gregory, *Personal Counselor, Bedford*

Susan Woods, *Associate Dean, Student Support Services*

The Power of Service-Learning

This workshop will examine the use of service-learning as a learning tool in the college course. Faculty will learn what service-learning is, the different models of service-learning at MCC, how to integrate it into their course and syllabus, and how the pedagogy of service-learning supports the new General Education curriculum and Institutional Student Learning Outcomes.

Bedford - TLRC

Wednesday	October 24	2:00 - 4:00 p.m.
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Facilitator:

Cynthia Lynch, *Director of Service Learning*

Need ISLO Professional Development?

Contact Peter Shea at sheap@middlesex.mass.edu

How to Write an Effective Performance Evaluation for Non-Unit Professionals

In this session a panel consisting of HR professionals will discuss current guidelines and best practices for writing professional performance evaluations. The session is open to any MCC employee who serves in a managerial capacity or who aspires to work in a supervisory position.

Bedford - TLRC

Tuesday October 16 2:00 - 4:00 p.m.

Facilitators:

Gary McPhee, *Director, Human Resources*
Judith Wong, *Associate Director, Human Resources*
Diane Ruksnaitis, *VP Human Resources and Affirmative Action,*
Mt. Wachusett CC

Reading Apprenticeship

Three reading and English instructors want to help you navigate reading in your content area classes. Reading Apprenticeship is designed to help community college students engage and succeed in rigorous academic work. We will show you how to incorporate metacognitive and collaborative approaches to reading in different disciplines that will improve student engagement, comprehension, independence, and success. These strategies are now being used in many disciplines at community colleges all over the country. This is a hands-on workshop. The strategies will introduce:

- Talk to text – modeling and annotating the reading process
- Assessment of Talk to Text – an authentic way to evaluate students' critical reading comprehension
- Double entry journals – a way to encourage active reading and hold students accountable for reading assignments
- Golden Lines/Gallery activity – a quick collaborative activity to get students talking about the content of assigned reading

Lowell - Federal Building - Room 203

Wednesday October 24 2:00 - 4:00 p.m.

Facilitators:

Carrie Finestone and Pat Hyde, *Reading Faculty*
Mary Lou Horn, *Reading and Writing Coordinator, Flexible Studies*

Fall 2012: Positive Psychology Seminar

You are cordially invited to increase your positivity for the 2012-2013 academic year with this six-week seminar! (Seminar is open to all faculty and staff)

- Join your colleagues to discuss issues and practice some well-established exercises in the new and exciting field of Positive Psychology.
- Explore the most recent research and practices in Positive Psychology, and examine how it might relate to you as a person, family member, neighbor, citizen or teacher.
- Look at a strengths-based approach to teaching and learning while being introduced to practices that elicit positive experiences and emotions.
- Be introduced to major figures in the field of Positive Psychology and a variety of stimulating videos and short films.

Bedford - TLRC

Wednesday October 3 3:00 - 4:30 p.m.
Wednesday October 10 3:00 - 4:30 p.m.
Wednesday October 31 3:00 - 4:30 p.m.
Wednesday November 14 3:00 - 4:30 p.m.
Wednesday November 28 3:00 - 4:30 p.m.
Wednesday December 5 3:00 - 4:30 p.m.

Facilitator:

Bob Fera, *Professor/Coordinator of Human Services Program*

NOVEMBER 2012

How to Manage an MCC Budget

This workshop will provide an overview of the budget process both at MCC and the state level. In addition, it will provide a description of the typical budget categories, the role of purchasing, and other important aspects of the budget process. A budget-creating exercise will be included.

Lowell - TBA

Thursday November 8 10:00 - 12:00 p.m.

Facilitator:

Gina Spaziani, *MCC Budget Director*

Working with Students with Documented Disabilities

This faculty session will address instructors' questions and concerns, exploring ways to respond to the needs of students with Learning Disabilities in courses across the disciplines. It will include discussion of the process and procedures for procuring accommodations (what we do and do not do/ accept in these instances), typical accommodations (testing, note taking, etc), the differences between high school and college and what some newer students are adjusting to when transitioning to college.

Bedford - TLRC

Wednesday November 7 2:30 - 4:00 p.m.

Facilitator:

Korinne Ritchey, *Disability Support Specialist*

Introduction to Yoga

This course introduces the fundamentals of yoga for beginners and discusses the advantages of incorporating yoga into one's wellness regimen.

Bedford - TLRC

Thursday November 15 2:00 - 4:00 p.m.

Facilitator:

Shelli Demarkles, *Counselor, TRiO/Student Success Program*

Promoting Academic Integrity

This workshop will explore student plagiarism issues, including discussions of our pedagogical responses to plagiarism and our current detection options. There will be a discussion on SafeAssign, the plagiarism detection software program available for use by all MCC faculty automatically through Blackboard.

Lowell - TBA

Monday November 19 2:30 - 4:00 p.m.

Facilitators:

Margie Bleichman, *Faculty, Computer Science*
Jill Keller, *Faculty, English*
Jean Cremins, *Faculty, Science*

Interested in Attending a Conference or Workshop outside of Middlesex for Professional Development purposes?

You can apply here for support funds:

<https://www.middlesex.mass.edu/professionaldevelopment/staffproposals/appformconf.aspx>

(It is recommended that applicants discuss or review their professional development proposals with their division dean or department supervisor before submitting their application.)

Strategies to Promote Metacognition in Your Students and Yourself

Metacognition is the ability to know what “we know” and what “we don’t know” and is a major component of Critical Thinking Skills. The more students are aware of their thinking processes as they learn, the more they can control such matters as goals, dispositions, and attention. In this workshop we will discuss different strategies to promote and teach metacognitive skills as well as how to embed them in your course assignments. Moreover, we will reflect on our own practices as educators and think about how we can use metacognitive strategies to learn from, monitor and evaluate our own work.

Bedford - TLRC

Monday November 19 2:00 - 4:00 p.m.

Facilitator:

Noreen McGinness, Acting Director of Tutoring Services

Using the Testing Tools and Grade Center in Blackboard

Would you like to set up a test to see if your students are reading the material? Would you like to use a survey to see how they are doing with the use of the materials in the course site? Well we will work through all the steps to set up tests or surveys within Blackboard. Post students grades so that they will know how they are progressing through your course. Learn how to set up and organize the grade center so that it best suits your style. We will go over how to weight grades, drop the lowest grade, and work with extra credit. We will also discuss the use of Rubrics within Blackboard.

Lowell - Federal Building, Kerouac Room

Thursday November 8 2:30 - 4:30 p.m.

Monday November 19 2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Tuesday November 6 2:30 - 4:30 p.m.

Wednesday November 14 2:30 - 4:30 p.m.

Facilitator:

Nancy A. Nessel Curll, Manager of E Learning

Reading Apprenticeship

Three reading and English instructors want to help you navigate reading in your content area classes. Reading Apprenticeship is designed to help community college students engage and succeed in rigorous academic work. We will show you how to incorporate metacognitive and collaborative approaches to reading in different disciplines that will improve student engagement, comprehension, independence, and success. These strategies are now being used in many disciplines at community colleges all over the country. This is a hands-on workshop. The strategies will introduce:

- Talk to text --modeling and annotating the reading process
- Assessment of Talk to Text – an authentic way to evaluate students’ critical reading comprehension
- Double entry journals – a way to encourage active reading and hold students accountable for reading assignments
- Golden Lines/Gallery activity—a quick collaborative activity to get students talking about the content of assigned reading

Bedford - Henderson Hall - Room 116

Wednesday November 28 2:00 - 4:00 p.m.

Facilitators:

Carrie Finestone and Pat Hyde, Reading Faculty

Mary Lou Horn, Reading and Writing Coordinator, Flexible Studies

Building Your Personal Safety Plan: A "Tool Box" of Strategies

Statistics show that college campuses are among the safest possible work environments. There are times, however, when students’ behavior can cause faculty/staff to feel distressed, uneasy or threatened. In this interactive session, participants will discuss a variety of situations of concern and take away a “toolbox” of strategies for ensuring their personal safety on campus.

Bedford - TLRC

Monday November 5 3:00 - 4:00 pm

Facilitator

Lynn Gregory, Personal Counselor, Bedford

Embedding Globalization into the Curriculum

In this workshop, participants will learn how to embed activities in their coursework that encourage students in understand course content in relation to the global community.

Bedford - TLRC

Monday November 26 2:30 - 4:00 p.m.

Facilitator:

Dona Cady, Dean of International Education

DECEMBER 2012

How to Make Optimal Use of Microsoft PowerPoint

This session will involve training in some of the most standard MS PowerPoint functions such as adding text, images, and audio as well as creating animated slides.

Bedford - TLRC

Monday December 3 2:30 - 4:00 p.m.

Facilitator:

Peter G. Shea, Director, Professional Development

Learning to be an Internal Job Candidate

Applying for a new position within your current organization often requires a different skill set than applying for a job with a new organization. In this workshop, you will learn the best practices for improving your chances when competing for a position within your organization.

Bedford - TLRC

Monday December 10 2:30 - 4:00 p.m.

Facilitators:

Darcy Orellana, Assistant Director of HR/Affirmative Action Officer

Judith Wong, Associate Director, Human Resources

JANUARY 2013

New Faculty Orientation

Semi-annually MCC offers a new faculty and staff orientation program.

Bedford

Thursday January 17 8:30 - 7:30 p.m.

Facilitators:

Professional Development Staff and Associates

Need ISLO Professional Development?

Contact Peter Shea at sheap@middlesex.mass.edu

Learning to be a Mentor in a Professional Setting

Acquiring a mentor is a time-honored and highly effective way to enhance one's professional effectiveness and productivity. In this panel discussion, several MCC administrators, faculty, and staff talk about what they have learned by becoming mentors and how one can effectively mentor others.

Bedford - TLRC

Friday January 25 2:30 - 4:00 p.m.

Facilitators:

Matthew Olson, *Dean, Humanities, Social Science and Community Engagement*
Ellen Nichols, *Interim Assistant Dean of Humanities*
Susan Woods, *associate dean, Student Support Services*
Molly Sheehy, *former Lowell Campus Manager*

How to Make Optimal Use of Microsoft Word

This session will involve training in some of the most standard MS Word functions such as formatting text, using tables, merging documents, and using templates.

Bedford - TLRC

Monday January 21 2:30 - 4:00 p.m.

Facilitator:

Peter Shea, *Director, Professional Development*

Integrating ISLOS for Gen Ed Development

In order to be granted General Education status, a course must support at least three of the following ISLOs:

- Written and Oral Communication
- Multicultural/Global Literacy
- Critical Thinking
- Social Responsibility
- Quantitative Literacy
- Personal and Professional Development

In this session, participants will learn effective practices for embedding each of these ISLOS into coursework. We will also discuss how the ISLOS relate to the work created in the Title III Strategies for Success program.

Bedford - TLRC

Friday January 18 2:30 - 4:00 p.m.

Facilitator:

Peter G. Shea, *Director, Professional Development*

Planning and Managing FYE Courses

First Year Experience courses are becoming an essential part of the MCC curriculum. This workshop is intended to help faculty participating in the FYE initiative develop and sustain such courses.

Bedford - TLRC

Monday January 14 2:30 - 4:00 p.m.

Facilitator:

Jo Mucci, *First Year Experience and Student Success*

Who Does What?

If you want advice on the best practices for using Academic Technology to promote learning, contact:

Nancy Curll, curlln@middlesex.mass.edu

Peter Shea, sheap@middlesex.mass.edu in Professional Development.

If you have a technical issue regarding Academic Technology, contact Service Desk at servicedesk@middlesex.mass.edu.

How to Make Optimal Use of Microsoft Excel

This session will involve training in some of the most standard MS Excel functions such as doing financial functions, using formulas, making charts, and formatting documents.

Bedford - TLRC

Monday 2:30 - 4:00 p.m.

Facilitator:

TBA

FEBRUARY 2013

Making Course Materials Available Online

Use the online tools available through Blackboard to make your course resources available to your students throughout your course. You'll never have to make duplicate copies of course information for students again! With this introduction to the Blackboard Course Management System, you will have an opportunity to begin posting your course materials (e.g. office hours, contact information, and syllabus) to a Blackboard course website for student reference.

Lowell - Federal Building, Kerouac Room

Monday February 4 2:30 - 4:30 p.m.

Tuesday February 12 2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Wednesday February 6 2:30 - 4:30 p.m.

Thursday February 14 2:30 - 4:30 p.m.

Facilitator:

Nancy A. Nessel Curll, *Manager of E Learning*

Managing in a Union Environment

This panel discussion will address the challenges of managing employees in a union environment. Participants will hear from the perspective of human resource personnel, administrators, union officials, as well as labor and state counsel.

Bedford - TLRC

Friday February 15 2:00 - 4:00 p.m.

Facilitator:

Judith Wong, *Associate Director, Human Resources*

Character Strengths in Teaching and Learning: Using a Strengths-Based Model for Educators in Personal and Professional Development

"...we can speak to the teacher within our students only when we are on speaking terms with the teacher within ourselves. . . .we need to learn as many ways as we can of talking to ourselves. . . .To teach is to create a space in which the community of truth is practiced."

Parker Palmer (1998), The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life

At the start of the new millennium, Martin Seligman and others created the Positive Psychology movement. One important focus in this movement led psychologists and educators to examine shared virtue, character development and its consequences for individual happiness. In the book, *Character Strengths and Virtues: A Handbook and Classification*, Seligman and Chris Peterson provide a review of six virtues which house 24 character strengths:

- Wisdom
- Humanity
- Justice
- Temperance
- Courage
- Transcendence

This 4 part seminar will aim at creating a community which focuses on the

identification of our own character strengths, those which are needed to be effective educators, as well as instilling this model into our teaching, counseling, advising and learning with students. We hope to create a community of learners by exploring how we might use these strengths in our own lives, as well as our professional careers as educators:

- Module One *Core Virtues and Character Strengths*
- Module Two Thinking About Learning
- Module Three Learning About Teaching
- Module Four Sustainable Renewal for Learning and Teaching

Portions of the above, as well as the foundation of the seminar, may be attributed to Thomas McGovern's *Faculty Virtues and Character Strengths: Reflective Exercises for Sustained Renewal*.

Lowell - Federal Building - Room 310 - Court Room

Wednesday	February 20	3:00 - 4:30 p.m.
Wednesday	March 27	3:00 - 4:30 p.m.
Wednesday	April 17	3:00 - 4:30 p.m.
Wednesday	May 1	3:00 - 4:30 p.m.

Facilitator

Bob Fera, *Professor/Coordinator of Human Services*

What Tutoring and Academic Support Can Offer Faculty

This session provide faculty and staff an overview of what our current Academic Support program can offer students. The panel members will explain the various facets of academic support and how academic support can be tailored to meet the needs of a particular course.

Bedford - TLRC

Friday	February 22	2:00 - 4:00 p.m.
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Facilitators:

Noreen McGinness, *Acting Director of Tutoring Services*
 Peter Shea, *Director, Professional Development*
 others TBA

Reading Apprenticeship

Three reading and English instructors want to help you navigate reading in your content area classes. Reading Apprenticeship is designed to help community college students engage and succeed in rigorous academic work. We will show you how to incorporate metacognitive and collaborative approaches to reading in different disciplines that will improve student engagement, comprehension, independence, and success. These strategies are now being used in many disciplines at community colleges all over the country. This is a hands-on workshop. The strategies will introduce:

- Talk to text --modeling and annotating the reading process
- Assessment of Talk to Text – an authentic way to evaluate students' critical reading comprehension
- Double entry journals – a way to encourage active reading and hold students accountable for reading assignments
- Golden Lines/Gallery activity—a quick collaborative activity to get students talking about the content of assigned reading

Lowell - Federal Building - Room 203

Wednesday	February 27	2:00 - 4:00 p.m.
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Facilitators

Carrie Finestone and Pat Hyde, *Reading Faculty*
 Mary Lou Horn, *Reading and Writing Coordinator, Flexible Studies*

Well, Well, Well...

Health & Wellness Resources at MCC!

This presentation will present an overview of the resources Middlesex offer to permute personal wellness.

Bedford - TLRC

Monday	February 11	2:30 - 4:00 p.m.
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Facilitators:

Jonathan Crockett, *Coordinator of Athletics, Health and Wellness*
 Lynn Gregory, *Personal Counselor, Bedford*

MARCH 2013

Make the Best Use of the Blackboard Tools

Your Blackboard course website has a wide variety of tools available to you to facilitate student work and projects in your course site. Are accepting assignments via email still? There's a better answer for that. Starting out a new course site Bring your materials into the course site all at once to get a head start. Ever need to use a video or an illustration to drive home a particular point or concept? You can now search within Blackboard for those things that will support your pint. Want to have your students working on a project? Why not try a Blog, a WIKI, or a Journal? Learn about all of these Blackboard features and more!

Lowell - Federal Building, Kerouac Room

Thursday	March 7	2:30 - 4:30 p.m.
Wednesday	March 13	2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Tuesday	March 5	2:30 - 4:30 p.m.
Monday	March 11	2:30 - 4:30 p.m.

Facilitator:

Nancy A. Nessel Curll, *Manager of E Learning*

Building Your Personal Safety Plan:

A "Tool Box" of Strategies

Statistics show that college campuses are among the safest possible work environments. There are times, however, when students' behavior can cause faculty/staff to feel distressed, uneasy or threatened. In this interactive session, participants will discuss a variety of situations of concern and take away a "toolbox" of strategies for ensuring their personal safety on campus.

Lowell - TBA

Wednesday	March 20	12:00 - 1:00 p.m.
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Facilitator:

Lynn Gregory, *Personal Counselor, Bedford*

Concept Mapping

At this workshop, you will learn about the powerful teaching technique of Concept Mapping. Based in the work of Joseph Novak from Cornell University, Concept Mapping is a visual way of representing relationships between ideas, images, or words that helps to identify students' prior knowledge, which cognitive theorist David Ausubel has called the single most important factor in being able to learn new concepts. Concept Mapping makes developing knowledge explicit by requiring students to identify specific ideas and articulate relationships between them. The activity of Concept Mapping develops awareness in learners of what they know and don't know, provides a unique window for assessment, and adds a visual and active element to classroom activity. A variety of software tools for Concept Mapping will also be addressed.

Need ISLO Professional Development?

Contact Peter Shea at sheap@middlesex.mass.edu

Bedford - Academic Resources - Library, Alcott Room

Monday March 4 2:00 - 4:00 p.m.

Facilitators:

Noreen McGinness, *Acting Director of Tutoring Services*
Matthew Olson, *Dean, Humanities & Social Sciences*

Project Management: From Idea to Implementation

This workshop will promote understanding of the Project Management process from the initial proposal phase through the stages of finding resources, managing staff, and completing deliverables by deadlines.

Bedford - TLRC

Friday March 29 2:00 - 4:00 p.m.

Facilitator:

TBA

How to Write an Effective Performance Evaluation for Unit Professionals

In this session a panel consisting of HR professionals will discuss current guidelines and best practices for writing Unit professional performance evaluations. The session is open to any MCC employee who serves in a managerial capacity or who aspires to work in a supervisory position.

Bedford - TLRC

Monday March 4 2:00 - 4:00 p.m.

Facilitators:

Gary McPhee, *Director, Human Resources*
Judith Wong, *Associate Director, Human Resources*

Learning to Use E-Portfolios

This workshop covers the basics of e-portfolios—what they are, how Middlesex is using them, and how they can be used to promote the ISLOs.

Lowell - TLRC

Thursday March 7 2:00 - 4:00 p.m.

Facilitators:

Nancy Nessel Curll, *Manager of E Learning*
Bert Engall, *Faculty, Mathematics*

Reading Apprenticeship

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Bedford - TLRC

Wednesday March 27 2:00 - 4:00 p.m.

Facilitators:

Carrie Finestone and Pat Hyde, *Reading Faculty*
Mary Lou Horn, *Reading & Writing Coordinator, Flexible Studies*

APRIL 2013

Three-Part Service Learning Class Project: Engaging Students in Active Learning through MCC's Project-Based Service-Learning Model

This three-part workshop will examine the elements of MCC's project-based service-learning model. Faculty will deepen their understanding of service-learning and how incorporating an all class service-learning project into the curriculum will support General Education reform, achieve crucial Institutional Student Learning Outcomes, increase students' civic skills by providing the opportunity to become more informed and active citizens, and meet identified community needs at a time of shrinking resources. Participants will be asked to integrate a service project into their course. This will include designing reflection assignments and assessment tools and updating their syllabus. Participants will receive a \$250 stipend.

- **Session one:** Faculty will gain an understanding about the innovative practices that make service-learning a high impact pedagogical tool and learn the steps required to integrate project-based learning into their course.
- **Session Two:** Faculty will learn how to incorporate critical reflection into their service-learning project and how it supports MCC's general education reform and essential Institutional Student Learning Outcomes.
- **Session Three:** Faculty will share their upcoming class projects and redesigned syllabus' and enjoy group support as they begin a successful semester of service-learning.

Bedford - TLRC

Monday March 4 2:00 - 4:00 p.m.

Monday April 15 2:00 - 4:00 p.m.

Monday June 24 2:00 - 4:00 p.m.

Facilitator:

Cynthia Lynch, *Director of Service-Learning*

“Flipped Classroom”—Doing Lectures Online and Homework in Class

More and more schools are experimenting with “flipped classrooms”—lectures which are filmed and assigned to students as homework in order to free up class time for more active learning activities. In this presentation, we will discuss ongoing research on flipped classrooms as well as the experiences of MCC faculty who have used the flipped classroom model.

Bedford - TLRC

Friday April 26 2:00- 4:00 p.m.

Facilitators:

Peter Shea, *Director, Professional Development*
Sanford Arbogast, *Academic Information Analyst*

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Working with Students with Documented Disabilities

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Lowell - TLRC

Monday April 15 2:00 - 4:00 p.m.

Facilitator:

TBA

Team-Based Learning

Team-Based Learning is an "easy-to-implement" strategy for classroom collaboration. It:

- Creates community within the classroom immediately and for the duration of the semester;
- Motivates students to "do the reading" by due dates;
- Focuses student groups on their work and eliminates "slackers"; and
- Provides you with the experience of watching and listening to groups of your students discussing, debating, even arguing about course content during class time! TBL allows me to focus mini-lectures on material that students need further clarification with, rather than lecturing on their assigned reading, which only teaches them that they don't need to do that reading

Bedford - TLRC

Monday April 15 2:00 - 4:00 p.m.

Facilitator:

Peter G. Shea, *Director, Professional Development*
others TBA

Using the Testing Tools and Grade Center in Blackboard

Would you like to set up a test to see if your students are reading the material? Would you like to use a survey to see how they are doing with the use of the materials in the course site? Well we will work through all the steps to set up tests or surveys within Blackboard. Post students grades so that they will know how they are progressing through your course. Learn how to set up and organize the grade center so that it best suits your style. We will go over how to weight grades, drop the lowest grade, and work with extra credit. We will also discuss the use of Rubrics within Blackboard.

Lowell - Federal Building, Kerouac Room

Thursday April 4 2:30 - 4:30 p.m.

Wednesday April 10 2:30 - 4:30 p.m.

Bedford - Academic Resources - Library, Alcott Room

Tuesday April 2 2:30 - 4:30 p.m.

Monday April 8 2:30 - 4:30 p.m.

Facilitator:

Nancy A. Nessel Curll, *Manager of E Learning*

MAY 2013

Embedding Globalization into the Curriculum

In this workshop, participants will learn how to embed activities in their coursework that encourage students in understand course content in relation to the global community.

Lowell - TLRC

Friday May 3 2:30 - 4:00 p.m.

Facilitator:

Dona Cady, *Dean of International Education*

Strategies for Promoting Creative Thinking

Are you looking to increase your students' creative thinking abilities? Come and learn about creative problem solving techniques you can use in your courses next semester to increase the creative thinking process. By exploring and using techniques designed to boost creativity such as brainstorming, improvisation games, concept mapping, and assumption busting methods students in your courses will come to see themselves as effective creative problem solvers.

Bedford - TLRC

Friday May 3 1:00 - 3:00 p.m.

Facilitator:

Noreen McGinness, *Acting Director of Tutoring Services*

Low Cost and No Cost Web Tools for Teaching and Learning

Thanks to web-based technologies, there are a number of tools which educators can use to enhance the learning experiences in their courses. This workshop will present a variety of free or inexpensive tools which can be used for instructional purposes.

Bedford - TLRC

Monday May 13 2:00 - 4:00 p.m.

Facilitator:

Peter Shea, *Director, Professional Development*
Sanford Arbogast, *Academic Information Analyst*

Creating a More Positive Classroom Environment

In the college classroom today, it is not always easy to maintain a learning environment where civility and engagement are the norm. Through case studies and classroom scenarios, this interactive session will review and discuss pro-active strategies for cultivating a more positive and productive classroom atmosphere. Techniques for responding effectively to challenging student behavior, should it occur, will also be offered.

Bedford - TLRC

Monday May 6 3:00 - 5:00 p.m.

Facilitator:

Lynn Gregory, *Personal Counseling and Consultation Services*

Drop-In Brown Bag Lunches! | These opportunities for faculty and staff to share ideas will be held twice a month--once in the Lowell TLRC and once in the Bedford TLRC!

To Register for Workshops* | <https://www.middlesex.mass.edu/lens/Schedule.asp>

For More Information | Phyllis Worth at worthp@middlesex.mass.edu or 781-280-3661

* Workshops & Presentations are subject to schedule change. (Please check Newscaster for updates.)