MCC Professional Development

Websites

MCC’s Office of Professional Development
https://www.middlesex.mass.edu/professionaldevelopment

MCC Professional Development (PD) information page
http://myMCCPD.wordpress.com

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

You can apply here for funds:
https://www.middlesex.mass.edu/professionaldevelopment/staffproposals

(It is recommended that applicants discuss or review their professional development proposals with their division deans or departmental supervisors before submitting their applications.)

Minigrants

The minigrant process is open to all staff and faculty. Proposals for minigrant projects, to be carried out over a semester or an academic year, are awarded for curriculum development or enhancement projects that directly affect student learning experiences. Many practices and programs that originated as minigrant projects have been fully implemented and integrated into classrooms and student service areas. All full-time faculty and professional staff members are eligible to participate in the minigrant program. Part-time faculty and professional staff may submit a joint application with a full-time colleague or an individual application. Applications from individual part-time faculty and staff require a letter of endorsement from the appropriate supervisor. All faculty and staff need to discuss their concept with their Division Dean and/or Program Director to avoid conflict with Program objectives and/or College initiatives. For more information please contact Paulo Barrio at barriop@middlesex.mass.edu.

Sabbatical Leave

According to the collective bargaining agreement, “The purpose of a sabbatical leave shall be for professional growth, research, or study which may involve travel and which benefits the unit member and the College.” Successful sabbatical applicants generally identify at least one of the following purposes of their sabbatical. First, a sabbatical can provide an opportunity for enrichment in one’s academic area. This work can include scholarly research, a workplace experience that will enhance one’s understanding of their field or activities that lead to creative exploration and growth. Second, a sabbatical experience is often designed to improve teaching and promote curricular improvement and innovation. Finally, the function of a sabbatical leave is to give a faculty or staff member the opportunity to engage in activities that stimulate their personal, professional and intellectual growth. The MCCC/BHE Agreement provides details on the criteria, eligibility, limitations, duration, process, and post-sabbatical report of activity and accomplishment requirements. For more detailed information about the sabbatical application process, faculty and staff are advised to consult their supervisor.

PD Staff Availability

Please note that Professional Development (PD) Staff can also be available to all faculty and staff beyond the normal hours of operation. If your schedule requires accessing PD staff to assist you during evening or weekend hours, please contact us with advanced notice to coordinate a meeting. Peter Shea can be contacted at sheap@middlesex.mass.edu. Part-time faculty are encouraged to contact Paulo Barrio at barriop@middlesex.mass.edu.

Feedback

As an evolving program, the MCC Office of Professional Development welcomes comments, suggestions, and questions which enable us to improve and develop the services that we provide to the college. Please visit the feedback page on My MCC to provide us with information we can utilize to effectively provide you with the resources you desire. The feedback page can be found at:
https://www.middlesex.mass.edu/professionaldevelopment/feedback.aspx.

Use your smartphone to scan the code and go straight to our PD Wordpress site!
TECHNOLOGY
Web Editor Training Using OU Campus for New Web Editors - (M & T)
Here you recently been appointed a web editor for your department or division? This training is mandatory for web editors and its completion is required before web editing permissions are granted. In this online (Blackboard) self-paced training, topics include: Web Policies, The OU Campus editing environment, Creating and editing web pages, The WFTSVG editor, Templates, Inserting links, using metadata structures, the Content Manager, Drag & drop, Uploading PDFs, Inserting images, Saving and Publishing and Setting reminders.
Available online via Blackboard (Contour/ServiceDesk)

Facilitating a Face-to-Face Course with Blackboard - (C)
Want to provide immediate access to course materials (handouts, PowerPoints, PDF’s etc.)? Provide your students information on their course progress. Continue class discussions beyond the walls of your classroom? Come and learn how Blackboard can assist you with all of this and more.
Facilitator: Nancy Curf, Manager of E-Learning

Using Blackboard for Assessment Purposes - (C, M & F)
Learn what tools in Blackboard will assist you in assessing your students. The online quiz or exam is only the beginning. Use the WISJ, the journal or the blog to gauge writing or project building. Use the discussion to gauge understanding of course concepts.
Facilitator: Nancy Curf, Manager of E-Learning

Take it to the Next Level with Video Everywhere - (C)
Take your course beyond the level of text on the page. Grab a web cam and add a piece of your own personality to your course. Provide a brief lecture, present video feedback or demonstrate a new idea. You can even ask your students to present video.
Facilitator: Nancy Curf, Manager of E-Learning

M$ Excel: Ask an Expert - (H & M)
In these sessions, attendees will have a chance to have their questions about MS Excel answered by Academic Information Analyst, Sanford Arbogast. Sanford will also demonstrate features of MS Excel that help maximize productivity. (Attendees are encouraged to submit questions in advance.)
Facilitator: Sanford Arbogast, Academic Information Analyst

Introduction to Intermediate Sharepoint - (H & M)
In this workshop, participants will learn advanced features of MS Sharepoint, a cloud-based program for planning and document sharing.
Facilitator: Kim Campan, MS Office Trainer

Online Professional Development Offerings

Data Security - (C)
https://www.middlesex.mass.edu/datasecurity/mtxt.aspx

Family Educational Rights and Privacy Act (FERPA) - (C)
https://www.middlesex.mass.edu/humanresources/downloads/ferpatrain.pdf

Preventing Sexual Harassment - (C)
http://training.newmediacenter.com/psh/middlesexcc/

Protecting Human Subjects in Research - (C)
http://php.nihttraining.com/users/login

Introducing MCC Professional Development Tracks

Starting this spring, the Office of Professional Development will be offering specific professional development tracks in the following areas:

- Community College Teaching (C)
- Management (M)
- Productivity (P)
- Assessment (A)
- Wellness (W)
- Diversity, Global Education (O)

MCC faculty and staff who complete four workshops aligned with a specific track will receive a certificate acknowledging their efforts to develop expertise in that area. For more details, contact the Office of Professional Development.

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

OFFERINGS BY CALENDAR DATES

JANUARY
16 - Travel Management - Bedford, North Academic 102, 11:00 a.m.-12:30 p.m.
20 - High-Impact Active Learning Strategies for the 90 minute Class Session - Lowell TLRC, 3:00-5:00 p.m.
21 - Managing an MCC Budget - Lowell TLRC, 3:00-5:00 p.m.
22 - MCC Excel Ask an Expert - Lowell TLRC, 3:00-5:00 p.m.

FEBRUARY
2 - Facilitating a Face-to-Face Course with Blackboard - Lowell LC 302, 3:00-5:00 p.m.
4 - Conducting Deliberative Conversations in the Classroom around Diversity - Bedford TLRC, 3:00-5:00 p.m.
4 - Facilitating a Face-to-Face Course with Blackboard - Bedford AR 107, 3:00-5:00 p.m.
5 - Creating a Welcoming Classroom Environment for Veterans and Military Connected Students - Bedford TLRC, 3:00-5:00 p.m.
6 - Managing a Classroom & Creating a More Positive Classroom Environment - Bedford TLRC, 3:00-5:00 p.m.
11 - Retirement Seminar - Bedford Cafe East, 3:00-5:00 p.m.
14 - Navigating the Grade Appeals Process - Bedford TLRC, 3:00-5:00 p.m.
16 - Facilitating a Face-to-Face Course with Blackboard - Lowell LC 302, 3:00-5:00 p.m.
17 - State Mandated Reporting: How it Applies to Colleges - Bedford TLRC, 3:00-5:00 p.m.
18 - Using Analytics to Guide Decisions in Higher Education - Lowell TLRC, 3:00-5:00 p.m.
19 - MCC Excel Ask the Expert - Bedford TLRC, 3:00-5:00 p.m.
23 - Using Blackboard for Assessment Purposes - Lowell LC 302, 3:00-5:00 p.m.
25 - Getting to know PsyCARTICLES - Bedford TLRC, 3:00-5:00 p.m.
28 - Using Blackboard for Assessment Purposes - Bedford AR 107, 3:00-5:00 p.m.
25 - Positive Psychology Seminar (Part 2) - Lowell TLRC, 3:00-5:00 p.m.

MARCH
2 - Creating a Welcoming Classroom Environment for Veterans and Military Connected Students - Bedford TLRC, 3:00-5:00 p.m.
2 - Go Global with Civic Engagement - Bedford TLRC, 3:00-5:00 p.m.
3 - Using Blackboard for Assessment Purposes - Lowell LC 302, 3:00-5:00 p.m.
4 - Positive Psychology Seminar (Part 2) - Lowell TLRC, 3:00-5:00 p.m.
5 - Using Blackboard for Assessment Purposes - Bedford AR 107, 3:00-5:00 p.m.
9 - Take it to the Next Level with Video Everywhere - Lowell LC 302, 3:00-5:00 p.m.
11 - Take it to the Next Level with Video Everywhere - Bedford AR 107, 3:00-5:00 p.m.
11 - Positive Psychology Seminar (Part 3) - Lowell TLRC, 3:00-5:00 p.m.
12 - Get Connected, Social Media at MCC - Bedford TLRC, 1:00-3:30 p.m.
12 - The Mentoring Relationship - Bedford TLRC, 3:00-5:00 p.m.
16 - Safety on the Frontline: Dealing with Disturbed/Disruptive Students - Lowell TLRC, 3:00-5:00 p.m.
18 - Delivering Outstanding Customer Service - Lowell LP 407, 3:00-5:00 p.m.
19 - MCC Excel Ask the Expert - Lowell TLRC, 3:00-5:00 p.m.
24 - Academic Entrepreneurship - Bedford TLRC, 3:00-5:00 p.m.
25 - How Changes in Global Culture are Impacting the Workplace - Bedford TLRC, 3:00-5:00 p.m.
24 - Take it to the Next Level with Video Everywhere - Lowell LC 302, 3:00-5:00 p.m.
24 - Take it to the Next Level with Video Everywhere - Bedford AR 107, 3:00-5:00 p.m.
25 - Positive Psychology Seminar (Part 3) - Lowell TLRC, 3:00-5:00 p.m.
20 - News from the World of Open Introduction to Open Educational Resources - Lowell TLRC, 3:00-5:00 p.m.

APRIL
1 - Positive Psychology Seminar (Part 1) - Lowell TLRC, 3:00-5:00 p.m.
1 - Complete College America & MCC - Lowell LC 302, 3:00-5:00 p.m.
2 - Creating an Inclusive Classroom - Lowell TLRC, 3:00-5:00 p.m.
4 - Best Practices in Campus Safety - Lowell TLRC, 3:00-5:00 p.m.
5 - Positive Psychology Seminar (Part 2) - Lowell TLRC, 3:00-5:00 p.m.
5 - Open Educational Resources (OER) - Bedford TLRC, 3:00-5:00 p.m.
13 - Applying for an MCC Migrant - Lowell TLRC, 3:00-5:00 p.m.
14 - MCC Excel Ask the Expert - Bedford TLRC, 3:00-5:00 p.m.
15 - Using Analytics to Guide Decisions in Higher Education - Bedford TLRC, 3:00-5:00 p.m.
20 - Complete College America & MCC - Bedford TLRC, 3:00-5:00 p.m.
20 - Understanding Intergenerational Teams - Bedford TBA, 3:00-4:30 p.m.
25 - Introduction to Intermediate Sharepoint - Lowell TLRC, 3:00-5:00 p.m.

MAY
4 - High-Impact Active Learning Strategies for the 90 minute Class Session - Lowell TLRC, 3:00-5:00 p.m.
6 - MCC Excel Ask the Expert - Lowell TLRC, 3:00-5:00 p.m.

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Bart Engwell
MaryAnn Miles
Darcy Orellana
Sarah (Sally) Quast
Carrna Sell
Susan Woods
Kim McMahon

The Office of Professional Development at Middlesex College promotes professional/personal growth, applied scholarship, and innovative practices for faculty and staff.
PERSONAL DEVELOPMENT

 Meditation - (W)
 Looking for a free, convenient way to improve your mental health? Join us for 30 minutes of refreshing, rejuvenating mindful meditation – offered every Friday from 12:30-1:00 in HH308 (Bedford) and FB016 (Lowell). Beginners welcome – perfect for mind and body! Questions? Contact Lynn at gregoryl@middlesex.mass.edu (Bedford) or Bob at ferar@middlesex.mass.edu (Lowell)

 Facilitators: Lynn Gregory, Personal Counselor & Bob Fera, Department Chair, Human Services

 Positive Psychology Seminar - (W)
 In this seminar, participants will discuss issues and practice some well-established exercises in the new and exciting field of Positive Psychology (limited enrollment).

 Facilitator: Bob Fera, Department Chair, Human Services

 Yoga - (W)
 Love YOGA? Want to try it out? This is the PERFECT opportunity to learn and practice YOGA in a comfortable, low-cost environment. This class meets every Tuesday on the Lowell Campus (45 Middle Street). The class runs from 4-5 p.m. for a total of 15 weeks and is open to all members of the MCC campus community. Mats are provided – just wear comfortable clothing and bring your enthusiasm. Cost is $50 per participant and must be paid in advance. YOGA is one of the best ways to start improving your physical and mental health – time to get involved! Questions or registration - contact Jonathan in the Center for Health & Wellness at crockettj@middlesex.mass.edu or 781-280-3785.

 Facilitator: Shelli Demarkles, Counselor

 Circuit Training - (W)
 Do you need some variety in your workout? Need some external motivation to keep you going? Circuit training is a GREAT way to keep things fresh and engaging with your workout. Perfect for individuals who want to work hard, but need support from a certified instructor. This class runs for 15 weeks from 4-5 on Mondays in the Bedford NAG02 Fitness Studio. Open to all members of the MCC campus community. The cost is $50 per participant and must be paid in advance. Circuit training is fast, healthy and fun! Open to the first 7 people who sign up. Questions or registration - contact Jonathan in the Center for Health & Wellness at crockettj@middlesex.mass.edu or 781-280-3785.

 Facilitator: Rebecca Newell, Assistant Dean, Student Affairs

 Fitness Bootcamp - (W)
 Ready to kick start your exercise routine? Consider MCC Bootcamp! In this high-intensity indoor/outdoor group fitness class, participants are challenged with a consecutive series of exercises ranging from runs to weighted lifts to plyometrics and more. The nonstop style of the class makes for a fantastic cardiovascular workout while the selection of strength-based exercises provides for muscular development as well. Participants are free to modify exercises as necessary and increase or decrease intensity based on their physical capabilities. Whether you’re looking to lose weight, gain stamina or just spice up your workout, this class will push you to your limits! Bootcamp meets every Wednesday on the Bedford Campus 4-5 p.m. Cost is $50 and must be paid in advance. Open to the first 8 people who sign up. Questions or registration - contact Jonathan in the Center for Health & Wellness at crockettj@middlesex.mass.edu or 781-280-3785.

 Facilitator: Jenna Nickerson

 UMass Lowell Recreation Center Memberships (for MCC employees and family members)
 Looking for a GREAT facility to help meet your exercise goals? The UMass Lowell Recreation Center offers memberships to MCC employees and their partners/spouses. This facility offers indoor basketball courts, group exercise studios, HUGE weights and cardio area, indoor track, locker room with sauna, and much more. The cost is $300 for a 12-month membership.

 Questions - contact wellnestss@middlesex.mass.edu. To sign up, go to the UMass Lowell Recreation Center front desk.
HIGH-IMPACT PRACTICES

Managing a Classroom & Creating a More Positive Classroom Environment - (C & S)
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.
Facilitators: Susan Woods, Associate Dean of Student Support Services & Lynn Gregory, Personal Counselor

Best Practices in Public Safety - (C)
This workshop describes potential physical threats and measures that can be taken by school staff and students to protect themselves.
Facilitators: Thomas Hickey, Public Safety Officer (Lowell campus) & Dan Martin, Director of Public Safety

High-Impact Active Learning Strategies for the 90 Minute Class Session - (C)
In this workshop, participants will learn how to maximize the effectiveness of a ninety-minute class session using research-based, active learning practices.
Facilitator: Peter Shea, Director of Professional Development

Get Connected: Social Media at MCC - (C)
This workshop for faculty/staff, offered by the Office of Marketing Communications, focuses on social media at the college and how you can get connected. Join us for an educational session about MCC’s social media platforms, how they work, and how you can use them to benefit your department or program.
Facilitators: Tina Linderholm, Communication Specialist/Writer & Kathy Register, Senior Writer/Editor

Safety on the Frontline: Dealing with Disturbed/Disruptive Students - (C & M)
Although college campuses are among the safest possible work environments, there are times when students’ behavior can cause staff to feel distressed, uneasy or threatened. In this interactive workshop, participants will discuss a variety of situations of concern, while learning about prevention and intervention tips and strategies for best managing those situations. Emergency protocols will also be reviewed.
Facilitators: Susan Woods, Associate Dean of Student Support Services & Lynn Gregory, Personal Counselor

News from the World of Open! Introduction to Open Educational Resources - (C)
Have you heard of OER but don’t quite know what it means? Do you want to learn how to use Creative Commons or other public licenses more effectively? Come to this workshop hosted by Coordinator of Library Services Donna Maturi in the Lowell TLRC on Monday March 30th from 2:30-4:00pm. She will provide an overview of Open Education Resources (OER) for faculty interested in an alternative to the high cost of textbooks for students.
Facilitator: Donna Maturi, Coordinator of Library Services

How Changes in Global Culture are Impacting the Workplace - (M & D)
Globalization has radically transformed work environments both at a technologically and socially level. Participants will understand the various challenges in this dynamic workplace and acquire resources to effectively succeed in this environment.
Facilitator: Vikram Sharma, Professor of Accounting

Creating a Welcoming Classroom Environment for Veterans and Military Connected Students - (C)
This workshop will provide information about the unique, and sometimes complex, challenges facing veterans and military connected personnel as they transition into the role of “college student”. Real-life classroom scenarios will be reviewed and discussed, as well as tools and strategies for best supporting and working with these students. Please note that registration for this workshop is limited to 25, and participants will be offered a $50 stipend for attendance.
Facilitators: Susan Woods, Associate Dean of Student Support Services & Lynn Gregory, Personal Counselor

Complete College America & MCC - (M)
Join Provost Phil Sisson and Associate Provost Clea Andreadis as they provide an overview of the Complete College America Initiative and how it relates to MCC’s Strategic Plan.
Facilitators: Phil Sisson, Provost/Vice President, Academic Affairs, & Clea Andreadis, Associate Provost, Academic Affairs

Give the Students What They Want: Leveraging Our Understanding of Students’ Online Learning Practices to Improve Teaching and Learning - (C)
Which disruptive technologies will change the face of higher education? A survey of 300+ students conducted by the SoTL Communities at Framingham State University and Middlesex Community College and a follow-up focus group yielded surprising results about students’ technology-related learning practices and are informing how faculty integrate technology into their courses. Participants will be introduced to the concept of “disruptive technology” and how it is altering the delivery of higher education, receive data regarding MCC students’ online learning practices, and be presented with examples of how some MCC faculty are integrating technology into their courses to improve learning.
Facilitators: Sally Quast, Science Faculty, Co-Coordinator MCC SoTL Community & Cathy McCarron, Chair - English department, Co-Coordinator MCC SoTL Community

Creating an Inclusive Classroom - (C & D)
In this workshop, staff and faculty who will share their expertise in making the college environment inclusive to students with disabilities, students who are LGBTQ, students from multicultural backgrounds, and students who are veterans. Presenters will also provide a “Tip Sheet” with helpful information on curriculum, things to have in a syllabus, and services available on campus and in the community. Participants will learn strategies for creating an inclusive environment.
Facilitators: Aimee Rusman, Director-TRO/Program for Student Achievement & Donna Gray, Professor of Social Science & Darcy Orellana, Assistant Director of Human Resource/Affirmative Action Officer & Deb Botker, Professor of Humanities, FSA president

Open Educational Resources - (C)
Participants will be able to explore the option of using open educational resources in supplement to or in lieu of using traditional textbooks. The benefits and drawbacks of using OER will be discussed.
Facilitators: Ashli Ree, Professor of Fashion Merchandising & Haley Sugarman, Professor of Paralegal Studies

Getting to know PsycARTICLES - (C)
The MCC Library recently added PsycARTICLES during the Fall. Learn more about the database: how to search, specialized features, and customized library instruction the MCC librarians could offer your classes.
Facilitator: Carrie Salazar, Literacy & Assessment - Library Services

The Mentoring Relationship - (M)
This panel-led roundtable discussion will focus on what it means to be a mentor, what is learned in the mentoring process, engaging in the mentoring relationship, and challenges people face as both mentors and mentees. This will be a wonderful discussion for those who have mentored already as well as those who anticipate being involved in a mentoring role.
Facilitators: Colleen Cox, Dean - Lowell Campus Manager, Jo Mucci, Director - First-Year Experience (FYE) & Student Success Bedford Campus & Matthew Olson, Dean - Humanities and Social Sciences & Pat Demaras, Assistant Dean of International and Multicultural Affairs

Applying for an MCC Minigrant - (C)
Come gain some insight into the minigrant application process. Learn about funded projects and throw ideas around about what you would like to see funded. This workshop comes just in time as the minigrant application process runs from the beginning of May until graduation. Workshop will need a minimum of 5 registered participants to run, so register today!
Facilitator: Paulo Barrio, Assistant Director of Professional Development

Conducting Difficult Conversations in the Classroom around Diversity - (C & D)
In this session, participants will learn how to prepare and guide students to have open, respectful and challenging conversations about race and ethnicity.
Facilitator: Nina Davidson, Professor of English

Understanding the Academic Progress Process - (C & A)
Are you confused by the new Academic Progress Process? Does meeting with a student on Academic Probation scare you? In this workshop, participants will practice: identifying why a student does or does not have an academic progress hold; evaluating what interventions are appropriate for a student (if any) and; thinking critically about the next steps for students with regard to Academic Progress.
Facilitator: Gail Lucozzi, Academic Progress Coordinator

Team Building in the Workplace - (M & P)
This workshop will share best practices on how to foster collaboration and collegiality in the workplace.
Facilitator: Virginia D. Maglia, Learning & Development Consultant

Managing Multiple Projects - (M & P)
This workshop will share best practices on how to prioritize projects, plan appropriate amounts of time, and engage in communication necessary for successful project completion.
Facilitator: Rich Maltzman, Project Management Professional

Customer Service in Higher Education: High Impact Practices - (M & P)
Learn how to respond to the needs of potential and existing students in a higher education environment.
Facilitator: Ceridian

Retirement Seminar - (M)
In this seminar, representatives from the state retirement board will explain the procedure for state employees preparing to retire and recommend best practices for preparing for retirement.
Facilitators: TBA

Go Global with Civic Engagement! - (C & D)
This workshop will provide tips and tools for globalizing your course through civic engagement.
Facilitators: Dona Cady, Dean, Global Education & Carina Self, Assistant Dean of Social Science and Service Learning

Academic Entrepreneurship - (C & W)
In this workshop participants who work in an academic environment will discover ways in which they can leverage their expertise and experiences into creating small businesses.
Facilitator: Luciano Sappia, Assistant Professor, Business

Managing an MCC Budget - (M & P)
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.
Facilitator: Gina Spaziani, MCC Budget Director

Travel Management Training - (M & P)
This training is designed to help college personnel to set up their online profile and navigate our new American Express Online Travel website in order to book airfare and hotels on their own (except conference hotels which are done directly through the conference). This training is hands on so everyone will be able to practice booking a trip.
Facilitator: Kathy Rich, Controller