MESSAGE FROM THE PRESIDENT

Dear Faculty and Staff:

Madisonville Community College has consistently served students with excellence in and outside the classroom. As faculty and staff who care about real student success, your continued participation in dynamic and meaningful professional development has created a college of innovation, outreach and integrity. Thank you for making the effort to remain leaders in your specific disciplines, and applying that expertise in your classes and offices.

The professional development activities presented in this booklet provide additional opportunities for your development as professionals and also our combined growth as a comprehensive community college. There is a wide variety of interesting topics that I hope will pique your interest and continue your professional growth.

I encourage each of you to take advantage of as many of these offerings as possible, and if you've never presented a session before, please consider doing so. A commitment to professional development will help us as individuals, help our college and most importantly, make the college experience one of quality and success for our students.

Sincerely,

Judith L. Rhoads, Ed.D.

President

2013-2014 PROFESSIONAL DEVELOPMENT PROGRAM

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Special Note

Updates will be made periodically and are accessible through the MCC Professional Development Website. (http://legacy.madisonville.kctcs.edu/faculty/profdev.html)

Watch for professional development updates and announcements in your Email.

TRACK I

EMPLOYEE INFORMATION AND TRAINING

Part A

MANDATORY Professional Development for <u>NEW EMPLOYEES</u>

Forms for Every Reason (And How It May Affect Your Check)

Thursday, August 8, 2013 / 10:00 – 10:50 a.m. IHG 305

We will discuss and assist with the various forms from our offices. Some of these forms may impact your check, health benefits, and/or retirement.

Presented by: Jessica Taylor, May Wright

Using the College Vehicles

Thursday, August 8, 2013 / 11:00 - 11:50 a.m. IHG 305

A discussion of procedures and expectations for using college vehicles.

Presented by: Eddie Marks

New Employee Orientation

Thursday, August 8, 2013 / 12:00 – 4:00 p.m. Wednesday, January 8, 2014 / 12:00 – 4:00 p.m. IHG 305

Hosted by: PD Co-Chairs

New Faculty and Mentors Orientation/Introduction to the New Faculty Teaching and Learning Community

Tuesday, August 13, 2013 / 9:00 – 11:30 a.m. LRC 105

Presented by: Greg Jewell, Stephanie Taylor

New Faculty Teaching Workshop

Tuesday, August 13, 2013 / 1:00 – 2:30 p.m. LRC 105

This session is for the new faculty member and will cover syllabus development, classroom management, teaching methodology, and motivational techniques that provide support and encouragement to our students.

Presented by: Betsy Allen, Mike Dean, Felecia Johnson, Elyssa Lear, Lisa Lee

New Faculty Mentoring Program Orientation

Tuesday, January 7, 2014 / 9:00 – 10:30 a.m. LRC 105

Presented by: Greg Jewell, Stephanie Taylor

Part B

Performance Planning and Evaluation

Wednesday, August 7, 2013 / 9:00 – 9:50 a.m. JHG 305

This session will examine all components of the PPE. Examples of activities in each will be provided to better assist in the planning and reporting processes. We will also discuss strategies to identify opportunities for service, professional development, and leadership. Session will conclude with a Q & A, therefore, attendees should bring PPE issues and questions to the session.

Presented by: Dr. Debbie Cox

Purchasing Basics and Project Control

Wednesday, August 7, 2013 / 10:00 – 10:50 a.m. IHG 309

Participants will learn basic purchasing procedures for supplies, equipment or services. Purchasing methods will be discussed with emphasis on preferred methods for procurements. Reconciliation of budget balances and monthly project control reports will also be demonstrated. Time will be reserved for specific questions or concerns from the participants.

Presented by: Kelli Johnson, Michael Johnson

EMPLOYEE INFORMATION AND TRAINING

EVERYTHING an Advisor Needs to Know About Financial Aid

Wednesday, August 14, 2013 / 9:00 – 9:50 a.m. Friday, January 24, 2014 / 9:00 – 9:50 a.m. IHG 305

We will be discussing SAP, Attendance Tracking, R2T4, Blackboard Call Center, and Financial Aid Updates you may not have heard about. We will also be discussing any other Financial Aid question you may have to help better serve your students.

Presented by: Vicki Morris, Martha Phelps

MCC Marketing & Branding for Employees Who Don't Work with Marketing & Branding

Friday, August 23, 2013 / 11:00 – 1 1:50 a.m. Friday, January 31, 2014 / 9:00 – 9:50 a.m. IHG 305

You need to add a logo to your document but there are 10 different versions and you don't know which one to use. Your PowerPoint presentation has smiley faces zooming in and out. Do we have a template?

You need to send a professional letter to your accrediting body. Do we have a letterhead in Microsoft Word? Is it ok to put a picture of a kitty cat on my email signature? Answers to these questions and many, many more!

Presented by: Aimee Wilkerson

Promotion and Tenure Process (Question & Answer)

Friday, September 6, 2013 / 10:00 - 10:50 a.m. JHG 305

This workshop is designed to assist faculty currently in the process of compiling a promotion review portfolio. An opportunity will be given for clarification of any areas related to submission of materials. All promotion candidates should bring at least one completed section such as external service or internal service for the past two years. Committee members will work with you to help you present your activities in the most effective manner. All interested faculty are invited to attend. Presented by: Cherry Berges and CACP Members

Enough Admissions & Financial Aid Info to Make You Very, Very Dangerous

Friday, September 6, 2013 / 1:00 – 1:50 p.m. IHG 309

Most of us know "just enough to be dangerous"...so walk on the wild side and learn more about admissions & financial aid! We'll cover the basics of both, along with talking points to use with current & prospective students.

Presented by: Martha Phelps, Aimee Wilkerson

What Does Gender Have to Do With It?: Effective Communication at Work

Friday, September 27, 2013 / 10:00 - 10:50 a.m. Room: JHG 305

"I think you know what I said, but I am not sure you understood what I meant." Do you ever find yourself thinking this after talking with someone of the opposite sex? If so, come and learn how and why men and women approach communication differently. You will also learn some strategies for making the most of every communication situation between the sexes.

Presented by: Beth Norton

Transfer Spotlight: Brescia University

January 24, 2014 / 10:00 – 10:50 a.m. IHG 305

This session will provide information on how to effectively advise MCC transfer students and highlight Brescia's admission policies, academic program areas, and scholarship opportunities.

Presented by: Lori Johnson & Terri Higdon

Transfer Spotlight: Lindsey Wilson College

January 31, 2014 / 10:00 – 10:50 a.m. IHG 305

This session will provide information on how to effectively advise MCC transfer students and highlight Lindsey Wilson's admission policies, academic program areas, and scholarship opportunities.

Presented by: Lori Johnson & Roneshia Clark

TRACK I

EMPLOYEE INFORMATION AND TRAINING

Transfer Spotlight: Murray State University

Friday, February 7, 2014 / 10:00 – 10:50 a.m. IHG 305

This session will provide information on how to effectively advise MCC transfer students and highlight MSU's admission policies, academic program areas, and scholarship opportunities.

Presented by: Lori Johnson & Heather Roy

Admissions, Registration, Graduation, Oh My....

Friday, February 21, 2014 / 9:00 – 9:50 a.m. IHG 305

A brief overview of requirements needed for admissions and class registration, such as prerequisites, COMPASS scores, and evaluations of transfer credit. In addition, areas of graduation requirements will be covered such as general education classes, common mistakes that could affect a student's graduation, and how to make sure students that are ready to graduate can make the deadlines.

Presented by: Tiffanie Witt, Cathy Vaughan

Transfer Spotlight: Kentucky Wesleyan College

Friday, February 21, 2014 / 10:00 – 10:50 a.m. JHG 305

This session will provide information on how to effectively advise MCC transfer students and highlight KWC's admission policies, academic program areas, and scholarship opportunities.

Presented by: Lori Johnson & Sarah Begley

Transfer Spotlight: Western Kentucky University

Friday, February 28, 2014 / 10:00 – 10:50 a.m. IHG 305

This session will provide information on how to effectively advise MCC transfer students and highlight WKU's admission policies, academic program areas, and scholarship opportunities.

Presented by: Lori Johnson & Hannah King

TRACK II

CULTURAL DIVERSITY

Appalachian Heritage Reflections – Quilting, Canning and Cane Bottom Chairs

Friday, September 13, 2013 / 10:00 – 10:50 a.m. ICD 117

Appalachian history of selected Arts & Crafts will be covered.

Presented by: Sharon Fugate

Memphis Memories: Field trip to the Civil Rights Museum from Students' Perspective

Friday, September 20, 2013 / 10:00 - 10:50 a.m. JHG 305

After a semester of studying works from major black authors, particularly focusing on African American Literature and focusing on issues such as overcoming discrimination and prejudices, students in the Major Black Writers class went on a field trip to the Civil Rights Museum in Memphis, TN. They will present their experience and reactions from this trip and from the class overall. Presented by: Brooke Archila and students from Major Black Writers (Spring 2013)

Challenging Our Assumptions in Order to Embrace Diversity

Friday, September 27, 2013 / 9:00 - 9:50 a.m. JHG 305

Diversity encompasses how we perceive ourselves and others. The perceptions that we create affect how we interact with colleagues and students. In this session, we will challenge our assumptions in order to transform what diversity means to us.

Presented by: Octavia Lawrence, Vincent Wilson

Spain, land of many cultures

Friday, October 4, 2013 / 9:00 – 9:50 a.m. IHG 305

Katie Appleby and Abigail Gregory will join Dianne Jernigan to share information and pictures they collected during the trip to Spain in May 2013. Please join us to learn more about the land of flamenco, guitars, paella, and conquistadores.

Presented by: Dianne Jernigan with Katie Appleby and Abigail Gregory

Cultural Diversity Plan

Friday, October 4, 2013 / 2:00 - 2:50 p.m. JHG 305

A look at the campus diversity plan, activities and events for the 2013 – 2014 academic year.

Presented by: James Bowles, Silas Matchem

TRACK II

CULTURAL DIVERSITY

Can you relate? An open discussion on the unique problems multi-racial students face on our campuses

Friday, October 25, 2013 / 10:00 – 10:50 a.m. IHG 305

To facilitate a discussion of the unique problems/issues multi-racial students face and a discussion of solutions to make this group of students feel more included in our classrooms and on our campuses.

Presented by: Vicki Morris

You can teach abroad with KIIS; find out how!

Friday, November 1, 2013 / 9:00 – 9:50 a.m. IHG 305

KCTCS is a member of the Kentucky Institute of International Study. As a member of the faculty of MCC, you qualify to teach a summer course abroad in any of 21 countries. Come and find out how to have the experience of a lifetime with room, board, and travel paid plus earn a stipend.

Presented by: Robin West, Representative of KIIS

Generational Diversity in the Workplace

Friday, March 28, 2014 / 9:00 – 9:50 a.m.

IHG 305

Understanding generational diversity and how it impacts the workplace.

Presented by: James Bowles

Sports in India

Friday, April 4, 2014 / 1:00 – 1:50 p.m. IHG 305

Super Bowl may be the most watched TV event in America, but there are other sporting events with viewership twice or thrice that of the Super Bowl. I will discuss some such sports which are immensely popular in India and some other part of the world, but are rarely played and relatively unknown in America.

Presented by: Aseem Talukdar

TRACK III

CRITICAL THINKING

QEP Goal: It is the goal of the MCC Quality Enhancement Plan (QEP) to improve critical thinking skills of students across the curriculum using active learning strategies.

<u>Critical Thinking Definition</u>: The faculty and staff of MCC understand critical thinking to be the practice of the skills of inquiry: to seek or encounter new knowledge, to analyze and synthesize in response to that knowledge, and to draw sound conclusions based upon acceptable reasons supported by objective evidence.

Fostering Reading Comprehension & Critical Thinking Using Double-Entry Reading Logs with PowerPoint

Friday, October 4, 2013 / 11:00 a.m. - 12:15 p.m. IHG 309

Ever wonder, "How can I get my students to read the text, think critically, and engage in active learning while still covering my course content?" This session will demonstrate an interesting and engaging strategy that can be utilized to accomplish all of these goals.

Presented by: Robin West

Helping Students Think Like Technicians: Critical Thinking in AIT

Friday, November 1, 2013 / 11:00 a.m. – 12:15 p.m. AIT Lab

The presenters will focus upon methods the AIT faculty use to help their students think like technicians and engineers as they solve and troubleshoot problems that arise in various systems.

Presented by: David Alsip, Mike Deal, Matt Luckett

The Common Reader Across the Curriculum: New Book, New Ideas

The Common Reader initiative at MCC consists of faculty in different courses across different disciplines using a common reading to provide an

enrichment experience for students and to facilitate active learning and critical thinking activities. A new book was chosen for fall 2013, *Full Body Burden: Growing Up in the Nuclear Shadow of Rocky Flats* by Kristen Iversen. In this interdisciplinary panel discussion, find out how the new Common Reader is being used to support our Critical Thinking and Reading Across the Curriculum initiatives. Perhaps you will choose to adopt the Common Reader in Fall 2014.

Presented by: Dr. Mary Werner and other Common Reader Faculty

The Flipped Classroom: A Few Strategies and Student Reactions

Friday, March 21, 2014 / 11:00 a.m. – 12:15 p.m. JHG 305

This presentation will focus on three studentcentered, "flipped classroom" strategies and how students responded to them. Other quick ideas on engaging students both in face-to-face and online courses (such as Google Hangouts) will be included. Presented by: Chandy Melton

Flipping the Classroom

Friday, April 25, 2014 / 11:00 a.m. – 12:15 p.m. ICD 117

The flipped classroom is closer than you think. Information about and examples of the flipped classroom will be shared along with practical applications.

Presented by: Sharon Fugate

You are also cordially invited and encouraged to attend the <u>Critical Thinking Seminars</u> on Thursday evenings throughout each semester.

Watch for Emails with more information.

TRACK IV

TEACHING/LEARNING

QR Codes

Friday, August 23, 2013 / 10:00 – 10:50 a.m. ICD 125

QR codes aren't just for businesses. Bring your iPad or smartphone, and I will show you how to get students to answer your surveys, complete quizzes, check out resources, and more!

Presented by: Katrina Florea

Facebook as an Educational Tool

Friday, September 13, 2013 / 11:00 – 11:50 a.m. IHG 214

We will show examples of how we use Facebook as an educational tool to provide communication and supplements to our students. We will also give hands-on assistance with creating groups, as well as posting documents and videos.

Presented by: Betsy Allen, Elyssa Lear

Presentations without PowerPoints

Friday, September 13, 2013 / 1:00 – 1:50 p.m. JCD 116

Want your students to give presentations, but dread the steady stream of students reading off their paragraph-long PowerPoint slides? Learn some new web-based presentation methods that students (or faculty!) can use instead. Information will focus on student-created presentations, but the same tips go for faculty presentations as well!

Presented by: Jennifer Welch

Claim an ISBN by Customizing a Textbook

Friday, October 25, 2013 / 9:00 - 9:50 a.m. JHG 305

If you are an instructor who jumps from text to text and haven't found one that 'clicks', maybe it's time to create your customized textbook. It's easier than you might imagine and it's impressive to your family when you are issued your very own ISBN!

Presented by: Mary Poole

A Question a Day Keeps the Stress Away

Friday, November 8, 2013 / 10:00 – 10:50 a.m. JHG 305

In this session, I will discuss how I use a question of the day to relieve stress for both my students and myself. I will show how this question helps to accomplish four different tasks – two benefiting the instructor and two benefiting the students.

Presented by: Elyssa Lear

Help! I'm Not Smarter Than My Fifth Grader

Friday, November 15, 2013 / 10:00 – 10:50 a.m. JCD 125

This PD will help you help your child (or student) with math. A trio of mathematics instructors will present their favorite strategies for teaching and learning the basic skills that every student needs to be successful with math. Come to this session to learn about the lattice method for multiplication and other math secrets your elementary school teacher never taught you.

Presented by: Shari Davis, Katrina Florea, Elyssa Lear

Sticky Learning

Friday, February 7, 2014 / 9:00 – 9:50 a.m. JCD 116

Need some activities to help your content "stick" in your students' minds? Pull out a pad of sticky notes! Come learn some techniques to foster deeper learning by employing the power of the sticky note. A variety of activities will be shared that can be used in all disciplines.

Presented by: Jennifer Welch

Research on Learning Communities

Friday, March 21, 2014 / 10:00 - 10:50 a.m. JHG 305

Learning Communities are a viable way to connect learning across the disciplines. The research on the impact Learning Communities have on student engagement is compelling. This presentation is designed to familiarize faculty with that research.

Presented by: Mary Poole

TRACK V

TECHNOLOGY IN THE WORKPLACE

Faculty Technology Forum

Fridays / 1:00 - 1:50 p.m.:

August 23, 2013

September 27, 2013

October 25, 2013

November 15, 2013

February 21, 2014

March 21, 2014

April 25, 2014

Locations TBA

Forum for faculty to collaborate and share strategies, tools, and technology for teaching. Sessions will alternate with half of the sessions focusing on using the iPad for instruction.

Presented by: Various Presenters on Various Topics

Utilizing the iPad in the Classroom

Friday, September 13, 2013 / 9:00 – 9:50 a.m. IHG 214

This PD session will give attendees the basics of utilizing the iPad in the classroom.

Presented by: Brooke Edens, Marsha Woodall

Prezi Presentations on the iPad

Friday, September 27, 2013 / 11:00 – 11:50 a.m. IHG 248

This PD session will give attendees the basics of putting together a Prezi presentation and uploading to the iPad to utilize in the classroom.

Presented by: Brooke Edens, Marsha Woodall

Blackboard Grade Book

Friday, January 31, 2014 / 11:00 – 11:50 a.m. JGH 248

This presentation will look at how to use the grade book, inline grading, uploading exam and formatting test text files for upload in Blackboard.

Presented by: Debbie Wright

Windows 8

Friday, February 7, 2014 / 11:00 – 11:50 a.m. JHG 248

"I hate Windows 8!" Have you found yourself screaming this at the top of your lungs and wanting to throw your computer through a window? This session will introduce Windows 8 as the app-friendly platform it was created to be and how you can find and still use features we loved from Windows 7.

Presented by: Nancy McClearn, Sonya Shockley, Debbie Wright

Blackboard Collaborate

Friday, February 28, 2014 / 9:00 – 9:50 a.m. IHG 248

Clarissa Hill is presenting Blackboard Collaborate. You'll learn how to be a moderator, how to set up Collaborate and how to navigate in a class.

Presented by: Clarissa Hill

Online Trainings and Webinars

Blackboard Online Training Webinars presented by Paige Brooks-Jeffiers can be found at www.elearning.kctcs.edu and may be accessed at any time.

SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Crochet and Knitting Projects

Wednesday, August 14, 2013 / 10:00 - 10:50 a.m. (Initial Meeting)

ICD 125

We have crochet and knitting projects for all occasions. Projects and presenters will vary by season so that you can create items for your favorite holidays. Join us for tips and techniques. We will even help you do the math for resizing your projects. This session will meet several times throughout the year, with the initial meeting in August. Tentative dates are September 20th, November 8th, January 24th, February 28th, and April 11th.

Presented by: Katrina Florea, Carol Minton, Patricia Fouse, & Jennifer Welch

How to Make Soft Plastic Worms

Friday, August 23, 2013 / 9:00 – 9:50 a.m. BBC 132 Flex Lab

I'll teach you to make a mold and pour your own worms. Let's go fishing!

Presented by: Mike Beauchamp

What's in Your Makeup Bag?

Friday, September 6, 2013 / 9:00 – 9:50 a.m. IHG 229

Makeup tips and tricks to create a professional and versatile look, from a former Merle Norman Beauty Consultant. Bring your makeup bag and any questions you have wanted to ask a makeup professional!

Presented by: Brianna Pantano

Homecoming of Solar Eclipse

Friday, September 6, 2013 / 11:00 – 11:50 a.m. JCD 125

A rare celestial event is approaching our doorsteps. On 21 August, 2017 we are going to witness a total solar eclipse which has not occurred on American soil since 1991 and not on the mainland since 1979. More interestingly, the best place on Earth to view this event would be 'Hopkinsville'. We will discuss what this event is, why such events are so rare, and also what precautions one needs to prepare to see it.

Presented by: Mike Shifflett, Aseem Talukdar

Agriculture: Then and Now

Friday, September 20, 2013 / 9:00 - 9:50 a.m. IHG 305

American agriculture has changed dramatically over the last few decades. Less than one percent of the U.S. population is directly involved in food production today and few understand how and why these changes have taken place. Lack of understanding causes confusion and sometimes contention, but while today's farms may look different than they did a generation ago, farmers have not compromised their values or commitment to producing safe, wholesome, affordable, and nutritious food. Agriculture continues to provide jobs and contribute importantly to maintaining a quality rural way of life in the United States.

We invite you to learn more about the positive impact of soybean production and animal agriculture in your community by hearing directly from a local farmer as they discuss their role in producing food and meeting the expectations of consumers while providing responsible animal care.

Presented by: Curtis Dame, Engage Speakers Bureau

Jewelry Design

Friday, September 20, 2013 / 11:00 - 11:50 a.m. JHG 305

I'll show you jewelry (bracelets, necklaces, and rings) that I have made with semiprecious stones, turquoise, garnets, and onyx. I'll also show a video of carving into bone and antler.

Presented by: Rick Wiles

Breast Cancer: What Do I Really Know?

Friday, October 4, 2013 / 10:00 – 10:50 a.m. JHG 305

There is a lot of information about breast cancer on TV, the internet, Magazines, and books. What are the experts really saying? Come and let Ann and Shannon lead you through the breast cancer maze.

Presented by: Shannon Allen, Ann Hofmann

SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Krazy for Krafts Part 2 - Holiday Edition

Friday, October 4, 2013 / 1:00 - 1:50 p.m. IHG 305

Are you looking for a fun, easy, and affordable way to decorate for the holidays? Join me for an hour of DIY crafts you will be sure to go crazy over! Crafts will be made from everyday household items.

Presented by: Brittany Hernandez-Stevenson

Quilts and the Underground Railroad

Friday, October 25, 2013 / 11:00 – 11:50 a.m. IHG 305

Could blankets have played a part in the Underground Railroad? According to oral history, quilts had a message in them to tell slaves when and how to escape to an Underground Railroad station for passage to the north; a secret quilt code. Presented by: Kathy Ordal

Housecleaning Tricks, Tips, and Timesavers

Friday, November 1, 2013 / 10:00 – 10:50 a.m. JCD 117

Hate to clean your house? Want tips on brightening up whites in your laundry? Would love to know how to get that gum out of your carpet? Let Anita and Roger show you how to save time and money; even how to go green with your cleaning.

Presented by: Anita Summers, Roger Crick

Take a Deep Breath - The Health Benefits of Yoga

Friday, November 1, 2013 / 1:00 – 1:50 p.m. JHG 305

Yoga and meditation are scientifically proven to reduce stress, the very thing that may be at the root of much of the disease and struggle that our society faces. Learn how to effectively use a yoga practice to reduce stress, lower blood pressure, and improve the quality of your life.

Presented by: Hilary Lowbridge, BA, RYT

VERY Basic Rational Emotive Therapy (RET) - Would This Stuff Really Work?

Friday, November 8, 2013 / 11:00 – 11:50 a.m. IHG 211

Short lecture on the Albert Ellis cognitivebehavioral, reality based treatment modality geared toward every day life's disappointments, irritations and problems.

Presented by: Russ Lewis

Freud, The Very Basics: Genius or Just Plain Pervert?

Friday, January 24, 2014 / 11:00 - 11:50 a.m. IHG 305

Short lecture and discussion using daily life situations and humor (hopefully) to clarify the main points of the Psychodynamic perspective.

Presented by: Russ Lewis

Meal Planning Made Simple

Friday, January 31, 2014 / 1:00 – 1:50 p.m. IHG 305

Meal Planning Made Simple will address common issues concerning meal planning for a healthier lifestyle. This informative presentation will also include how to plan for persons with special needs related to diabetes or cardiac disease.

Presented by: Sheila Baker, RDLD

Home Plumbing Repairs for Dummies

Friday, March 21, 2014 / 9:00 – 9:50 a.m. JHG 305

Simple home repairs you can do yourself.

Presented by: Joe Wilson

TRACK VI

SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Vegetable Gardening in Containers

Friday, March 28, 2014 / 10:00 – 10:50 a.m. ICD 117

Grow your own "Victory Garden" in containers on your deck and save money on your grocery bill. Learn what type of soil to use, what type of fertilizer is needed, which vegetables grow well in containers and which vegetables do not, along with which flowers and vegetables grow well together in the same container. You will not only be amazed at your harvest, but the beauty of your container garden!

Presented by: Carol Minton

Good Grief, It's no fun, Charlie Brown

Friday, March 28, 2014 / 11:00 – 11:50 a.m. IHG 305

Some of the basic tenets and theories on how to deal with grief.

Presented by: Russ Lewis

Kentucky Spring Wildflowers

Friday, March 28, 2014 / 1:00 – 1:50 p.m. JCD 125

Kentucky is a temperate deciduous forest biome and as such is blessed with abundance and diversity in both flora and fauna. Don't take your natural surroundings for granted. Attend this session and discover some of the hidden beauty at your feet. Welcome spring by starting with our own Harbinger of Spring!

Presented by: Carol Minton, Pam Smith

Pardon me, I am having my own personal summer.

Peri menopause and menopause

Friday, April 4, 2014 / 10:00 - 10:50 a.m. JHG 305

Find out facts from fiction about the "change"! We will have fun looking at menopause and perimenopause. Signs/ Symptoms, Suggestions and questions will be discussed. Come and find out what all the heat is about!

Presented by: Ann Hofmann, Tracy Littlehale

Plant Swap

Friday, April 25, 2014 / 10:00 – 10:50 a.m. JCD 005

Spring Fever is kicking in for garden lovers. Now is the time to divide hostas, daylilies, and irises, just to name a few of the many wonderful perennials in the garden. Why not share those divisions with others? This is a fun, inexpensive way to obtain new plants for your garden while gathering gardening tips from others. Want to start a garden, but don't have any plants to swap? Come anyway. There is always more than enough plants for everyone.

Presented by: Carol Minton

BROWN BAG LUNCH SERIES

Brown Bag Lunch Series are offered on the Madisonville and Muhlenberg campuses. Watch Emails for more sessions added during the year.

Couponing

Tuesday, August 27, 2013 / 12:20 – 12:50 p.m. IHG 309

Learn some tips & tricks that will save you money on everyday items!

Presented by: Jean Anne Bridges, Aimee Wilkerson

Bacteria and the Crash of the Housing Market

Thursday, September 12, 2013 / 12:20 – 12:50 p.m. IHG 309

What do bacteria have to do with the crash of the housing market? Come find out in this brown bag session.

Presented by: Katrina Florea

Kentucky Board of Education

Wednesday, September 18, 2013 / 12:20 – 12:50 p.m. JHG 305

The Kentucky Board of Education is responsible for developing regulations that govern the activities of the Kentucky system of common public schools. If you have children in public school, this session is important to understand the direction of the Department of Education and the future of education in Kentucky.

Presented by: Jay Parrent

Maximizing Your Credit Score

Wednesday, September 25, 2013 / 12:20 – 12:50 p.m. JHG 211

Interested in how your credit score is calculated and how it can affect you? Learn some of the ins and outs of how your credit score is calculated and how you can improve your score.

Presented by: Jeff Florea

Knitting Fun!

Thursday, January 23, 2014 / 12:20 – 12:50 p.m. ICD 125

Are you looking for knitting inspiration? We have some knitting project and techniques to help get you going. We have a beautiful and easy baby blanket using two strands of yarn. We also have a technique for knitting small tubes with two sets of circular needles instead of 4 or 5 double pointed needles. Come join us for some knitting fun!

Presented by: Katrina Florea, Carol Minton

STAFF PRESENTATION SCHEDULE

Presentations to be given at monthly meetings for staff:

May 31st Bridges Out of Poverty

8:30-11:30 am. room 309 JHG

People in poverty face challenges virtually unknown to those in middle class or wealth-challenges from both obvious and hidden sources. This workshop is based on the book, <u>A Framework for UnderstandingPoverty</u>, by Rudy K. Payne, Ph.D.

Kathy Jacobi presenting

June 21st Decision Making

9:00-10:30 am. Quad room BBC

Dealing with daily distractions is a challenge for professionals. Focusing on the importance things in your work and making the decisions you need to be productive is a key characteristic of highly effective staff members. Based on the book *18 Minutes* by *Harvard Business Review* columnist Peter Bregman, this workshop will introduce strategies on how to manage those distractions and create the time to devote to priorities. **Jay Parrent presenting**

July 19th Team Building Workshop

9:00-10:30 am. Quad room BBC

This workshop will demonstrate the dynamics of teamwork focusing on three specific competencies:

- The formation of teams and when to use teams and when not to use teams.
- How trust is the foundation for teams and the success of teams.
- Teams must have good communication to function in order to meet goals.

Mike Davenport presenting

August 9th Kick-Off/Enrollment Center

8:00 am.-2:00 pm. Glema Center Stage

September 20th Employment Outlook: Present and Future

9:00-10:30 am. TBA

Chris Woodall, Career Services Coordinator, will discuss the current job market and trending occupations, with a special emphasis on MCC programs. This interactive session will also provide attendees with the opportunity to start the admission process.

Chris Woodall presenting

October 11th Professionalism - Make it Your Personal Style

9:00-10:00 am. TBA

Professionalism, including manners and appearance, never goes "out of style". In this session, business etiquette and personal Presentation will be discussed over topics covered in the Professionalism and Protocol course MCC offers. **Felecia Johnson presenting**

STAFF PRESENTATION SCHEDULE

November 8th Women in the Workplace

9:00-10:00 am. TBA

Professors Sarah Oglesby and Mary Werner will give an overview of pay equity legislation, including the Lily Ledbetter Act, and will also discuss the current proposed Paycheck Fairness Act and why it has been unable to pass in the Senate. Finally, Professors Oglesby and Werner will cover strategies to ensure fairness in the workplace today.

Sarah Oglesby and Mary Werner presenting

December 6th Positive Thinking/Attitudes and Enthusiasm

9:00-10:00 am. TBA

Is your glass "half empty"? If so, you might benefit from this session. Join communication faculty members Roshun Radford and Beth Norton for some lighthearted fun and learn some techniques to help you reframe your thinking so you can see that your glass is "half full." This session will provide easy ways to add more smiles and fewer Frowns to your workdays!

Dr. Beth Norton and Roshun Radford presenting

January 6th Kick Off-Health Campus Visit

February 21st Conflict Management

9:00-10:00 am. TBA

"Often times conflict arises from simple causes such as miscommunication and misunderstanding. Other times the issues are more complex such as disparate ideology, rigidity or misinterpretation of others intent. Clarity, context and a desire to succeed are just some of the tools we can tap to avoid and to resolve conflict." **Russ Lewis presenting**

March 21st Nonverbal Communication

9:00-10:00 am. TBA

"Are you a people watcher? Do you know what those small gestures, glances, touches and warm vocal tones mean or what they may mean to others? Join Mike Dean as we examine the meaning of some significant nonverbal communication including Kinesics, vocal cues, touch, personal space and territory, in this workshop." **Mike Dean presenting**

April 11th MSU/WKU Opportunities

9:00-10:00 am. TBA

Join representatives from Murray State University and Western Kentucky University as they share the many academic opportunities available to students, faculty and staff.

Heather Roy presenting

May 16th Understanding Generational Differences in Students

9:00-10:00 am. TBA

Do you know which generation you belong to? Do you know the differences between the generations and how those differences can affect the way we communicate, learn and form relationships? Join Clarissa Hill as she explores these topics and other aspects of the generational differences that affect us all.

Clarissa Hill presenting

ON-LINE PROFESSIONAL DEVELOPMENT RESOURCES

Track 1 - Employee Information and Training

http://www.madisonville.kctcs.edu/Faculty_and_Staff.aspx - Employee Information

http://www.madisonville.kctcs.edu/ - Madisonville Community College Website

Track II - Cultural Diversity

http://www.diversity-books.com/multicultural-education.html - American Multicultural Publications

http://diverseeducation.com/ - Diverse Issues in Higher Education

http://www.diversityweb.org/ - Diversity Web: an Interactive Resource Hub for Higher Education

Track III - Critical Thinking

http://www.criticalthinking.org/ -- The Critical Thinking Community

http://www.austhink.com/critical - Critical Thinking on the Web

http://www.criticalthinking.net - Critical Thinking Net

http://www.asa3.org/ASA/education/think/critical.htm#logic - Critical Thinking Skills in Education &

Life

http://www.philosophy.hku.hk/think -- Critical Thinking Web

Track IV - Teaching/Learning

http://www.psu.edu/dus/mentor/ - (Academic Advising Journal Online) The mentor.

http://thepoint.kctcs.edu/teams/Collection30/MDadvising/default.aspx - Advisor Team Site for

Madisonville Community College

http://www.aacc.nche.edu/ - American Association of Community Colleges

http://www2.myacpa.org/ - American College Personnel Association (for Student Affairs Professionals)

http://www.bls.gov/ -Bureau of Labor Statistics

http://www.careerinfonet.org - Career One Stop: pathways to career success

http://ccrc.tc.Columbia.edu/ - Community College Research Center

http://www.copyright.gov/ - Copyright Office of United States

http://www.cpb.org/grants/grantwriting.html - Grant Proposal Writing Tips

http://innovativeeducators.org/ - Innovative Educators

http://cpe.ky.gov/ - Kentucky Council on Postsecondary Education

http://www.kyvae.org/ - Kentucky Virtual Adult Educators

http://www.league.org/ - League for Innovation in the Community College

http://www.nacada.ksu.edu/ - National Academic Advising Association, type *Resources* in search

window

ON-LINE PROFESSIONAL DEVELOPMENT RESOURCES

http://associationdatabase.com/aws/NCDA/pt/sp/Home_Page - National Career Development Association

http://www.nces.ed.gov/ - National Center for Education Statistics

http://www.guideline.gov – National Guideline Clearinghouse – a public resource for evidence-based clinical practice guidelines

http://www.noadn.org/ - National Organization for Associate Degree Nursing

http://www.sc.edu/fye/ - National Resource Center for the First-Year Experience & Students in Transition

http://www.servicelearning.org/ - National Service-Learning Clearinghouse

http://www.workforcekentucky.ky.gov - Kentucky Labor Market Information

Track V - Technology in the Workplace

http://www.skillpath.com - Business, Professional, and Computer Skills

http://www.madisonville.kctcs.edu/en/workforce_solutions/training_and_development/computer_training - Computer Training

Track VI - Safety, Wellness, and Personal Enrichment

http://www.safetypages.com/ - Category Guide to Various Safety Internet Websites

http://www.cdc.gov - Centers for Disease Control and Prevention (for fun, type zombie in search window)

http://www.disastercenter.com/kentucky/kentucky.htm - Disaster Center Kentucky Page

http://www.homelandsecurity.ky.gov - Kentucky Department of Homeland Security for Disasters or Emergencies

http://www.allaboutosha.com/ - OSHA - blog will introduce a new safety topic weekly

http://www.osha.gov/SLTC/etools/hospital/hazards/sharps/sharps.html -- OSHA needle-sticks, sharps injuries

http://www.kychamber.com/ - Safety and Health, Human Resources

http://www.ilpi.com/msds/ - Safety Links: Material Safety Data Sheets

http://www.emergency.cdc.gov/Snaps/ -- Snap shots of state population data (search by zipcode)

http://www.hhs.gov - U.S. Department of Health & Human Services

http://www.troverfoundation.org/ - Wellness, click on News & Events, then click on Upcoming Events

Rev. 03/08/13

The following is a listing of conference announcements that were distributed through the PD Committee last year. Many of these conferences are held at approximately the same time each year. Hopefully, this will assist you in planning your time and funding allocated to professional development. When a Call for Proposals is issued, the PD Committee will also send out that announcement. Many of the KCTCS websites that have valuable information for KCTCS employees are located at http://legacy.kctcs.edu/wsi.

June

<u>ACSD</u> - Conference on Teaching Excellence will be held June 28-30, 2013 in National Harbor, MD. http://www.ascd.org/conferences.aspx

August

American Association for Higher Education (AAHE) http://www.aahea.org/aahea/

27th Annual Conference on Distance Teaching and Learning - in Madison, WI, August 7-9, 2013. http://www.uwex.edu/disted/conference/index.cfm

Global Conference on Education - The GCE is an international refereed conference dedicated to the advancement of the theory and practices in education. The GCE promotes collaborative excellence between academicians and professionals from Education. August 9-10, 2013 in Ontario, CA. http://www.uofriverside.com/edconference.html

Creativity Workshop - held in New York City, NY, August 16-19, 2013, October 18-21, 2013. Conference dedicated to helping educators from all disciplines discover and nurture creativity in all subjects through exercises and lectures in guided visualization, creative writing, map making, drawing, storytelling, memoir. Grad credits. http://www.creativityworkshop.com/newyork.html

<u>September</u>

KAEE – Kentucky Association of Environmental Educators - KAEE's 37th annual conference will take place on September 13-14, 2013 at Lake Barkley State Resort Park, KY. The conference theme this year is *Creating a Balance*. www.kaee.org/conference

Kentucky Communication Association - www.kycommunication.com

Association for Career and Technical Education (ACTE) – Career and technical education professionals from across the country and around the world will gather September 25-27, 2013 in Sand Diego, CA for the most exciting and talked about Best Practices. http://www.acteonline.org/

President's Leadership Seminar - The KCTCS President's Leadership Seminar (PLS) is a professional development experience designed for the participants to explore topics such as leadership traits, national issues and trends, professionalism, media relations and customer service. PLS participants learn first-hand about cutting-edge issues in leadership from national experts by interacting with these leaders in a collegial, small-group setting while focusing on real-life leadership issues and challenges. Intensive Seminar experiences are supported by a year-long online course led by President McCall. http://legacy.kctcs.edu/prodev/tlss.google.com/

Las Vegas International Academic Conference – September 23-25, 2013 at Monte Carlo Resort and Casino in Las Vegas, NV. Offers four tracks: Business & Economics, Education, Engineering Education, and Health Sciences. http://www.cluteinstitute.com/conferences.html

October

2013 Assessment Institute in Indianapolis, October 28-29, 2013 http://www.planning.iupui.edu/conferences/national/nationalconf.html#about

DevLearn 2013 Conference and Expo - As new technologies continue to emerge, the opportunities — and challenges — to drive organizational knowledge and performance are expanding at an unprecedented rate. If you want to know what's coming next in the world of Learning and what the leaders in the field are thinking and doing, then you need to be at DevLearn — where the expanding possibilities for learning are defined. October 23-25, 2013 at the Aria Resort and Casino in Las Vegas, NV. http://www.elearningguild.com/DevLearn/content/1941/devlearn-2011-conference-and-expo---home/

November

Northeast Business & Economics Association 40th Annual Conference - 2013, the 40th Annual Conference sponsored by the Northeast Business & Economics Association will be held from November 7-9 at Omni Mount Washington Resort in Bretton Woods, NH. Paper and panel presentations in all areas of business and economics, including empirical, pedagogical, and theoretical are encouraged. http://nbea.us/index.html

National Communication Association – 99th Annual Convention November 21-24, 2013 in Washington, DC. www.natcom.org

Madisonville Community College Conference for Student Research – Students in the region display posters and presentation research using the scientific method.

Annual Kentucky Academy of Science Meeting – The objectives of the Academy shall be to encourage scientific research, to promote the diffusion of scientific knowledge, and to unify the scientific interests of the Commonwealth of Kentucky. Annual meeting November 8-9, 2013 in Morehead, Kentucky. See website for updated dates. http://www.kyacademyofscience.org/index

KCTCS Science Faculty Meeting – Annual meeting of KCTCS science faculty held in conjunction with the Annual Kentucky Academy of Science Meeting.

South Atlantic Modern Language Association - The South Atlantic Modern Language Association (SAMLA) is an organization of teachers, scholars, and graduate students dedicated to the advancement of teaching and literary and linguistic scholarship in the modern languages. November 8-10, 2013 at Marriott Atlanta Buckhead Hotel in Atlanta, Georgia. http://samla.memberclicks.net/

19th Annual Sloan-C International Conference on Online Learning - The conference program will offer a full complement of presentations that reflect the implications for the field of specific e-learning experience and practices. November 20-22, 2013 in Lake Buena Vista, FL. http://sloanconsortium.org/aln

Ubiquitous Learning: An International Conference 2013 - The conference is an inclusive forum that examines the ways in which new technologies expand and reshape the possibilities of education within the classroom, and outside its walls. November 14-15, 2013 in Madrid, Spain. http://ubi-learn.com/conference

February

Kentucky Music Educators Association Annual In-Service -. http://www.kmea.org/conference/

March

The Master Teacher Seminar - Designed for experienced faculty to share successful/innovative teaching practices in which they have been involved and to explore a teaching challenge for which they are seeking a solution. http://legacy.kctcs.edu/prodev/tlss_master.cfm

National Association for Developmental Education Conference – March 5-8, 2014 in Dallas, TX. http://www.nade2014.net/

Information about Medical School and the MCAT Test. http://www.ilonlineconf.org

Kentucky Philological Association http://thekpa.org/

International Technology Education Association Conference – A professional organization conference for technology, innovation, design, and engineering educators. The mission is to promote technological literacy for all by supporting the teaching of technology and promoting the professionalism of those engaged in this pursuit. 76th Annual Conference is March 27-29, 2014 in Orlando, FL. http://www.iteaconnect.org/

The League for Innovation Conference on Information Technology - Innovations 2013 is the premier event for professionals dedicated to improving organizational teaching and learning, and discovering new approaches for enhancing the community college experience. The conference provides a tremendous forum for collaboration among academic experts and leading community college professionals, while granting participants exclusive access to the most inventive and thought-provoking programs from around the world. March 2-5, 2014 in Anaheim, CA. http://www.league.org/innovations/

Conference on College Composition and Communication (CCCC) – March 19-22, 2014 in Indianapolis, IN. http://www.ncte.org/cccc/about

April

Southern States Communication Association – Annual Convention in Louisville, KY, April 1-6, 2014. http://ssca.net/

May

Global Conference on Education - The GCE is an international refereed conference dedicated to the advancement of the theory and practices in education. The GCE promotes collaborative excellence between academicians and professionals from Education. May 4-5, 2014 in Los Angeles, CA. http://www.uofriverside.com/edconference.html

Teaching & Learning Support Services - http://legacy.kctcs.edu/prodev/

KCTCS New Horizons Conference - http://edit.kctcs.edu/Faculty_and_Staff/New Horizons.aspx

KyAHEAD – Kentucky Association on Higher Education & Disability Spring Conference http://louisville.edu/disability

NISOD Annual Conference – http://www.nisod.org/conference

June & July

Southeastern Association of Educational Opportunity Program Personnel (SAEOPP) Spring Conference - The purpose of the Southeastern Association of Educational Opportunity Program Personnel Inc. shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Annual meeting is in June of each year in Atlanta, GA. For more information and announcements regarding the conference, visit the website: http://saeopp.org/

International Conference on Critical Thinking - Provides an opportunity for improving one's understanding of critical thinking, and deepening one's ability to foster it in the classroom and apply it in one's life. Annual Conference held in July. http://www.criticalthinking.org/pages/calendar-of-events-in-critical-thinking/639

National Center for Developmental Education Kellogg Institute - The Kellogg Institute for the Training and Certification of Developmental Educators is the nation's oldest continuous advanced training program for developmental educators and learning skills specialists. http://www.ncde.appstate.edu/kellogg.htm

CALL FOR SUBMISSIONS

A call for submissions to the <u>Kentucky Journal of Excellence in College Teaching and Learning</u> will be issued in the fall. This is primarily an electronic journal for teaching and learning with a hard-copy printed each year. If you are interested in preparing an article for submission, guidelines will be distributed with the call. To preview published articles: http://www.uky.edu/ukit/atg/tasc

OTHER OPPORTUNITIES

Date: Summer

Title: Opportunities for faculty to travel abroad for educational/professional development. Faculty may already have a project they would like to pursue and may want to request funding.



Sources Of Funding

Several sources of funding are available for professional development activities. In some cases there are certain criteria and limitations attached to the funding. If you require more detailed information about a particular source, please consult the contact person identified for each. The following table outlines the two categories of funding and the appropriate sequence for funding requests.

TUITION/BOOKS

Primary Source: Tuition Waivers

Secondary Source: Professional

Development Endowment

OTHER PROFESSIONAL DEVELOPMENT AND

RELATED EXPENSES*

Primary Source:

Perkins Grant (Technical only) Professional Development Endowment

Secondary Source:

Academic Division and/or Unit

Tertiary Source:

Professional Development Committee

*To include, but not limited to: Conferences, Workshops, Research, and related travel

TUITION WAIVERS

Amount – Tuition will be waived for up to six credit hours per semester.

Access – Submit a KCTCS Tuition Waiver Form (located in Appendix).

Contact – Immediate supervisor or May Wright in HR for questions.

Eligibility – All employees

PROFESSIONAL DEVELOPMENT ENDOWMENT

Amount – Depends on expense of the activity and other constraints on the endowment at the time of application, up to a maximum of \$1,200. Competitive requests may be funded completely, partially, or not at all.

Access – Submit a Professional Development Endowment Proposal form (located in Appendix) to the Office of Development. Deadline for Academic Year '09 – '10 is April 1, 2009.

Contact – John Peters (john.peters@kctcs.edu)

Eligibility – All employees

PERKINS GRANT

Amount – Depends on expense of the activity and need for that activity to promote and support *technical* programs. Competitive requests may be funded completely, partially, or not at all.

Access – Submit a Planned Use of Funds form (located in Appendix) through Valerie Wolfe or Lisa Howerton for Chief Academic Officer's review. Deadline for submission may be early in the spring semester.

Contact – Discuss with your Division Chair prior to submitting a request.

Eligibility - Technical program faculty only

ACADEMIC DIVISION ALLOTMENT

Amount – Varies by Division

Access – Discuss your professional development request with your Division Chair.

Contact – Division Chair

Eligibility - Faculty only

UNIT BUDGET

Other units of the College may access professional development funds through their unit by discussing the PD activity with their immediate supervisor.

Amount – Varies by unit, depending on budgetary constraints

PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of this committee is to provide funding for professional development and associated fees in the event funding is not available through any other source.

Amount – Since funds are limited through this source, at the discretion of the committee, \$100 per employee will be awarded per academic year based on availability of funds. Funding requests will be considered on a first-come, first-served basis.

Access – submit a Professional Development Proposal Request Memo (located in Appendix) to the Co-chairs of the PD Committee – deadline for 13-14 academic year is February 1, 2014.

Contact – Leah Atcher, Kelly Hayes, or Sonya Shockley, Co-Chairs, Professional Development Committee

Eligibility – All employees

OTHER SOURCES OF FUNDING

SABBATICAL

A sabbatical is offered to faculty for the purpose of extending their education, to complete a research project, or for another approved professional development experience. The length of time requested should reflect the scope and needs of the activity for which you have been approved.

Amount - There are two formats approved for sabbatical leave. You may elect to take one semester at full pay reassigned for your activity or you may receive ½ salary for an entire year. Requests reviewed in light of budget projections.

Access - Memo request to the President

Contact - Initial contact should be a consultation with your Division Chair. Decisions on sabbatical will be made by the President in consultation with the Chief of Academic Affairs.

Eligibility - Consult your Division Chair for eligibility guidelines.

KCTCS

Occasionally, the System will fund faculty and staff to attend system-sponsored or regional workshops or training sessions. When this information becomes available, it will be posted on the PD web page (http://www.madisonville.kctcs.edu/faculty/profdev.html) and transmitted via e-mail.

CHIEF OF ACADEMIC AFFAIRS

Each year, the Academic Affairs Office sponsors a variety of professional development experiences. For example, the Chief of Academic Affairs has covered travel and registration expenses for a limited number of faculty and staff attending Elizabethtown Community College's Distance Learning Conference. You should work with your Division Chair or Unit Supervisor to inquire about this source.

OTHER GRANT FUNDS

Each year, the College applies for and receives grants for different purposes. Some of these grants will include professional development funds. Watch for announcements from the President's office about funding sources such as these and inquire with the contact for that grant or your immediate supervisor.

CONSERVATION OF FUNDS

Please remember that regardless of the source, limited funds are available for any professional development activity. It is imperative that we work to extend our funds as far as possible by:

- Checking on the availability of a college vehicle through Eddie Marks in the Business Office;
- Identifying others who might be attending the same meeting or conference and plan to share a ride;
- Identifying others who might be attending the same meeting or conference and plan to room together where appropriate. There are instances when travel expenses might not be reimbursed when coordination of rooms and travel has not been taken into consideration; and

<u>Plan ahead of time in order that your supervisor might make the best use of available funds for your training or professional development activity.</u>

APPENDIX

- ★ Professional Development Endowment Guidelines
- ★ Professional Development Endowment Proposal Form
- ★ Perkins Planned Use of Funds Form
- ★ Professional Development Committee Funding Request Memo
- ★ Tuition Waiver Form
- ★ Professional Development Activity Log July 2013 December 2013
- ★ Professional Development Activity Log January 2014 June 2014
- ★ Chronological Listing of 13-14 Sessions
- ★ Notes

MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL GUIDELINES

<u>Proposal Developers</u>: All full-time employees of Madisonville Community College are eligible to submit proposals or requests for support; collaborative projects are strongly encouraged.

Focus

- 1. Projects must be focused on one or more of the following:
 A. Improving instruction, B. Student learning, C. Continuing education
- 2. Generally, NO equipment will be purchased for specific individual projects.

Proposal Categories

- 1. <u>Instructional Application</u>. Projects that are designed to put innovative classroom teaching methods into practice.
- 2. <u>Instructional Research</u>. Projects that are designed to conduct organized research for the purpose of determining answers to questions related to classroom teaching and/or institutional advancement.
- 3. <u>Educational Materials</u>. Projects that are designed to develop and field-test educational materials that improve classroom teaching and learning, thus enhancing student learning.
- 4. <u>System-wide Workshops.</u> Workshops that are designed to assist faculty to implement methods that improve classroom learning.
- 5. <u>Continuing Education</u>. Project should assist participant in attaining advanced educational goals at the bachelors or post-bachelors level. Funds applied for in this category must be used for credit course work only. This category of funding is available for all employees of MCC.
- 6. <u>Professional Development</u>. Relates to academic conferences and seminars external to KCTCS.

Budget

- 1. Proposals that are approved will be funded up to a \$1,200 maximum.
- 2. Proposal funds may be used for educational materials that are not normally provided by existing college/division budget.
- 3. Funds MAY be used to support employees presenting at other Systems locations.

Proposal Review

- 1. Proposal form must be submitted by April 10th of each year to the Advancement Office to be considered for the next academic year.
- 2. A review committee co-chaired by the Chief of Academic Affairs and the Director of Advancement will complete review of the proposals and make recommendations to the President for proposal acceptance or failure. The committee will consist of the Chief of Academic Affairs, the Director of Advancement, Chair of the Faculty, and Co-chairs of the Professional Development Committee.

Project Reports

- 1. Project originators may be asked to prepare a final written project report to the review committee. This report will include evidence assessing the effectiveness of the project or include expectations of outcomes relating to instruction, student learning, or participant degree status. Depending on the nature and scope of the project, an inprogress report may also be required. No report will be required for trips to conferences or system meetings.
- 2. In addition to the written report, the originator(s) will be expected to communicate project results to other KCTCS faculty at a division, college, or system-wide meeting, or at some other appropriate forum.

Service Obligation

1. If an employee leaves MCC within 3 years of an award of professional development endowment funds, there will be a repayment obligation of 25% for each unfulfilled year of service. Repayment of the entire award will be required if the employee leaves MCC within 6 months of the award.

MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL

Name:			
Title: Proposal Categories (che	ck one):		
☐ Instructional Applicat	ion	☐ Instruction	onal Research
Educational Materials		<u> </u>	wide Workshops
Continuing Education	/Credit Application		onal Development/Other
Activity Name:	_		_
Activity Location:			
Activity Date:	Am	ount Requeste	ed:
Proposal Description & J to your job/responsibilitie.			•
Budget:	Descriptio	n	Amount Requested
Tuition/Book Costs			
Transportation			
Lodging/Subsistence			
Registration Fee			
Software Purchase			
Other Expenses	_		
		Tota	l:
	FOR USE BY REVIEW	COMMITTEE	
Date Received:			
Received By:	_		
☐ Approved - Amount:			
☐ Disapproved			
Signatures - Professional	Development Endown	nent Co-chairs	
		Date:	
Chief of Academic Affairs			
		Date:	
Director of Advancement			

CARL D. PERKINS CAREER & TECHNICAL EDUCATION IMPROVEMENT ACT LOCAL FUNDING APPLICATION Fiscal Year 2014

PLANNED USE OF FUNDS								
Objective:								
Program(s) Affected: En	Program(s) Affected: Enrollment: Amount Requested: \$							
Career Pathway:								
JUSTIFICATION								
1. Identify the improvements that would	result in the progra	am if funding were received.						
2. How did you determine that this expen	nditure was a relev	ant need in the program?						
3. What data was gathered to serve as a	a backup for your r	equest?						
4. Describe how you plan to evaluate the	e success of this o	bjective if funding is approved.						
BUDGET SUMMARY Using the line item budget below, identify I which funding is being requested. Refer to examples of each entry.	how requested do the INSTRUCTIC	ollars will be spent to achieve the NS section for detailed instruction	objective for ons and					
CATEGORY/DESCRIPTION	HOW ITEM	WILL BE USED TO MEET OBJECTIVE	COST					
Curriculum/Program of Studies/Assessment 1.								
Professional Development Activities								
Instructional Materials								
1. Stipends/Salaries								
1. Support Services								
1. Equipment/Software								
1. Other: Describe								
1.		TOTAL						
USES OF FUNDS Required Use (Identify Use)								

Permissible Use (Identify Use)

Professional Development Committee

2013-2014 Funding Request Memo

Name:	
Title:	
Date:	
Description: Provide a brief description of your proposal i.e. activity name, location, resources, amount)	date,

Kentucky Community & Technical College System Employee Initiated Development

Tuition Waiver Form				
Name			Date	
Social Security Number				
College Where Employed				
Semester (circle one) Spring	Summer	Fall	Year	
Course of study (circle one)	Graduate	Undergra	duate	
College or University Attending	J			
Course Name, Number Where	Day and	Credit	School Whe	re
And Section Number Taken	Time	Hours	Registered	
Will a course be taken during very course may be taken during norm will make up scheduled working. By participating in the Employer college or university I attend to (Kentucky Community and Technof the course(s); and the specifiabove information is a reporting limited to six (6) credit hours institutions. Employee signature	vorking hou nal working hours is as f ee Education o release the sical College fic amount of requiremen	hours.) The follows: n Program I he following System): the of tuition was at of the proger from an	give my permissinformation to mail course(s) taken; claived. I understangram. I understan	Only one in which I ion for the y employer assification and that the id that I am

11/01



2013-2014 PROFESSIONAL DEVELOPMENT ACTIVITY LOG

For July 1, 2013- December 31, 2013

Employee:			
Activity Date	Activity Type: Workshop, Seminar, Conference	Activity Name	Title III (√)



2013-2014 PROFESSIONAL DEVELOPMENT ACTIVITY LOG

For January 1, 2014 - June 30, 2014

Employee:			
Activity Date	Activity Type: Workshop, Seminar, Conference	Activity Name	Title II (√)

PROFESSIONAL DEVELOPMENT SCHEDULE 2013- 2014						
DATE	DATE TIME PLACE DESCRIPTION PRESENTER					
Ditte	TIME	I L/ (CL	Fall Semester	TRESERVER		
08.07.13	9:00-9:50 am	JHG 305	Performance Planning and Evaluation	Debbie Cox		
				Kelli Johnson,		
08.07.13	10:00-10:50 am	JHG 309	Purchasing Basics and Project Control	Michael Johnson		
08.07.13	12:00-4:00 pm	JHG 305	New Employee Orientation	Co-Chairs		
08.08.13	10:00-10:50 am	JHG 305	Forms for Every Reason (And How It May Affect Your Check)	Jessica Taylor, May Wright		
08.08.13	11:00-11:50 am	JHG 305	Using the College Vehicles	Eddie Marks		
08.13.13	9:00-11:30 am	LRC 105	New Faculty and Mentors Orientation/Introduction to the New Faculty and Learning Community	Greg Jewell, Stephanie Taylor		
08.13.13	1:00-2:30 pm	LRC 105	New Faculty Teaching Workshop	Betsy Allen, Mike Dean, Felecia Johnson, Elyssa Lear, Lisa Lee		
08.14.13	9:00-9:50 am	JHG 305	Everything an Advisor Needs to Know About Financial Aid	Vicki Morris, Martha Phelps		
08.14.14	10:00-10:50 am	JCD 125	Crochet and Knitting Projects (Initial Meeting)	Katrina Florea, Carol Minton, Patricia Fouse, Jennifer Wech		
08.23.13	9:00-9:50 am	BBC 132 Flex Lab	How to Make Soft Plastic Worms	Mike Beauchamp		
08.23.13	10:00-10:50 am	JCD 125	QR Codes	Katrina Florea		
08.23.13	11:00-11:50 am	JHG 305	MCC Marketing & Branding for Employees Who Don't Work with Marketing & Branding	Aimee Wilkerson		
08.23.13	1:00-1:50 pm	TBA	August Faculty Technology Forum	Various		
08.27.13	12:20-12:50 pm	JHG 309	Couponing	Jean Ann Bridges, Aimee Wilkerson		
09.06.13	9:00-9:50 am	JHG 229	What's In Your Makeup Bag?	Brianna Pantano		
09.06.13	10:00-10:50 am	JHG 305	Promotion and Tenure Process (Q & A)	Cherry Berges & CACP Members		
09.06.13	11:00-11:50 am	JCD 125	Homecoming of Solar Eclipse	Mike Shifflett, Aseem Talukdar		
09.06.13	1:00-1:50 pm	JHG 309	Enough Admissions and Financial Aid Info to Make You Very, Very Dangerous	Martha Phelps, Aimee Wilkerson		
09.12.13	12:20-12:50 pm	JHG 309	Bacteria and the Crash of the Housing Market	Katrina Florea		
09.13.13	9:00-9:50 am	JHG 214	Utilizing the iPad in the Classroom	Brooke Edens, Marsha Woodall		
09.13.13	10:00-10:50 am	JCD 117	Appalachian Heritage Reflections - Quilting, Canning and Cane Bottom Chairs	Sharon Fugate		
09.13.13	11:00-11:50 am	JHG 214	Facebook as an Educational Tool	Betsy Allen, Elyssa Lear		
09.13.13	1:00-1:50 pm	JCD 116	Presentations without PowerPoints	Jennifer Welch		
09.18.13	12:20-12:50 pm	JHG 305	Kentucky Board of Education	Jay Parrent		
09.20.13	9:00-9:50 am	JHG 305	Agriculture: Then and Now	Curtis Dame		

DATE	TIME	PLACE	DESCRIPTION	PRESENTER
				Brooke Arhcila and
			Memphis Memories: Field trip to the Civil	students from
09.20.13	10:00-10:50 am	JHG 305	Rights Museum from Students' Perspective	Major Black Writers
09.20.13	11:00-11:50 am	JHG 305	Jewelry Design	Rick Wiles
09.25.13	12:20-12:50 pm	JHG 211	Maximizing Your Credit Score	Jeff Florea
			Challenging Our Assumptions in Order to	Octavia Lawrence,
09.27.13	9:00-9:50 am	JHG 305	Embrace Diversity	Vincent Wilson
00 27 42	10.00 10.50	ULC 205	What Does Gender Have to Do With It?:	Dath Nautau
09.27.13	10:00-10:50 am	JHG 305	Effective Communication at Work	Beth Norton Brooke Edens,
09.27.13	11:00-11:50 am	JHG 248	Prezi Presentations on the iPad	Marsha Woodall
09.27.13	1:00-1:50 pm	TBA	September Faculty Technology Forum	Various
03.27.13	1.00-1.30 pm	IDA	September racuity recimology rorum	Dianne Jernigan,
				Katie Appleby,
10.04.13	9:00-9:50 am	JHG 305	Spain, land of many cultures	Abigail Gregory
				Shannon Allen, Ann
10.04.13	10:00-10:50 am	JHG 305	Breast Cancer: What Do I Really Know?	Hoffmann
			Fostering Reading Comprehension & Critical	
			Thinking Using Double-Entry Reading Logs	
10.04.13	11:00-12:15 pm	JHG 309	with PowerPoint	Robin West
40.04.40	1 00 1 50		W 6 W 6 D 12 H E 1 5 E	Brittany Hernandez-
10.04.13	1:00-1:50 pm	JHG 305	Krazy for Krafts Part 2 - Holiday Edition	Stevenson
10.04.13	2:00-2:50 pm	JHG 305	Cultural Diversity Plan	James Bowles, Silas Matchem
10.04.13	9:00-9:50 am	JHG 305	Claim an ISBN by Customizing a Textbook	Mary Poole
10.23.13	9.00-9.30 aiii	1HG 303	Can you relate? An open discussion on the	Ivially Poole
			unique problems multi-racial students face on	
10.25.13	10:00-10:50 am	JHG 305	our campuses	Vicki Morris
10.25.13	11:00-11:50 am	JHG 305	Quilts and the Underground Railroad	Kathy Ordal
10.25.13	1:00-1:50 pm	TBA	October Faculty Technology Forum	Various
	'		,	Robin West,
11.01.13	9:00-9:50 am	JHG 305	You can teach abroad with KIIS; find out how!	Rep from KIIS
				Anita Summers,
11.01.13	10:00-10:50 am	JCD 117	Housecleaning Tricks, Tips, and Timesavers	Roger Crick
			Helping Students Think Like Technicians:	David Alsip, Mike Deal,
11.01.13	11:00-12:15 pm	AIT Lab	Critical Thinking in AIT	Matt Luckett
11 01 12	1,00 1,50	ווור זמר	Take A Deep Breath - the Health Benefits	Hillany Lovebridge
11.01.13	1:00-1:50 pm	JHG 305	of Yoga	Hillary Lowbridge
11.08.13	10:00-10:50 am	JHG 305	A Question a Day Keeps the Stress Away VERY Basic RET - Would This Stuff	Elyssa Lear
11.08.13	11:00-11:50 am	JHG 211	Really Work?	Russ Lewis
11.00.13	11.00 11.00 am	3110 211	really Work:	Shari Davis,
				Katrina Florea,
11.15.13	10:00-10:50 am	JCD 125	Help! I'm Not Smarter Than My Fifth Grader	Elyssa Lear
11.15.13	1:00-1:50 pm	TBA	November Faculty Technology Forum	Various
	·			
			SPRING SEMESTER	
				Greg Jewell,
01.07.14	9:00-10:30 am	LRC 105	New Faculty Mentoring Program Orientation	Stephanie Taylor
01.08.14	12:00-4:00 pm	JHG 305	New Employee Orientation	Co-Chairs

DATE	TIME	PLACE	DESCRIPTION	PRESENTER
				Katrina Florea,
01.23.14	12:20-12:50 pm	JCD 125	Knitting Fun!	Carol Minton
			Everything an Advisor Needs to Know About	Vicki Morris,
01.24.14	9:00-9:50 am	JHG 305	Financial Aid	Martha Phelps
01.24.14	10:00-10:50 am	JHG 305	Transfer Spetlight: Bressia University	Lori Johnson,
01.24.14	10.00-10.30 am	נטכ טחנ	Transfer Spotlight: Brescia University Freud, The Very Basics: Genius or Just Plain	Terri Higdon
01.24.14	11:00-11:50 am	JHG 305	Pervert?	Russ Lewis
			MCC Marketing & Branding for Employees	
			Who Don't Work with	
01.31.14	9:00-9:50 am	JHG 305	Marketing & Branding	Aimee Wilkerson
				Lori Johnson,
01.31.14	10:00-10:50 am	JHG 305	Transfer Spotlight: Lindsey Wilson College	Roneshia Clark
01.31.14	11:00-11:50 am	JHG 248	Blackboard Grade Book	Debbie Wright
01.31.14	1:00-1:50 pm	JHG 305	Meal Planning Made Simple	Sheila Baker
02.07.14	9:00-9:50 am	JCD 116	Sticky Learning	Jennifer Welch
				Lori Johnson,
02.07.14	10:00-10:50 am	JHG 305	Transfer Spotlight: Murray State University	Heather Roy
				Nancy McClearn, Sonya Shockley,
02.07.14	11:00-11:50 am	JHG 248	Windows 8	Debbie Wright
02.07.14	11.00 11.50 am	3110 240	Admissions, Registration, Graduation, Oh	Tiffanie Witt,
02.21.14	9:00-9:50 am	JHG 305	My	Cathy Vaughan
			Transfer Spotlight: Kentucky Wesleyan	Lori Johnson,
02.21.14	10:00-10:50 am	JHG 305	College	Sarah Begley
02.21.14	1:00-1:50 pm	TBA	February Faculty Technology Forum	Various
02.28.14	9:00-9:50 am	JHG 248	Blackboard Collaborate	Clarissa Hill
			Transfer Spotlight: Western Kentucky	Lori Johnson,
02.28.14	10:00-10:50 am	JHG 305	University	Hannah King
02 20 44	11.00 12.15	III.C 20E	The Common Reader Across the Curriculum:	Mary Werner
02.28.14	11:00-12:15 pm	JHG 305	New Book, New Ideas	and other faculty
03.21.14	9:00-9:50 am	JHG 305	Home Plumbing Repairs for Dummies	Joe Wilson
03.21.14	10:00-10:50 am	JHG 305	Research on Learning Communities	Mary Poole
03.21.14	11:00-12:15 pm	JHG 305	The Flipped Classroom: A Few Strategies and Student Reactions	Chandy Melton
03.21.14	1:00-1:50 pm	TBA	March Faculty Technology Forum	Various
03.21.14	9:00-9:50 am	JHG 305	Generational Diversity in the Workplace	James Bowles
03.28.14	10:00-10:50 am	JCD 117	Vegetable Gardening in Containers	Carol Minton
03.28.14	11:00-11:50 am	JHG 305	Good Grief, It's No Fun, Charlie Brown	Russ Lewis
03.20.14	11.00-11.30 alli	3110 303	Good Grief, it 3 NO Full, Charlie Blown	Carol Minton,
03.28.14	1:00-1:50 pm	JCD 125	Kentucky Spring Wildflowers	Pam Smith
	F		Pardon me, I am having my own personal	-
			summer - Peri menopause	Ann Hoffmann,
04.04.14	10:00-10:50 am	JHG 305	and menopause	Tracy Littlehale
04.04.14	1:00-1:50 pm	JHG 305	Sports in India	Aseem Talukdar
04.25.14	10:00-10:50 am	JCD 005	Plant Swap	Carol Minton
04.25.14	11:00-12:15 pm	JCD 117	Flipping the Classroom	Sharon Fugate
04.25.14	1:00-1:50 pm	TBA	April Faculty Technology Forum	Various

Notes

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