

# CTL CONNECTION

A Publication of Muskegon Community College - Center for Teaching and Learning

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## Sarah Swart Retiring

Our campus Instructional Designer will be retiring on July 2, 2010. Sun-Gard Higher Education is in the process of hiring a replacement to be on site before she leaves. The CTL will honor Sarah's service to the Faculty of Muskegon Community College with a farewell reception sometime in April. Hopefully, this earlier event will allow faculty to attend who might not be able to during the summer session. Check your campus e-mail for a firm date and time.

## DE Gathering of Minds Open House

The Center for Teaching and Learning along with the Distance Education department will be sponsoring an open house on April 5 from 4:00 until 6:00pm.

The intent is to allow those faculty who teach either fully online or hybrid courses to mingle and share experiences. This is not a training session, feel free to come and go as your schedule allows. Beverages and snacks will be available.



## Technology Assistance Schedule

Many have been availing themselves of Sarah's walk in tech support. Unfortunately it has impacted on her ability to keep up with other responsibilities. Her available times will be as follows:

**Mon, Wed 10:30 - 4:30**  
**Tues, Thurs & Fri 8:30 - 2:00**

As always you are encouraged to call Sarah at 231-777-0214 to schedule an appointment.



## Where are They?

Just about the time you think you can find someone on this campus, they move! With the move of the Academic Affairs Department (of which the CTL is a part) we are happy to announce that we are all a bit closer together; same building, same floor. Two moves in particular merit our attention. Deb Howell, Distance Education Coordinator has moved into the third office in the CTL(1109). She still maintains an office in the Life Science Department when wearing her faculty hat. Greg Marczak, Associate Vice President of Academic Affairs, is in room 1119 just down the hall from us. He is still wearing a faculty hat as well but only has one desk. Welcome to the neighborhood Deb and Greg!

Now that you have to walk way over here to see them; you might as well sit down and have a cup of coffee and an animal cracker in the CTL.

## MayDays (the second edition)

MayDays returns this year after a very successful inaugural last spring.

This year's event will be held over three days - May 3, 4 & 5. This is during the open calendar period between the winter and summer semesters. A focus topic has been developed for each of the three days.

A program schedule is located on page two of this newsletter.

A signup form will be emailed to all full and part-time faculty shortly.

There is no charge, lunch is provided and we will have some really cool door prizes!

## Here's an Idea

There has been some talk about using the staff of The Center for Teaching and Learning as a facilitator for an

### Ideas Forum.

The "idea" would be that when your department is working on a project that might need the involvement of another department or campus entity, we could assist in getting all parties together in one place. The Center would not function as a decision maker, simply an assistant in helping your important work to get done. Think about it and let me know your response.

DB

## Center For Teaching and Learning Staff:

**Diane Krasnewich**  
Faculty Advisor

**Debra Howell**  
Distance Education Coordinator

**Sarah Swart**  
Instructional Design Specialist

**Don Bogema**  
Coordinator CTL



## MayDays 2010: A Faculty Conference

May 3 [21<sup>st</sup> Century Teaching] | May 4 [Professor's Toolbox] |  
 May 5 [Blackboard™ versus Whiteboard (Learning Management System)]

### Session Times

### Sessions

#### MAY 3: 21<sup>ST</sup> CENTURY TEACHING (ROOM 1200 STEVENSON CENTER)

- |             |  |
|-------------|--|
| 9:00-9:30   | • The Opener   |
| 9:30-10:30  | • Electronic Syllabi<br><i>Greg Marczak</i>  |
| 10:30-10:45 | Break  |
| 10:45-11:45 | • Keynote speaker Rapid Course Design and Micro-Lectures<br><i>David Penrose, San Juan College/Sungard</i>               |
| Noon-1pm    | Lunch with Presentation - <i>Teaching in Math</i><br><i>Paul Nong-Laalam</i>   |
| 1pm-1:50pm  | • Viewing the Real World: Case Studies in Courses<br><i>Debra Howell, Kathy Pollock, Dave Stradal</i>                    |
| 1:50-2:45   | • Test Analysis: Can I Do It? Yes!! (ParScore)<br><i>Dennis Helmus</i>   |
| 2:45-3:00   | Break  |
| 3:00-4:00   | • Critical Reading and Research: Helping our Students Choose and Use Sources<br><i>Jenny Klingenberg, Gretchen Cline</i> |

#### MAY 4: PROFESSOR'S TOOLBOX (ROOM 1200 STEVENSON CENTER EXCEPT LAST SESSION ROOM 1206-1210)

- |              |   |
|--------------|---|
| 9:00 – 10:30 | • Delivering the Goods: Hybrid, Online, and F2F – Oh My!<br><i>Jenny Klingenberg, Becky Evans, and Diana Casey</i>                            |
| 10:30-10:45  | Break   |
| 10:45-11:45  | • Technospeak: Classroom Technology, Remote Access, and Digital Drives<br><i>Jason Miller and Steve Wilson (OIT)</i>                          |
| Noon – 1pm   | Lunch with Presentation – Teaching in Education: Portable Apps, Zotero, and Audacity<br><i>Sarah Swart (Education)</i>                        |
| 1-2:30pm     | • Panel MCC Services : Graphics, CTL, IT, Bookstore, Library<br><i>Amy James, Don Bogema, Kim Oakes, Mindy Stevens, Carol Briggs-Erickson</i> |
| 2:30-4pm     | • Question and Explore - Room 1206-1210<br>David Penrose will be attending remotely to discuss topics from Monday's Keynote                   |

#### MAY 5: BLACKBOARD™ VS WHITEBOARD (LEARNING MANAGEMENT SYSTEM)

(ROOM L261-263 LIBRARY WING WITH LUNCH IN BLUE AND GOLD ROOM)

- |             |   |
|-------------|---|
| 9:00-9:45   | • Plagiarism Detection with SafeAssign ~ <i>Sarah Swart with Kathy Bates (Nursing)</i>                                  |
| 9:45-10:30  | • Online Tests and Quizzes ~ <i>Debra Howell and Kathy Pollock (Life Sciences)</i>                                      |
| 10:45-11:00 | Break   |
| 11:00-11:45 | • Gradebook Tips and Tricks ~ <i>Sarah Swart</i>  |
| Noon – 1pm  | Lunch with Presentation – A Modular Approach to Online Teaching<br><i>Kurt Troutman (Political Science and History)</i> |
| 1-2:30      | • Whiteboard and IM Tools for Office Hours and Student Support<br><i>Greg Marczak and Sarah Swart</i>                   |
| 2:30-4:00   | • Question and Explore Session  |