

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

**Fiscal Year 2011
Year-End Report**

Submitted by:

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Center for Professional Development (CPD)

FY 2011 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: Barbara Stachniewicz provided individual coaching to full and part time faculty. She also chaired the Engagement across the curriculum SFIG, facilitated many of the collegial conversations. Complete job description available with details by request.

Adjunct Faculty: DCE Dinner held on 9/11/10. Participants: 53 faculty and academic administrators

Collegial Conversations:

- **The Human Touch in Distance Learning: Using Skype and ooVoo:** 9/13/10
- **Teaching What You Don't Know:** 9/29/10
- **Teaching and Grading Group Assignments:** 10/18/10 (Haverhill) and 10/19/10 (Lawrence)
- **Advice to Online Instructors:** 10/27/10
- **Pathways: Which Path to Take?:** 11/8/10
- **Plagiarism and Assignments That Discourage It:** 12/1/10 (Haverhill) and 11/23/10 (Lawrence)
- **The Center Where Everything Radiates: The Latino Family:** 2/15/11 (Lawrence) and 2/16/11 (Haverhill)
- **What's Your Footprint:** 3/8/11 (Lawrence) and 3/9/11 (Haverhill)
- **The Vision Project:** 4/5/11 (Lawrence) and 4/6/11 (Haverhill)

Computer Classes: Offered to all employees in collaboration with the Center for Business and Industry. Thirty-six NECC employees participated.

Conferences:

NECC Professional Day Conference: The Ninth Annual Conference on Teaching & Learning was held on Friday, 4/1/11. The conference utilized the IDEAS model, providing a unique, fast-paced, dissemination of new ideas and innovations for teaching and support of student learning at NECC. Participants: 161 faculty, academic administrators and professional staff

Atlantic Center for Learning Communities (ACLC) Conference: 10/27-29/10. Participants: Two administrators and seven staff members

Massachusetts Women in Public Higher Education Conferences:

- **Spring Conference:** 4/8/11. Participants: 5 staff members

New England Faculty Development Consortium Conferences:

- **Fall Conference:** "Better Teaching – Better Learning: Reflective Practices for Faculty and Students" with keynote by Dr. Dan Willingham: 11/12/10. Participants: 12 faculty and staff members
- **Spring Conference:** "Mentoring for Good Teaching and Successful Learning" with keynote Dr. Mary Deane Sorcinelli: 5/20/11. Participants: 1 faculty and 1 staff member

Statewide Conference on Teaching & Learning & Student Development: The Academic Spectrum: Helping Underprepared Students Prepare, Prepared Students Advance, Advanced Students Excel: 4/15/11.
Participants: 15 faculty and staff.

Diversity Speaker Events: The CPD hosted a diversity series in the fall 2010 and spring 2011 series in collaboration with NECC's White Fund Lecture Series and Student Activities. All events were open to the college community and the public.

- **The Beauty, Balance and Challenge (BBC) of Diversity** presented by Jamele Adams: 9/22/10
- **Women in Afghanistan: The Struggle for a Voice and a Place** presented by Shabana Basij-Rasikh: 10/22/10
- **The Art of Witnessing: Poetry and Social Justice in Latin America** presented by Marjorie Agosin: 2/23/11
- **Black History Month Read-In** featuring guest NECC student writers and co-sponsored by: The Office of Faculty & Staff Development's Diversity Committee, the Contemporary Affairs Club, and the Liberal Arts Program: 2/28/11
- **Communication Difficulties and Cultural Differences Between Latino Students and Anglo-Mainstream Instructors: How Cultural Differences Impact Teaching, Learning and Student Success** presented by Raul E. Ybarra: 3/3/11
- **Enrique's Journey and America's Immigration Dilemma** presented by Sonia Nazario: 4/8/11
- **Raul Ybarra: Writing as a Hostile Act for Latinos**

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:

NECC Leadership Academy 2010-2011: 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. Six staff and four faculty members completed the third year academy and an individual project. Ten participants were selected for the Academy in FY 2012.

StrengthsQuest (SQ)/Appreciative Inquiry (AI): In 2010-2011, Judith Kamber provided workshops for the following teams: Process Management, Living Our Vision of Excellence, New Full-Time Faculty Orientation, students in advising session, NECC Leadership Academy, classrooms. During the academic year, Judith set up a three day SQ training for staff and faculty participants who had expressed a desire to be more involved with the work.

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 Barbara Stachniewicz, Faculty Fellow, who facilitated conversations about teaching and learning. Participants: Three 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. Four SFIGs are running at NECC and they include:

- Engagement Across the Curriculum: A Collaborative Approach SFIG
- Reading for Understanding SFIG

- Universal Course Design (UCD) and Visual Communication SFIG
- Hispanic/Male Students in Foundational Courses SFIG

Teaching in Community (TIC) 2011-2012: 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 will be the eighth time the TIC program is running (the last time was in fiscal year 2008) and it will be co-facilitated by Barbara Stachniewicz, Professor of English, and Marcy Vozzella, Professor of Natural Sciences. Participants: 10 faculty 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 15 people (faculty and staff) who are trained in the NCBI model. Workshops are regularly offered to staff, faculty and students.

In FY 2011, 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): 179
- Employee workshops: 58
- NCBI MA Consortium workshops: 132
- **Total Attendees for FY 2011: 369**
- Three day Train the Trainer at MCC: 7 participants

National Institute of Staff and Organizational Development (NISOD) Awards: Three full-time faculty members and one adjunct faculty member received the NISOD Excellence awards. Recipients were supported to attend the annual conference held in May in Austin, TX. One recipient chose to attend the conference this year.

NEASC: As NECC's NEASC Co-Chair, after a year-long preparation process, NECC hosted the NEASC Accreditation Team site visit in the fall of 2010 and received accreditation.

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. Sixty eight awards were approved for faculty and staff totaling \$37,525.53 in funding.

Symposia:

- **The Core Academic Skills and You:** Presented by members of the Engagement Across the Curriculum - A Collaborative Approach SFIG: 9/1/10. Participants: 31 faculty, staff and administrators
- **Tell Us What You Think about Writing in the Disciplines:** An Open Forum for Faculty: 10/25/10
- **How to Get the Writing You Want: Spring 2011 Writing in the Disciplines:** Presented by members of the Writing Across the Curriculum (WAC) Committee: 1/20/11. Participants: 33 faculty, staff and administrators
- **Strengths Discovery:** 1/10-12/11. Presented by DeAnna Murphy. Participants: 20 faculty, staff and administrators

- **Developing Critical Thinkers and Becoming a Critically Reflective Teacher:** 6/1-2/11. Presented by Dr. Stephen Brookfield, Distinguished University Professor at the University of St. Thomas in Minneapolis-St. Paul, MN. Participants: 43 faculty, staff and administrators

Living our Vision of Excellence (LOVE) workshops:

- Facilitated by Judith Kamber 2010-2011:
 - Strengths 101 and 102
 - Welcoming Diversity
 - Conflict Management
 - Interpersonal Skills 101 and 102

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

- Chair: NECC's National Coalition Building Institute (NCBI) Team, Diversity Committee and Professional Development Funding Committee
- 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

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

The past year was eventful given all of the changes that took place not just in CIT but also in other areas in the college. Below is a list of the accomplishments, tasks and activities completed by the CIT staff.

- Conducted several workshops on Blackboard:
 - Social Media and Creating Your Brand: presented to college several times and at Conferences
 - Intro to Bb Learn
 - Getting Started with a Migrated Course in Blackboard Learn
 - Communication Tools in Blackboard Learn
 - Adding/Migrating Content into an Existing Blackboard Learn Course
 - Using the Grade Center
- Conducted course reviews for Distance Education contracts
- Conducted several workshops on Jing, Clickers and faculty web sites
- Individually learned or kept current with software programs and websites useful to faculty and staff
- Provided ongoing training for various departments/*ad hoc* groups at the college (CIS, ESL, Basic Reading, CSS)
- Conducted CIT orientation for new faculty
- Met individually with faculty members to coach them on functions/dysfunctions of Blackboard Learn and other issues related to their online courses
- Conducted collegial conversations in collaboration with OFSD
- Attended and participated in the Universal Design SFIG
- Worked with faculty doing paid Universal Course Design projects within the UCD SFIG (still ongoing)
- Presented at Deans' meetings and educated faculty on Bb upgrade
- Negotiated media server contract and installation
- Built new CIT website installing WordPress and designed navigation structure
- Rebuilt Distance site and moved it to the NECC main site
- Created Blackboard handouts and tutorials for students and faculty
- Developed Blackboard course template for iHealth courses
- Worked with iHealth faculty in building their courses (still ongoing)
- Created a student orientation course (based on Baltimore Community College)
- Provided technical support on Blackboard CE8 and Learn 9.1
- Served on Distance Education committee to make policy and discuss problems in the implementation of the Distance Ed Agreement
- Developed video and interactive tutorials for Blackboard
- Developed interactive tutorials for outside departments:
 - Degreeworks
 - Service Desk
- Developed marketing pieces for Jane Gagliardi and Human Services (30 minute video piece and CD done with Adobe Presenter)
- Attended Health Initiative meetings
- Attended Blackboard Admin Certification training (Cherie Hagen and Phil Wysocki)
- Attended Blackboard conference to get information on features and pedagogical applications and meet with programmers from Blackboard to discuss bugs in Blackboard Learn 9.1

- Attended training on McGraw-Hill Connect (building block in Blackboard) that was being presented to NECC's science faculty

The following are some of the initiatives the Center for Instructional Technology and the Center for Professional Development are planning for the fall and spring semesters.

- Open house for the new space in the C Building– to be held in September

2011-2012 CIT/CPD Collaborations:

- iTeach Program – new and updated seven-week program for the fall semester for faculty assigned to teach online
- Collegial Conversations – conversations on selected topics concerning online teaching and learning
- Teaching in Community Online – fall and spring semester meetings for faculty to share best practices