



**Center for Professional Development
and
Center for Instructional Technology**

**Fiscal Year 2012
Year-End Report**

Submitted by:

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Center for Professional Development (CPD)

FY 2012 Year-End Report

CPD Website: <http://facstaff.necc.mass.edu/departments-and-organizations/cpd/>

- All projects, programs and activities are described on the CPD website.

Faculty Fellow: Deirdre Budzyna has been the Faculty Fellow for the past fiscal year and will continue in this role in fiscal year 2013. She provided: individual coaching to nine faculty this year; two workshops and hosted six collegial conversations; visited each division to discuss her role as fellow; met bi-weekly with new faculty for teaching and learning orientation; and worked with Clare Thompson to help prepare faculty and staff for College Success Seminar program training. The Faculty Fellow complete job description is available by request.

Adjunct Faculty: DCE Dinner and Conversation event was held on 8/31/11. **Participants: 42** faculty and academic administrators.

Collegial Conversations and Mini-Workshops: Collegial conversations and mini-workshops were offered throughout the academic year on various teaching and learning topics. **Participants: 103** faculty and staff.

- Do Schools Kill Creativity?: 9/28/11 – 14 participants
- Using Clickers: Active Learning Strategies: 9/29/11 – 3 participants
- Learn Something Fun: 10/25/11 (Lawrence) and 10/26/11 (Haverhill) – 3 participants (L), 9 participants (H)
- What Really Matters in College: 11/29/11 (Lawrence) and 11/30/11 (Haverhill) – 2 participants (L), 8 participants (H)
- The Question of Control in the College Classroom: 2/15/12 – 8 participants
- “Start Strong, End Strong” Mini-Workshop: 2/22/12 – 7 participants
- What’s Your Favorite Assignment?: 2/27/12 – 5 participants
- What Makes a Person Successful?: 3/7/12 – 9 participants
- Grading – What, When and Why: 3/21/12 – 5 participants
- The Web Paradox: Doorway or Barrier?: 3/26/12 – 6 participants
- “Multiple Intelligence Theory: A Practical Application” Mini-Workshop: 3/28/12 – 9 participants
- Personal Best: Top Athletes and Singers have Coaches. Should You?: 4/11/12 – 8 participants
- “Multiple Assessment Tools” Mini-Workshop: 4/25/12 – 7 participants

Computer Classes: Offered to all employees in collaboration with the Center for Business and Industry. **Participants: 158** faculty and staff members (84 in the fall 2011 semester; 74 in the spring 2012 semester)

MS Office 2010

Outlook 2010

Advanced Access 2010

Advanced Excel 2010

Designing Slide Presentations

Intro to Word Press

Advanced Word Press

It’s a Mad, Mad, Mad Digital World

Let’s Get Social (about Social Media)

Design Tips for Teaching

Conferences:

NECC Professional Day Conference: The Tenth Annual Conference on Teaching & Learning was held on Friday, 3/30/12. The conference theme was “Conversation Matters” and consisted of three morning

presentations about data related to the Community College Survey of Student Engagement with seven afternoon break-out sessions. **Participants: 200** faculty, academic administrators and professional staff.

Atlantic Center for Learning Communities (ACLC) Conference: 10/19-21/11. **Participants: 13** faculty and staff.

Massachusetts Women in Public Higher Education Conferences:

- **Spring Conference:** 4/13/12. **Participants: 5** staff members

New England Faculty Development Consortium Conferences:

- **Fall Conference:** 11/18/11. **Participants: 1** staff member.
- **Spring Conference:** "Making the Technology Transparent: The Professor's Dilemma", 6/8/12. **Participants: 1** faculty member.

Diversity Speaker Event: The CPD hosted a diversity speaker event in the fall of 2011. NECC student, Beatrice Fernando, shared her story of enslavement and human trafficking on 10/7/11. The event was open to the college community.

Library/Subscriptions/Memberships: CPD maintains a library and membership to many professional organizations. Online articles on teaching and learning are distributed regularly to faculty.

Special Projects:

Leadership Initiatives: Coordinated all of the leadership opportunities to allow for consistency and clarity of each.

NECC Leadership Academy 2011-2012: The Northern Essex Community College Leadership Academy provides an opportunity for NECC to prepare its' future leaders while supporting existing talent. The Academy provides rigorous and challenging activities for leadership development. **Participants: 9** (Four staff and five faculty members) completed the fourth year academy and an individual project. Ten participants were selected for the Academy in FY 2013.

Merrimack Valley Sandbox Leadership Institute (MVSLI): The MVSLI boosts entrepreneurship and leadership in Lowell and Lawrence. Exploring both cities, participants in the Sandbox Leadership Institute will deepen their insights into social justice, strengthen their ability to lead, and build a network with other socially responsible leaders. **Participants: 2** administrators.

Learn as We Go: Support Staff Development Institute: Worked with Christine DeRosa and Sharon McDermot to launch the new support staff leadership program to be offered in fiscal year 2013.

StrengthsQuest (SQ)/Appreciative Inquiry (AI): In 2011-2012, Judith Kamber provided workshops for the following teams: Process Management, Living Our Vision of Excellence, New Full-Time Faculty Orientation, NECC Leadership Academy, Community College Leadership Academy, and classrooms by request. CPD also supplied SQ survey codes to students and faculty for use in the classroom.

Orientation for New Full-Time Faculty: Semester long, weekly meetings with new faculty. This program introduces faculty to resources and services available to faculty and students. In addition, the faculty met bi-

weekly with Deirdre Budzyna, Faculty Fellow, who facilitated conversations about teaching and learning. **Participants: 7** of the 8 new faculty members.

Staff/Faculty Inquiry Groups (SFIGS): Staff/Faculty Inquiry Groups have become a major resource for action research at NECC. Faculty and staff join the SFIGs to collect data, interview students, examine literature and inquire about student learning. While two SFIGs have completed their work, three SFIGs are running at NECC and they include:

- Faculty & Staff Academic Motivation SFIG
- Reading for Understanding SFIG
- Universal Course Design (UCD) and Visual Communication SFIG
- Hispanic/Male Students in Foundational Courses SFIG (Completed Fall 2011)
- Engagement Across the Curriculum: A Collaborative Approach SFIG (Completed Spring 2011)

Teaching in Community (TIC) FY2012: The Teaching in Community project has been reintroduced and will serve faculty with an opportunity to connect with colleagues and put into practice critically reflective teaching and learning. This was the eighth time the TIC program ran and it was co-facilitated by Barbara Stachniewicz, Professor of English, and Marcy Yeager, Professor of Natural Sciences. **Participants: 9** members.

National Coalition Building Institute:

NECC is one of 65 colleges with an NCBI affiliation. The National Coalition Building Institute (NCBI) is an international diversity training program. NECC has a team of 16 people (faculty and staff) who are trained in the NCBI model. Workshops are regularly offered to staff, faculty and students.

In FY 2012, NECC's NCBI Team conducted workshops in the classroom with professors and their students, employees and with the MA NCBI Consortium.

- Classroom workshops (students/faculty): 412
- Employee workshops: 60
- NCBI MA Consortium workshops: 37
- **Total Participants: 509**

National Institute of Staff and Organizational Development (NISOD) Awards: Six full-time faculty members received the NISOD Excellence awards. Recipients were supported to attend the annual conference held in May in Austin, TX. **Participants: 6** recipients chose to attend the conference this year.

Professional Development Funds: A special budget line is allocated in CPD to support faculty and staff to attend professional development activities such as conferences, workshops and course work. An application process is in place and a committee that represents all employees review and recommend funding. There are four funding rounds in an academic year. This year, \$41,892.26 was awarded to faculty and staff.

Symposia:

- **Latino/Latina Students at NECC: Their Cultural Script within the Classroom Dynamics:** Presented by NECC employees, Dr. Jorge Santiago, Gisela Nash and Niurka Aybar: 8/30/11. **Participants: 50** faculty, staff and administrators.

- **First Annual AFSCME Support Staff Symposium:** This symposium included a presentation by David Gingerella, NECC's new CFO: 8/26/11. **Participants: 33** support staff and administrators.
- **Developing and Strengthening Students' Core Academic Skills:** Presented by Dr. Barbara E. Walvoord: 1/9-10/12. **Participants: 41** faculty and staff members.
- **Supporting the Learning, Growth, and Meaning-Making of Underserved Students:** Presented by Charlie Johnson: 6/1/12. **Participants: 35** faculty and staff members.

Living our Vision of Excellence (LOVE) workshops:

- Facilitated by Judith Kamber in FY2012:
 - Strengths 101: 9/30/11, 2/10/12, and 3/23/12
 - Interpersonal Communication – Part 1: Listening Skills: 3/22/12
 - Interpersonal Communication – Part 2: Intentional Communication: 4/5/12

Service to the College: Judith Kamber, Dean of Professional Development, serves on the following boards and committees and attended the following special events:

- Participant: Merrimack Valley Sandbox Leadership Institute, Lawrence track
- Attendee:
 - National Coalition Building Institute (NCBI) Campus Conference: 11/13-20/11
 - NERCOMP Conference: 3/5/12
 - Trauma and Learning in Post-Secondary Education Conference: 4/27/12
 - Authentic Leadership in Action Conference: 6/18-23/12
- Chair: NECC's National Coalition Building Institute (NCBI) Team and Professional Development Funding Committee
- Co-coordinator: NECC's 2012-2015 Strategic Plan
- Steering Committee member: Learning Communities, Executive, Living Our Vision of Excellence (LOVE) and College Success Seminar
- Member: Professional Development Association (MA)
- Board Member: Atlantic Center for Learning Communities

Center for Instructional Technology

FY 2012 Year-End Report

CIT Website: <http://cit.necc.mass.edu/>

The past year has been one for the record books for CIT. Below is a summary of the accomplishments of the CIT staff.

2011 Blackboard Learn 9.1 migration from WebCT CE 6

- Attended webinars and Blackboard conference to learn new system
- Migrated over 100 courses from Blackboard Vista CE8 to Blackboard Learn 9.1
- Provided over 800 individual coaching sessions to faculty and staff from many departments around the college.
- Provided additional technical training and support to faculty members by phone, email and Skype.
- Created video and written tutorials on how to use Blackboard.
- Continue to troubleshoot Bb issues – ongoing and never ending
- Designed and facilitated several workshops on Blackboard Learn.
 - Blackboard Learn update trainings
 - iTeach Presentations
 - LibGuides
- Workshops for Migration from Blackboard Vista CE8 to Blackboard Learn 9.1 including:
 - Backing up courses in CE8
 - Getting Started with Blackboard Learn
 - Getting Started with a Migrated Course
 - Adding/Migrating Content into an Existing Blackboard Learn Course
 - Customizing your Course
 - Creating Assignments and Using SafeAssign,
 - Using Communication Tools in Your Course
 - Using the Grade Center in Blackboard Learn
- Blackboard Workshops
 - Using Blackboard to Enhance Your Face to Face Course
 - Creating Engaging Writing Activities Using Wikis
 - Creating Interactive Games and Activities in Blackboard
 - Raising the Bar with Online Rubrics
 - Minimizing Cheating or Plagiarism in Writing Assignments using SafeAssign

CIT Lab Renovations

- Relocated staff and equipment to different locations while the lab was being renovated.
- Worked with vendors and various NECC departments to organize space and equipment.
- Planned and participated in the CIT / CPD open house.

Lawrence CIT Services

- Higher demand for instructional design and distance learning training.
- Increased travel between campuses to staff lab and attend meetings.

- Provided open lab sessions for walk-in assistance.

Professional Development Partnerships

- Facilitated collegial conversations under CPD
 - Classroom Engagement with Student Response Systems by Susan Tashjian
 - What's Your Favorite Assignment? by Cherie Hagen
 - Grading – What, When and Why by Richard Lizotte
 - The Web Paradox: Doorway or Barrier? A collaborative effort by Melba Acevedo & Susan Martin
 - Using VoiceThread to Collaborate Online by Susan Tashjian
- Facilitated a Professional Day Workshop
 - Presented the work of the Hispanic Male Success SFIG with Jorge Santiago
 - Using StudyMate as an Active Learning Strategy to Engage Students in the Classroom or Online by the CIT Staff
- Provided Mobile Productivity Workshop
 - Co-facilitated workshop on mobile technologies and its productivity applications with CIS faculty member.

Sharestream Media Server Integration

- Adopted a new media server platform and configured with NECC Blackboard courses.
- Linked 178 courses to the ShareStream media server.
- Prepared and trained faculty in the use of ShareStream server.
- Migrated existing media to new server (1187 files).
- Created documentation and video tutorials on ShareStream system.

Created Customized Content for our Faculty, Staff, Students

- Designed new version of handouts for faculty to use in their courses.
- Added more video tutorials to complete tasks in Blackboard.
- Created thirty minute Human Services marketing video.
- New workshops on Blackboard, StudyMate, best practices on teaching, Respondus, Clickers, faculty sites.
- Created video tutorials for Bursar's office on online payments and eRefunds.

Customized iTeach Program

- Taught night and late afternoon sessions of the program.
- Worked extended hours to accommodate faculty schedules
- Updated content, activities, assignments, and instructional methodologies to improve the learning experience.

On-going Professional Development for CIT Staff

- Attended webinars and face to face sessions offered by our vendors
 - Blackboard
 - Respondus & StudyMate
 - ShareStream
 - McGraw Hill Connect & Tegrity
 - iClickers

- Turning Point Technologies
- Attended several LOVE workshops
- Established memberships to enhance and support our work and growth in instructional technology and distance learning
 - NERCOMP
 - Instructional Technology Council
 - Sloan –C
 - Massachusetts Colleges Online

iHealth Initiative Support

- On-going training and coaching of iHealth faculty.
- Assisted in the development of over 20 iHealth program courses.
- Created customized course materials such as a Blackboard course template.
- Participated in iHealth orientations provided to faculty and students.

College-Wide Support

- Assisted department chairs and program coordinators in creating master courses for their faculty and also trained their faculty members on using the template.
- Participated in committees and SFIGS such as Universal Design and Hispanic Males Success, Distance Education committee, Technology Operations Members (TOM).
- Reached out to other areas to improve communication and collaboration
 - IT, MIS, Learning Accommodations, Library, Financial aid, Bursars
- Worked on MCO Conference database and website (involved designing, scheduling, mail forms for proposals, CODs, PHP MySQL coding to make site dynamic, admin panel.)
- Assisted as necessary with new federal and state mandates or laws on such matters as State Authorization for Distance Education, Copyright, Accessibility, local union agreements, and financial aid compliance.
- Worked on TASS Conference (2011) database and website (involved designing, scheduling, mail forms for proposals, CODs, PHP MySQL coding to make site dynamic, admin panel, merge documents for invoices, badges, printouts, design badges, print badges, sort and ship.)
- Co-presented hybrid courses and Blackboard’s learning management system to the American Bar Association as part of the paralegal program reaccreditation process

CIT Reorganization

- Conducted regularly scheduled staff meetings.
- Generated reports on tasks accomplished and status updates.
- Worked completed with less staffing.
- Collaborated with new part time Blackboard administrator.
- Hired part-time faculty to assist in the CIT lab.
- Generated CIT strategic plans and allocated funds to align with goals.