



**Professional Development: August 10-12, 2010**

Time	Tuesday, August 10	Wednesday, August 11	Thursday, August 12
8:00		<b>Employment law training for supervisors</b> Time: 8:00-9:45 a.m. Location: US Bank Room, IT bldg. Presenter: Mandy Abernathy, Assistant Attorney General	
8:30	<b>DPS update and new travel requests</b> Time: 8:30-9:30 a.m. Location: US Bank Room, IT bldg. Presenter: Billie Egli		<b>Optimistic students = successful students</b> Time: 8:30-9:30 a.m. Location: US Bank Room, IT bldg. Presenter: Donna McSpadden
9:00			
9:30	Break	Break	Break
10:00	<b>Changing perspectives: One conflict at a time</b> Time: 10:00 a.m.-12:00 p.m. Location: US Bank Room, IT bldg. Presenters: Sara Clements, Yolanda Mitchell, Starlett Mack, and Kirsten Heintz, Speech Communication instructors	<b>A little drama in the classroom</b> Time: 10:00 a.m.-12:00 p.m. Location: US Bank Room, IT bldg. Presenters: Sheila Glasscock and Paul Leopoulus	<b>Introduction to Blackboard 9.1 for instructors</b> Time: 10:00-11:30 a.m. Location: RJ Wills Lecture Hall, CCB Presenter Matt Davis, Blackboard
10:30			
11:00			
11:30			Lunch break 11:30-1:00 p.m.
12:00	Lunch break 12:00-1:00 p.m.	Lunch break 12:00-1:00 p.m.	
1:00	<b>Classroom response systems demonstration</b> Time: 1:00-2:00 p.m. Location: US Bank Room, IT bldg. Presenter: Brandon Keck, TurningPoint	<b>Flexibility in attendance and extended time accommodations</b> Time: 1:00-2:00 p.m. Location: US Bank Room, IT bldg. Presenter: Doris Pierce	<b>Microsoft Excel for beginners!</b> Time: 1:00-2:00 p.m. Location: US Bank Room, IT bldg. Presenter: Bill Wyngaard
1:30			
2:00	Break	Break	Break
2:15	<b>Lowering your digital profile</b> Time: 2:15-3:15 p.m. Location: US Bank Room, IT bldg. Presenter: Derrick Threadgill	<b>Note taker and deaf/hard of hearing accommodations</b> Time: 2:15-3:15 p.m. Location: US Bank Room, IT bldg. Presenter: Doris Pierce and Ginger Giddens	<b>Promote active learning by warming up the classroom atmosphere (webinar)</b> Time: 2:15-3:15 p.m. Location: US Bank Room, IT bldg. Presenter: Dr. Angela Provitera McGlynn
3:15	Break	Break	Break
3:30	<b>Network for Student Success: What it is, what it is not, and why it matters to PTC</b> Time: 3:30-4:30p.m. Location: US Bank Room, IT bldg. Presenter: Kareem Moody	<b>Smart classroom basics</b> Time: 3:30-4:00p.m. Location: IT 206 Presenter: Jayne Pyle	<b>Cool tech tools for education</b> Time: 3:30-4:30p.m. Location: US Bank Room, IT bldg. Presenter: Jayne Pyle
4:00			
4:30	Register online through the PTC Intranet at <a href="https://intranet.pulaskitech.edu/intranet/index.php">https://intranet.pulaskitech.edu/intranet/index.php</a>		

## Tuesday, August 10, 2010

### ***Distributive Purchasing System (DPS) update and new travel requests***

Time: 8:30-9:30 a.m.

Location: US Bank Room

Presenter: Billie Egli, assistant controller

Much has happened in the world of DPS. This session is a chance for the DPS user to catch up on the latest improvements, refresh your memory on standard procedures and enhance your skills. DPS users will be trained on the travel requisition procedures and will review receiving reports. We will also cover common problems users encounter.



### ***Changing perspectives: One conflict at a time***

Date: Tuesday, August 10

Time: 10:00 a.m.-12:00 p.m.

Location: US Bank Room, IT Building, 1st floor

Presenter: Sarah Clements, speech communication chair, and Yolanda Mitchell, Starlett Mack, and Kirsten Heintz, speech communication instructors

Individuals who have the knowledge and skills required for successful conflict management can significantly influence whether those around them embrace positive communication or continue negative, conflict-producing habits. Through an examination of basic interpersonal conflict concepts and conflict management styles, this interactive workshop will enable participants to examine their personal conflict management style and to participate in exercises which will modify their views of interpersonal conflict with students and colleagues, as well as with friends and family

### ***Classroom response systems demonstration***

Time: 1:00-2:00 p.m.

Location: US Bank Room

Presenter: Brandon Keck, Turning Technologies

Have you used classroom response systems (clickers) in your classroom? Are you aware of what they can do? Come see a demonstration of the newest innovations.

### ***Lowering your digital profile***

Time: 2:15-3:15 p.m.

Location: US Bank Room

Presenter: Derrick Threadgill, criminal justice instructor

This workshop is designed to make an individual aware of how accessible his or her information is on the internet, the danger of social networking, and how to remove information from search-for-fee sites.

### ***Network for Student Success: What it is, what it is not, and why it matters to PTC***

Time: 3:30-4:30 p.m.

Location: US Bank Room

Presenter: Kareem Moody, director of Student Success

Pulaski Technical College was awarded a grant to help improve academic outcomes for African American male students. One year later, the network for student success has made a positive impact of the Pulaski technical college community. This session will offer participants an opportunity to learn more about the program's goals and objectives as they relate to student success.

## Wednesday, August 11, 2010

### ***Employment law training for supervisors***

Time: 8:30-9:30 a.m.

Location: US Bank Room

Presenter: Mandy Abernathy, Assistant Attorney General

This presentation will address college policies regarding employment practices, disciplinary procedures, workplace discrimination, and the Equal Employment Opportunity Commission.

### ***A little drama in the classroom***

Date: Wednesday, August 11

Time: 10:00-11:30 a.m.

Location: US Bank Room, IT Building, 1st floor

Presenter: Sheila Glasscock, adjunct instructor of theater and winner of the Susan K. Reid adjunct faculty award for 2010; and Paul Leopoulus, president of the THEA Foundation

An overview of the why and how to use drama to challenge and invigorate and your students and classroom. The elements of drama are easily translated and modified to use as adjunct and primary teaching tools in today's classroom. From using drama to role play in history and social studies to reinforcing elements of creativity in language arts (write and then act it!!), this session will give you practical, hands on tools and ideas to begin implementing drama in the classroom. In classrooms around the country, drama is being used to improve academic performance, retain students and add a new dimension of engagement and excitement. The President and founder of THEA, Paul Leopoulus, will discuss the quantifiable, positive results from implementing drama in classrooms of at-risk students.



**Flexibility in attendance and extended time accommodations (two workshops in one)**

Time: 1:00-2:00 p.m.  
Location: US Bank Room  
Presenter: Doris Pierce, coordinator of Disability Services

The *flexibility in attendance accommodation* is a true test of cohesive and effective communication between a student with a disability registered with Disability Services and a faculty member. As a faculty member, your division may have an attendance policy, and if so, what are your roles and responsibilities as a faculty member to the division attendance policy and Federal Law? When does flexibility in attendance accommodation come into effect – the day the student gives you the accommodation letter or the day they register with Disability Services? How can I determine whether a student was absent from classes because of the functional limitations of their disability? Attend this session to get all your questions answered .

The *extended time accommodation* is a testing accommodation that every instructor must fully understand to be able to navigate the policies and procedures written in the testing policy. Open communication between the student, the instructor and the office of Disability Services must happen in order to sustain the academic integrity of the test. Other testing accommodations reader, scribe, low-distraction room for testing and adaptive equipment/assistive technology for exams will also be discussed.

**Register for these workshops via the PTC Intranet.**

**Note taker and deaf/hard of hearing accommodations (two workshops in one)**

Time: 2:15-3:15 p.m.  
Location: US Bank Room  
Presenter: Doris Pierce , coordinator of Disability Services, and Ginger Giddens, disability counselor

Communication of your class lecture notes is especially important to a student with a disability. The procedure of hiring a *note taker*, presentation of the new note taker certification training and a review of the note taker process will be discussed.

In Spring 2010, Disability Services began revamping and restructuring interpreting services to best meet the needs of the *Deaf and hard of hearing* students, the contracted interpreters who work with them and the faculty who communicate with them. Video captioning and transcription, questions about testing for Deaf students and note taking for deaf students will be discussed.

**Smart classroom basics**

Time: 3:30-4:00 p.m.  
Location: IT 206  
Presenter: Jayne Pyle, director of the Center for Teaching Excellence

Will you be teaching in a “smart classroom” this fall? Most of our smart classrooms have smart boards or interactive displays, document cameras, DVD/VCR players, and a computer. Come to this short workshop on the basics of operating smart room equipment and learn how to turn the system on and to select the inputs you want.

**Thursday, August 12, 2010**

**Optimistic students = successful students**

Time: 8:30-9:30 a.m.  
Location: US Bank Room  
Presenter: Donna McSpadden , counselor

Is the PTC student glass half empty or half full? Learn how optimism can be a predictor of student success. This workshop is based on the more than twenty years of clinical research of Dr. Martin E. P. Seligman, author of *Learned Optimism* (2006), and others in the field of Positive Psychology. Their research illustrates how optimism impacts the quality of life, helps break up depression, boosts the immune system, improves productivity, and promotes success. Are you a pessimist or optimist? Come to learn more about how optimism is not just a predisposition, but is an attribute that can be learned by you and your students.

**Introduction to Blackboard 9.1 for instructors**

Date: Thursday, August 12  
Time: 10:00-11:30 a.m.  
Location: RJ Wills Lecture Hall, CCB, 2nd floor  
Presenter: Matt Davis, Blackboard

Pulaski Tech will migrate to Blackboard 9.1 over the coming months, with a go live of the new version in Summer 2011. This session presents an introduction to the 9.1 interface and new features.

**Microsoft Excel for beginners!**

Time: 1:00-2:00 p.m.  
Location: US Bank Room  
Presenter: Bill Wyngaard, business instructor

Join the 21st century. Enter your grades in an Excel® worksheet and eliminate paper grade books. This workshop will cover the basics of setting up worksheet, performing a few minor calculations, and printing your creation. No experience, prerequisites, or common sense required.



### **Promote active learning by warming up the classroom atmosphere (webinar)**

Time: 2:15-3:15 p.m.

Location: US Bank Room, IT bldg.

Presenter: Dr. Angela Provitera McGlynn

This webinar focuses on how to make the classroom atmosphere more hospitable and welcoming so as to include more students in the learning process. Participants will learn specific tools and strategies they can implement immediately to make their classrooms more welcoming and improve student retention and success.

### **Cool tech tools for education**

Time: 3:30-4:30p.m.

Location: US Bank Room, IT bldg.

Presenter: Jayne Pyle, director of the Center for Teaching Excellence

Come experience a whirlwind tour of several cool technology tools that can be useful in education. All of the tools are free (unless you want the upgrade) and many do not require you download software.

## Registration

Register online via the [PTC Intranet](#).

1. Log in to the PTC Intranet (available through the PTC Portal).
2. Click on the green tab at the top left that says "faculty and staff."
3. Scroll down to professional development and select "course registration."
4. Select the event/s for which you wish to register.
5. Click the "submit" button at the bottom of the page.



## Location

Most of the presentations will be in the US Bank Room of the IT Building (main campus); however, the smart room presentation will be in IT 206 and the Blackboard presentation will be in RJ Wills.

## Cool Technology Tools for Education

Here's a sample of some of the "cool tools" available online. With a little creativity, you can use them in your classes or as tools for making your work easier.

- **Pic-Lits: Inspired Picture Writing:** [http://www.piclits.com/compose\\_dragdrop.aspx](http://www.piclits.com/compose_dragdrop.aspx)  
PicLits is a creative writing site that matches images with carefully selected keywords in order to inspire you. "The object is to put the right words in the right place and the right order to capture the essence, story, and meaning of the picture." Think magnetic poetry with beautiful backgrounds.
- **Jing: screencasting:** <http://www.jingproject.com>  
Jing is a free screencasting tool. It is very simple to use and works on both Mac OSX and Windows computers. Jing allows you to capture mouse movements, so you can use it to record a video of what you see on your computer monitor. A screenshot can be taken, and the software will enable you to add comment boxes and arrows to the images.
- **Fotobabble:** <http://www.fotobabble.com>  
Fotobabble is a website that allows you to upload a photo and add your voice to it. There is no software to load,. The images can be made public or private. Recordings, at least for the free version, are limited to one minute in length. Why not record a greeting over a picture of yourself and use it in your online classes?
- **Diigo:** <http://www.diigo.com>  
Diigo is a research tool that allows users to organize and tag bookmarks that can be accessed from anywhere, archive web pages, and highlight text and images in web pages. You can even add sticky notes. You can also share your work with others and collaborate on projects.



**Center for**  
**Teaching Excellence**

IT 206, PTC Main Campus

Jayne Pyle, Director  
501-812-2813  
[jpyle@pulaskitech.edu](mailto:jpyle@pulaskitech.edu)