

MACOMB COMMUNITY COLLEGE

**FACULTY & STAFF  
PROFESSIONAL  
DEVELOPMENT**

WINTER 2020 • SERIES 56





## Registration Instructions

*It is recommended that faculty and staff preregister 48 hours prior to the workshop date.*

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1. Go to [www.macomb.edu](http://www.macomb.edu)
2. Click on My Macomb from the center of the homepage (you may be prompted to provide your login credentials)
3. Under the Self-Service Menu, select Non-Credit/Con't Ed Students
4. Next, select Registration
5. Select Search and Register for Continuing Education Classes
6. Enter in the 5-digit registration number for the workshop in the 5-digit Registration Number box, and click Submit
7. Select the class, click Submit
8. Complete the next screen as indicated, click Submit
9. Select Register Now (check out) from the "Select one of the following" drop-down menu. Do NOT select a payment method. Click Submit
10. Your registration will appear on your non-credit transcript

**For questions or assistance with registration, please contact the  
office of Academic Development at 586.445.7568 or  
[AcademicDevelopment@macomb.edu](mailto:AcademicDevelopment@macomb.edu)**

**For assistance with instructional technology requests, please contact  
Instructional Technology at 586.226.4774 or [ctlsupport@macomb.edu](mailto:ctlsupport@macomb.edu)**



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# Faculty Academy

The Faculty Academy is designed to introduce new full-time faculty members to Macomb Community College and its mission, resources, policies, academic culture and the probationary process. In addition, effective teaching and learning strategies, curriculum design and assessment techniques that focus on supporting student success and retention are explored and discussed during the sessions. Along with that, interactions with fellow participants can help form lasting bonds that provide professional support and assistance in the future.

Probationary faculty attend eight sessions of Faculty Academy in their first year of probation. In the second year of probation, faculty present their Individualized Learning Plan at the final session of Faculty Academy. The Academy sessions are open to **all** faculty members. If you are interested in attending a session, please contact the Center for Teaching and Learning at 586.445.7588 for more information on the session topics and to reserve your spot.

**FRIDAY, JANUARY 24—CENTER CAMPUS, UNIVERSITY CENTER PDC1, ROOM 106**

**FRIDAY, FEBRUARY 21— CENTER CAMPUS, UNIVERSITY CENTER PDC1, ROOM 112**

**FRIDAY, MARCH 20—CENTER CAMPUS, UNIVERSITY CENTER PDC1, ASSEMBLY HALL  
RECOGNIZING AND UNDERSTANDING SPECIAL NEEDS STUDENTS IN HIGHER EDUCATION  
AND SUGGESTED WAYS TO ACCOMMODATE COMMON CHALLENGES  
GUEST PRESENTER: DR. KAREN CLARK**

**FRIDAY, APRIL 3—CENTER CAMPUS, UNIVERSITY CENTER PDC1, LECTURE HALL B**



# Excellence in Teaching & Learning

## Recognizing and Understanding Special Needs Students in Higher Education and Suggested Ways to Accommodate Common Challenges

Presented by: **Dr. Karen Clark, Autism Consultant & Educational Specialist**



Please join us on March 20 for this one-day interactive session that will allow faculty to experience and understand what it is like to be a college student with special needs in the classroom.

Is it poor student behavior or is there more to it? Topics covered in this session will include recognizing some of the most common special needs-related behaviors that impact learning in the typical classroom setting. Several simple and effective accommodations and strategies will further be presented and discussed. Also presented very briefly will be the element of the Americans with Disabilities Act, Section 504 and what that means to college students with disabilities. A panel of individuals who have varying special needs will present their thoughts and answer questions specifically about college-related challenges, like what helped or did not help in the college setting.

Faculty will *experience* what it is like to have a special needs-related hurdle in the higher-ed classroom and recognize how effective a little understanding and accommodation can be to student success.

This one-day session will be held on:

**Friday, March 20**

**8:30am–2:30pm**

**Center Campus, University Center PDC1, Assembly Hall**

Faculty who attend this session will receive a \$100 stipend. (No partial stipends will be given for attending less than the full session.) A light breakfast will be available at 8:30am and the presentation will begin at 8:45am. Lunch will also be provided. (PROF 9136)

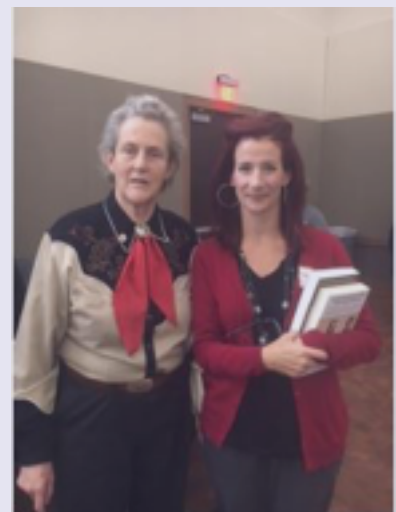
**Register for this session via WebAdvisor using registration code: 80124**

### About Dr. Clark—



Dr. Clark is an advocate for accommodations and acceptance for neurodiversity in education and beyond. She earned her doctorate in 2017 in special education with a concentration in autism challenges in education. Her doctoral research explored challenges faced by secondary-level students who have autism and how their brains process information in those settings. Dr. Clark's research has been used by organizations in approximately 50 countries in the world including China, France, Israel, Nepal, Romania, Serbia and Armenia. She has also been featured in blogs and has been interviewed for news reports.

Dr. Clark currently spends most of her time teaching at Oakland University in the special education master's program, engaging in doctoral research, speaking at conferences, and regularly advocating for students and parents in the schools.



*Dr. Karen Clark & Dr. Temple Grandin,  
Oakland University, 2018*



# Acting on Assessment

Assessment is a key element of student learning. Each workshop offered focuses on a different aspect of assessment, such as outcome and skill alignment and using assessment data to implement strategies for student learning. These workshops provide opportunities for faculty to receive curriculum and assessment support. When attending a workshop please bring a laptop and other program or course materials aligned to the workshop goal. Faculty are encouraged to preregister, but registration is not required.

We are also available for one-on-one sessions. If you have any questions about the Acting on Assessment workshops or would like to schedule an individual work session, please contact:

Louisa Marine  
Coordinator, Academic Initiatives & Assessment  
586-447-8652  
marinel375@macomb.edu

Deborah Armstrong  
Associate Director, Academic Development  
586-226-4755  
armstrongde@macomb.edu

Mary Lou Kata  
Director, Academic Development  
586-226-4802  
katam@macomb.edu

## Curriculum Mapping

**Louisa Marine, Coordinator, Academic Initiatives & Assessment**

Curriculum mapping is a tool used to ensure alignment between different aspects of courses and programs. In this workshop you will have the opportunity to start creating a curriculum map, which will allow you to examine when skills (outcomes) are introduced, reinforced or mastered throughout a course or program. In this workshop you will create or modify a program curriculum map that demonstrates the alignment between courses and program outcomes. (CURR 9009)

Friday, March 13	10–11:30am	Center, UC1 Room 112 Reg Code: 80108
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## Common Degree Outcomes 1 Assessment

**Louisa Marine, Coordinator, Academic Initiatives & Assessment**

This year, the college will be assessing Common Degree Outcome 1: The graduate can integrate the knowledge and technological skills necessary to be a successful learner.

Please join us if you received an email stating that you have been selected to participate in assessing CDO 1. This is an opportunity to ask questions about the project and receive guidance about the participation process. (CURR 9016)

In this workshop you will:

- Determine which course assignment best aligns with CDO 1 for project participation.

Friday, February 7	10–11:30am	Center, UC1 Room 112 Reg Code: 80109
Thursday, March 26	2:30–4pm	Center, UC1 Room 112 Reg Code: 80110

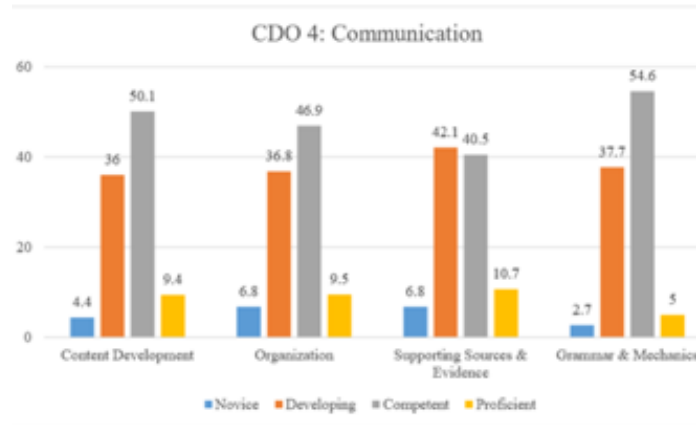
## Common Degree Outcome Assessment Timeline

Winter 2020	CDO 1: Information Literacy will be assessed
Week of Jan. 6, 2020	Faculty with a selected section will be notified by email
Week of May 4, 2020	Artifact submission deadline
October 2, 2020	Assess Fest

# Using Assessment Results

## We have the data. Now what?

The following opportunities focus on the Communication Common Degree Outcome assessment results. In these sessions, you will develop new classroom strategies designed to improve student communication within your courses.



## Spotting Fake News and Click Bait **NEW!**

**Brett Griffiths, Director, Reading & Writing Studios**  
**Teresa Biegun, Librarian**

According to the Innovation Center of U.S. Dairy, 16.4 million American adults believe chocolate milk comes from brown cows. In the year 2020, citizens of the world have near-instant access to more information than at any other time in history. Preparing our students to access that information responsibly and to evaluate it effectively is not just one of Macomb's Common Degree Outcomes (CDOs), it's a hallmark of ethical teaching around the world.

Join this workshop to learn strategies for helping students become successful researchers, for promoting contextualized information literacy among students using your course content, and avoiding the common traps of "read this, not that" stop gaps in the ever-expanding and erratically-shifting world of online information. Faculty are encouraged to bring a copy of a current assignment to discuss ideas and options for scaffolding information literacy concepts into the assignment timeline. (CURR 9017)

Friday, January 31

10–11:30am

South, J140  
Reg Code: 80111

## Writing to Learn: Developing and Adapting Assignments to Promote Critical Thinking and Deeper Learning **NEW!**

**Brett Griffiths, Director, Reading & Writing Studios**

Writing supports students' processes for thinking deeply and meaningfully about their learning as much as it helps to communicate that thinking to others. Writing assignments that support deep learning may be short or long, but they all encourage complex ways of thinking and modeling strategies for students to take on those complexities.

Join us for this interactive workshop where we will define the term "critical thinking" for the purpose of identifying and scaffolding learning and Writing in the Disciplines (WID). We will highlight some key features of assignments that promote "writing to learn." Finally, we will collaborate to identify classroom strategies and the types of writing assignments that promote critical thinking and reinforce deeper student learning. Participants should plan to bring a copy of an assignment they are drafting or want to revise, some ideas about ways they want students to engage more deeply with their learning, and an "improv spirit" for a spirited and active discussion. (CURR 9018)

Friday, February 14

10–11:30am

South, J140  
Reg Code: 80112

**Faculty will receive a \$40.00 stipend for attending both of the workshops listed above.**

## Book Discussion **NEW!**

### **Engaging Ideas—The Professor’s Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom**

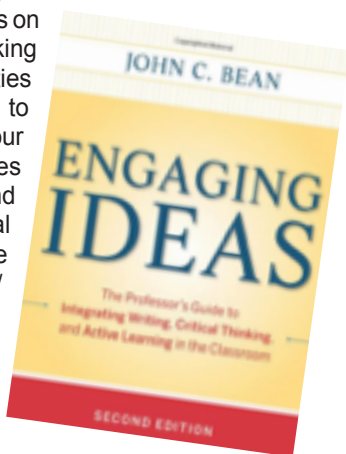
**Facilitated by: Jenna Gerds, Instructor of English**

**Deborah Armstrong, Associate Director, Academic Development, Center for Teaching & Learning**

The Center for Teaching and Learning is offering a new book discussion in the Winter 2020 semester focused on the text: **Engaging Ideas: The Professor’s Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom** by John C. Bean (2011).

**Engaging Ideas** is a practical nuts-and-bolts guide for instructors from any discipline who want to explore ways to integrate writing, critical thinking and active learning into their courses. Discussion will focus on learning to design interest-provoking writing and critical thinking activities and exploring a variety of ways to incorporate those activities into your courses in ways that encourages inquiry, exploration, discussion, and debate. The text features material dealing with genre and discourse community theory, quantitative/scientific literacy, blended and online learning, and other current issues.

Come join your colleagues this winter for interesting discussions and ways to integrate these “engaging ideas.”



This book discussion will be held on the following days from 10 to 11:30am:

Friday, February 1	10–11:30am	Center, A103
Friday, February 28	10–11:30am	Center, A103
Friday, March 27	10–11:30am	Center, A103

Faculty who attend all three sessions will receive a \$75 stipend. Light refreshments will be provided. (CURR 9019)

**Register for this three-day book discussion via WebAdvisor using registration code: 80113**

*Registration is limited to 12 persons, so please register early to secure your spot and receive the text before February 1!*





# Assessment Website

**CHECK IT OUT!**

Additional resources to support student communication growth are now available on the Using Assessment Results website!

Access the new Using Assessment Results website through the Learning Unit Home Page found on MyMacomb.

Learning Unit

The **Learning Unit Home Page** is your place for news and updates, forms, training materials, links to resources, and a calendar of professional development activities.

MCC Staff Bookmarks

**Faculty and Staff Resources**

- Assessment Resource Center
- Career Services Request Form
- Center for Teaching and Learning

**\*\*NEW\*\* Using Assessment Results**

Using Assessment Results



# Book Discussion: What I'm Reading

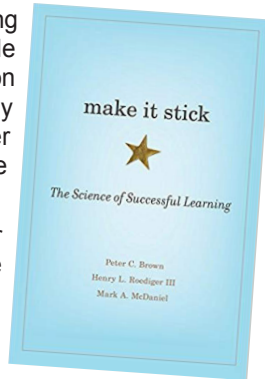
## What I'm Reading...*Make it Stick*— The Science of Successful Learning

**Facilitated by: Robert Mele, Professor, Physical Therapist Assistant Program**

**Deborah Armstrong, Associate Director, Academic Development, Center for Teaching & Learning**

This book discussion is based on the text *Make it Stick*, by Peter C. Brown, Henry L. Roediger III, and Mark A. McDaniel.

To most of us, learning something “the hard way” implies wasted time and effort. Good teaching, we believe, should be creatively tailored to the different learning styles of students and should use strategies that make learning easier. *Make it Stick* turns fashionable ideas like these on their head. Drawing on recent discoveries in cognitive psychology and other disciplines, the authors offer concrete techniques for becoming more productive learners.



Memory plays a central role in our ability to carry out complex cognitive tasks such as applying knowledge to problems never encountered before and drawing inferences from facts already known. New insights into how memory is encoded, consolidated, and later retrieved have led to a better understanding of how we learn. Grappling with the impediments that make learning challenging leads both to more complex mastery and better retention of what was learned.

Many common study habits and practice routines turn out to be counterproductive. Underlining and highlighting, rereading, cramming, and single-minded repetition of new skills create the illusion of mastery, but gains fade quickly. More complex and durable learning comes from self-testing, introducing certain difficulties in practice, waiting to re-study new material until a little forgetting has set in, and interleaving: the practice of one skill or topic with another. Speaking most urgently to students, teachers, trainers and athletes, *Make it Stick* will appeal to all those interested in the challenge of lifelong learning and self-improvement. Come join your colleagues for this three-day series and learn ways to “make it stick.”

This book discussion will be held on the following days from 10 to 11:30am.

Friday, January 31	10–11:30am	South, J221
Friday, February 14	10–11:30am	South, J221
Friday, March 13	10–11:30am	South, J221

Faculty who attend all three sessions will receive a \$75 stipend. Light refreshments will be provided. (PROF 9131)

**Register for this three-day book discussion via WebAdvisor using registration code: 80114**

*Registration is limited to 12 persons, so please register early to secure your spot and receive the text before January 31!*

*If you have previously attended this book discussion and received a stipend, you are not eligible for a second stipend.*

**Also check out the new book discussion in the Acting on Assessment section.**



# Create Your Own Series

Faculty may create their own individualized series from the following teaching & learning topics that support faculty and student success. Preregistration is required for each workshop through WebAdvisor using the registration code provided for each workshop. Faculty should register at least 48 hours in advance of the workshop. A light breakfast and lunch will be provided each day.

## Collaborate Outside of Class

**Shaun Sarcona, Professor of Media & Communication Arts**

Collaboration is an important tool in today's workplace. No one person can be a master of everything, but students need to be exposed to a multitude of areas to improve their knowledge base. Collaborating outside of your classroom and with other colleagues and departments can improve the success of students. Join this workshop to see how some areas have used collaboration as a tool to enhance the student experience and partake in some brainstorming to see how your area can benefit from collaborating. (PROF 9130)

Friday, January 17      10:30am–12pm      South, J221  
Reg Code: 80154

## The Cheating-less Web-Enhanced and Online Classroom: Can it be done?

**Autumn Willard-Yakushev, Professor of Psychology**

In this discussion-based workshop participants will review the research about cheating online and examine strategies to limit cheating. This workshop is based on the research presented in the text, *Cheating Lessons: Learning from Academic Dishonesty*, by James Lang. (PROF 9126)

Friday, January 17      12:30–2pm      South, J221  
Reg Code: 80155

## Teaching Strategies for the Social Sciences **NEW!**

**Brigit Dyer, Professor of Sociology**

In this workshop we will examine teaching strategies and exercises that social science faculty are effectively utilizing in the classroom. In addition, the session will provide team time to brainstorm and share effective teaching tips and exercises that the participants use in their own classrooms. Come learn and share your knowledge with your fellow faculty at Macomb! (PROF 9138)

Friday, January 31      12:30–2pm      South, J221  
Reg Code: 80184

## Mental Health Concerns Among Students **NEW!**

**Daniel Thurman, Associate Dean, Student Success**  
**Rachel Duff-Anderson, Assistant Director, Special Services**

Join us for an informative and interactive workshop designed for you to:

- walk away with a greater understanding related to mental health trends within the college population
- better understand campus and community resources and Macomb's procedures in identifying and reporting concerning and/or questionable behavior, **and**
- continue the conversation in your areas and with your colleagues asking, how we (Macomb) might creatively address the increasing needs of our community. (PROF 9131)

Friday, February 28      10:30am–12pm      South, J221  
Reg Code: 80185

## Teaching Students to Improve Metacognition

**Autumn Willard-Yakushev, Professor of Psychology**

Can students learn more deeply and achieve more success than they currently are? Are your students underprepared for college classes? In this interactive workshop participants will examine research-based strategies that can be done in any classroom that help students learn how to learn by focusing on metacognition and motivation. (PROF 9127)

Friday, February 28      12:30–2pm      South, J221  
Reg Code: 80186

### Stipends for Attendance

Number of Workshops Attended	Stipend
Three Workshops	\$ 60.00
Five Workshops	\$100.00
Seven Workshops	\$120.00

*Stipends will be paid out at the end of the semester through payroll. If you have previously attended any of these workshop topics, you are not eligible for a second stipend.*

## Difficult Conversations in the Classroom **NEW!**

**Lynda Karlis, Professor of Psychology**

A classroom atmosphere of civil communication that is both honest and respectful is essential to learning. But what can faculty do when a shortage of civility threatens to derail the atmosphere of learning? Classroom incivility can thrive when expectations between the student and instructor are assumed rather than clearly communicated. This interactive workshop focuses on how to improve that reciprocal communication. We will examine how positive instructor communication approaches can diffuse student incivility and propose concrete tactics for managing those difficult conversations in ways that can support learning. (PROF 9137)

Friday, April 17

10:30am–12pm

South, J221  
Reg Code: 80187

## Rubrics: Not Just for Grading

**Facilitator TBD**

What do I want my students to do as a result of this assignment? Creating rubrics helps answer that question. Now, let's take it a step further. Having students actively use rubrics promotes deeper thinking and understanding of the desired outcomes and allows students to measure the outcomes within their own work. Self-assessment and reflective practices help to create self-reliant and self-directed learners. In this workshop we will discuss the characteristics of a good rubric and the value of using a rubric before, during and after delivery of instruction. Participants should bring a previously created rubric and assignment or an assignment to build a rubric. (PROF 9125)

Friday, April 17

12:30–2pm

South, J221  
Reg Code: 80188

### What faculty had to say about the Create Your Own series of workshops ...

“

*Lots of useful ideas for the classroom and openness to share ideas with other faculty is always valuable.*

”

“

*The sharing of ideas! They served as springboards for ideas of my own.*

”



## Classroom Management

### Developing Multiple Choice Tests that Assess Higher Order Thinking Skills **NEW!**

**Facilitated by: Deborah Armstrong, Associate Director, Academic Development, Center for Teaching & Learning**

In this new online workshop you will be able to view the Innovative Educators webinar *Developing Multiple Choice Tests That Assess Higher Order Thinking Skills* before the online portion begins on February 3. Registrants will be sent the webinar link.

Between February 3 and February 14 we'll use Canvas for discussion and activities based on the webinar content.

**Webinar topics include:**

- Characteristics of multiple-choice items that engage students during class while simultaneously providing individualized formative feedback
- Methods for evaluating the appropriateness of multiple-choice tests in relation to learning outcomes and objectives
- Principles for designing effective, meaningful multiple-choice items
- Ideas for integrating multiple-choice assessments into homework that can improve students' preparation for class activities
- Strategies for using multiple-choice items to engage students during class while simultaneously providing individualized formative feedback

(PROF 9134)

**Faculty who complete this online workshop will receive a \$50 stipend.**

**Registration code: 80371**

Can't join us for the online portion? Send an email to Deborah Armstrong at [armstrongde@macomb.edu](mailto:armstrongde@macomb.edu) for information on how to view the webinar on your own.



# Professional Enrichment

SAFE @ MACOMB



LGBT Ally

## SAFE@Macomb

**Students, Staff, Administrators and Faculty for Equality at Macomb**

**Linda Bajdo, Paulina Mulhaupt and Karen Wickline, Professors of Psychology**

The purpose of SAFE @ Macomb is to make the college community safer and more inclusive for lesbian, gay, bisexual and transgender (LGBT) students and employees. This training session will provide the education and insight necessary to be an effective ally for the LGBT community. Topics will include LGBT terminology and symbols, national and state laws, heterosexism and homophobia, resources for LGBT students and staff, the role of allies, and the development of specific tactics for respectfully challenging homophobia and heterosexism. Upon completion of the training, allies will receive a placard with the “SAFE @ Macomb” logo to display in their workspaces. The expected outcome of the development of this network of allies is a freer and more accepting environment for all members of our learning community. Participants will also earn .30 CEU credits toward the Cultural Competency Certificate (C3) for MMII. (PROF 9062)

Friday, March 27	9am–12pm	South, J140 Reg Code: 80066
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## New Features in Office 365

Learn about some of the new features in Microsoft Office 365 in this hands-on workshop. Some of the new features will help you collaborate with others and organize your files to access anywhere. We will also discuss some of the new features in Word, Excel, and PowerPoint that you can practice on your own. (INST 9051)

Friday, February 7	10am–12pm	South, J132 Reg Code: 80067
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Friday, March 13	1–3pm	Center, A135 Reg Code: 80068
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## Hands-On Emergency Training Sessions for Faculty and Staff

### Macomb Campus Police

Faculty and staff will engage in hands-on training from a MCOLES—Certified Police Officer in the following procedures:

- How to respond during an active shooter incident
- What to do to control traumatic bleeding
- Familiarization with CPR
- How to operate an AED (Automated External Defibrillator)

(PROF 9123)

### South Campus Sessions—J140

Thursday, January 30	1:30–3pm	Reg Code: 80069
Monday, February 10	10–11:30am	Reg Code: 80071
Monday, February 24	10–11:30am	Reg Code: 80072
Thursday, March 19	1:30–3pm	Reg Code: 80073
Thursday, April 2	1:30–3pm	Reg Code: 80075
Thursday, April 16	1:30–3pm	Reg Code: 80076

### Center Campus Sessions—University Center Room 104

Thursday, January 9	1:30–3pm	Reg Code: 80080
Thursday, January 23	1:30–3pm	Reg Code: 80100
Thursday, February 6	1:30–3pm	Reg Code: 80101
Thursday, February 20	1:30–3pm	Reg Code: 80103
Monday, March 9	10–11:30am	Reg Code: 80104
Thursday, March 26	1:30–3pm	Reg Code: 80105
Monday, April 6	10–11:30am	Reg Code: 80106



# Teaching with Technology

Meet our Instructional Technology Specialists who facilitate the technology and Canvas workshops. Each of them are available to meet one-on-one to talk to you about integrating technology into your class or trying something new. Let them use their background in instructional design, teaching and technology to help you explore ways to engage your students!

## Center Campus, C127

Tom Bradley  
bradleyt@macomb.edu  
586.445.7190

Sandy Friedli  
friedlis882@macomb.edu  
586.286.2217

## South Campus, J120

Denise Dejonghe  
dejonghed07@macomb.edu  
586.498.4185

Nathan Rutkofske  
rutkofsk74@macomb.edu  
586.286.2102

## Classroom (On-ground) Sessions

Classroom sessions take place at either Center or South Campus. You will complete the workshop with a small group of your colleagues. Class size is limited to eight (8) persons.

## Individual Sessions

Individual sessions take place at Center Campus, South Campus, or via Zoom web conferencing. You will meet individually with an Instructional Technology Specialist to complete the workshop. After you register for the workshop we will send a follow-up email to set up your individual appointment or you can call 586.226.4774 to schedule directly.

## Online Sessions

The online session is self-paced and will cover the same material as classroom and/or individual sessions. Actual completion time is approximately two hours. After you register for the workshop we will send a follow-up email confirming registration with additional instructions on how to access and start the workshop.

## Video Creation

Creating videos and integrating media into your class is easier than you think! Using audio and video can help increase engagement, enhance learning outcomes, support communication and diversify instructional materials.

You will use your own computer to create and integrate media. Prior to the on-ground workshops, we will send you instructions on how to download the software and how to prepare for the workshop.

We recommend the Create & Share Video workshop prior to the following workshops:

- Screen Capture & Record
- Edit Your Video
- Next Level Video Editing



Snagit



Camtasia



Fuse



Relay

## Create and Share Video

Media content is becoming more prevalent in the delivery of course content, and students expect to see it in your courses. Macomb provides mobile-friendly, Canvas-enabled, free software you can use to create media. Give it a try. Once you see how easy it is to use, you'll like it. (INST 9033A)

In this workshop you will:

- Create your own streaming account
- Install the screen recording software
- Create a screen recorded video
- Add closed captions to your video
- Share your video in Canvas

## What faculty had to say about this workshop:



*Awesome workshop. Brief and easy to learn. Easy step-by-step instructions.*



## Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79960

## Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79961

## Screen Capture and Record

Double your capability by using one tool that has two functions. Learn how to create more personalized messages either by capturing screen images or recording video using TechSmith Snagit. Using Snagit, you can capture and mark up an image or record a brief explanation video. (INST 9044)

In this workshop you will:

- Install the screen capture and recording software
- Capture a screen image and add custom enhancements
- Create a video that includes screen and webcam recording
- Share your image and video in Canvas
- Adhere to ADA standards to support the media

## Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79962

## Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79963

## Edit Your Video

It doesn't take much to create and edit videos that can engage students. They'll appreciate your efforts and enjoy watching the videos. We'll help you enhance your screen recording by using Camtasia Studio editing software. (INST 9031A)

In this workshop you will:

- Download and install the Camtasia software
- Create and edit a video
- Upload your edited video to the Relay server
- Add closed captions to your video
- Share your edited video in Canvas

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79969

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79970

#### What faculty had to say about learning Camtasia...

“Using Camtasia will really change how I create and use videos in my classes. Wish I had done it sooner!”

## Web Conferencing

Schedule–Connect–Host... It's that easy to interact with students and colleagues using Zoom video conferencing. Use Zoom for online office hours, holding live discussions, providing student feedback, or a number of other synchronous, online activities. (INST 9045)

In this workshop you will:

- Activate your Zoom account
- Customize your profile
- Create a personalized meeting room
- Host a Zoom video conference

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79973

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79974

## Techsmith

Macomb has an institution-wide license for TechSmith Relay, a video creation and sharing platform. The CTL is excited to host a representative from TechSmith who will provide training on Screen Capture and Mobile Recording. This hands-on training will be available for all experience levels and will focus on recommended workflows and how to get students involved in creating content. Seating is limited for this one-time event so make sure to register soon.

### Onground Session

Friday, February 28 9–11:30am Center, G122

Register for Techsmith using <https://bit.ly/2BGjfru>

## Next Level Video Editing

You have mastered the basic editing components of Camtasia. Students enjoy and watch your videos. Now you can take it to the next level and engage them more by adding other functionality to your videos. This workshop assumes that you are comfortable working with Camtasia Studio and TechSmith Relay. (INST 9032A)

In this workshop you will incorporate the following into a new or previously created course video:

- Zoom and pan features
- Animation effects
- Hot Spots
- Markers to create a table of contents
- Closed captioning
- Quizzing
- A Canvas assignment with the video What faculty had to say about Next Level Video Editing ...

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79975

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79976

#### What faculty had to say about Next Level Video...

“Pan and zoom, callouts and captions will be quite useful.”

## Using Open Online Textbooks at Zero Cost to Students

**Denise Dejonghe, Instructional Technology Specialist**  
**Teresa Biegun, Librarian, and**  
**Brenda Alward, Professor of Health & Human Services**

Macomb has a process to support you in using Open Educational Resources (OER) and library e-resources to provide course materials online at no cost to students! A faculty member will share their experiences in using the process to develop and implement an open textbook that resulted in positive student outcomes. During the workshop the Electronic Information Services Librarian and a CTL Instructional Technology Specialist will get you started in locating OER and library e-resources that align with your course outcomes. (INST 9050)

### On-ground Session

Friday, March 27 9:30–11:30am Center, C130  
Reg Code: 79977

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80300

Explore, Request and Get Help Using Open Educational Resources: <https://bit.ly/exploreoer>



## Canvas Workshops

Once you complete the Introduction to Canvas workshop which is the foundation for all other Canvas workshops, we invite you to participate in any and all of the following workshops. We recommend the following sequences however, you are welcome to participate in the order that suits you best (other than MOITC, which has prerequisites).

### Classroom (On-ground) Sessions

Classroom sessions take place at either Center or South Campus. You will complete the workshop with a small group of your colleagues. Class size is limited to eight (8) persons.

### Individual Sessions

Individual Sessions take place at Center Campus, South Campus, or via Zoom web conferencing. You will meet individually with an Instructional Technology Specialist to complete the workshop. After you register for the workshop we will send a follow-up email to set up your individual appointment or you can call 586.226.4774 to schedule directly.

Sequence	Course Management	
1	Ready, Set, Start Your Canvas Course	
2	Digital Accessibility	
3	Copyright and Fair Use	
4	Grading Tools	
5	Mobile Friendly Course Design	
6	Modules, Pages and Files	
7	Canvas Groups	
8	Customize with Multimedia	
9	Grading with Turnitin	
Sequence	Activities & Assessments	
1	Introduction to Quality Matters	
2	Create Assignments, Instructions & Feedback	
3	Create Alternative Assessments	
4	Quizzes	
5	Discussions	
6	Collaborating in Canvas	
7	Rubrics	
Sequence	Teaching Online	
1	Complete Introduction to Canvas	
2	Teach Web-Enhanced Courses	
3	Complete Course Management group (recommended)	
4	Complete Assignments & Assessments group (recommended)	
Tracks	Design & Develop a Quality Course	Facilitate an Approved Quality Course
5	Approval from Dean or Associate Dean	
6	Online Design & Development Certification (8-week)	Online Facilitation Certification (2-week)

### Online Sessions

The online session is self-paced and will cover the same material as classroom and/or individual sessions. Actual completion time is approximately two hours. After you register for the workshop we will send a follow-up email confirming registration with additional instructions on how to access and start the workshop.



# canvas

## Introduction to Canvas

This workshop is designed for faculty who want to use Canvas with their on-ground courses. You'll become familiar with the user interface, the gradebook, communication and more! (ONLN 9000B)

In this workshop you will:

- Upload your accessible First Day Handout
- Align your gradebook to your First Day Handout
- Create an accessible Welcome page
- Use Canvas tools to communicate

### Classroom Sessions

Friday, January 3	2– 4pm	Center, C130 Reg Code: 79978
Monday, January 6	10am–12pm	South, J104 Reg Code: 79979
Wednesday, January 8	10am–12pm	Center, C130 Reg Code: 79980
Thursday, January 9	2–4pm	South, J104 Reg Code: 79981

### Online Sessions

January 2020	Reg Code: 79983
February 2020	Reg Code: 79984
March 2020	Reg Code: 79985
April 2020	Reg Code: 79986

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79987



# Course Management

## Ready, Set, Start your Canvas Course!

Successful completion of the Introduction to Canvas course is a prerequisite to this workshop.

Ready, Set, Start Your Course is designed for faculty who want to ensure that their live course is ready for students. You will customize your course navigation, adjust assignment dates, update your bio, check links and much more! (ONLN 9014)

In this workshop you will:

- Submit the Section Course Request Form
- Check Canvas and documents for accessibility
- Update the course for the current semester
- Welcome students to your course

### Classroom Sessions

Wednesday, January 15	10am–12pm	Center, C130 Reg Code: 79988
Thursday, January 16	2–4pm	South, J132 Reg Code: 79989

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79990

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79991

## Digital Accessibility

How do you prepare instructional materials to meet the needs of all students? (INST 9025)

In this workshop you will:

- Identify the benefits of universal design
- Create an accessible First Day Handout
- Create an accessible PowerPoint Presentation

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79992

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79993

### What faculty had to say about Mobile-Friendly Course Design ...

“

*A very thorough workshop with valuable information*

”

“

*It was helpful seeing the actual pages in Android versus iOS. This shows me what my students will see*

”

## Copyright & Fair Use

Copyright and fair use are very important topics for educators today, especially those using electronic means to communicate with their students and with their course material. (PROF 9031)

In this workshop you will:

- Apply Macomb's Fair Use Policy
- Cite your source(s) for course material
- Reflect on copyright issues and solutions in your course materials

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79994

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79995

## Grading Tools

You learned how to set up your assignments and enter grades in Canvas Certification, but did you know there is so much more you can do using Canvas grading tools? (ONLN 9008)

In this workshop you will:

- Identify various Assignments settings and options
- Identify various Grades settings and options
- Use SpeedGrader to provide different kinds of feedback
- Reflect on effective grading feedback and practices

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79996

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79997

## Mobile-Friendly Course Design

Is your Canvas course mobile friendly? Let's find out!

In this workshop you will:

- Join the mobile users group and engage in discussions
- Identify issues that affect the appearance and functionality of your course on mobile devices
- Apply techniques that improve the appearance and functionality of your course on mobile devices

*(An iOS or Android device is required for this workshop.)*

(INST 9024)

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79998

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 79999

## Modules, Pages and Files in Canvas

Modules are an important organizational tool in Canvas and often include pages and files. A variety of content can be included on the page, which includes options for different settings. Files can be uploaded and distributed in a couple of different ways. Join us as we explore in more detail how to use Modules, Pages and Files to manage content in your Canvas course. (ONLN 9010)

In this workshop you will:

- Create modules that support or align with your FDH
- Add accessible content to modules
- Identify module setting options
- Create accessible pages
- Identify page setting options
- Identify Rich Content Editor options
- Identify the File creation, organization and access options
- Reflect on organizing course content for optimal navigation and access

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80000

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80001

## Canvas Groups

Increase engagement in your course by assigning students to Canvas Groups to collaborate on assignments, presentations and projects. Within Canvas Groups, students may share files, message their group, and create announcements, pages, discussions, conferences and collaborations. (ONLN 9012)

In this workshop you will:

- Set up Groups
- Create a Group Assignment
- Visit a Group
- Grade a Group Assignment

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80002

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80003

## Customize with Multimedia

You're comfortable using Canvas and are feeling like you have mastered the tool, yet you know there is more that can be done with Canvas. While creating course content, you might have noticed the graphics, link and media icons. Adding graphics and multimedia can enhance your course material, feedback and communications. (ONLN 9003)

In this workshop you will:

- Integrate one or more graphics/images into your course
- Create one or more audio or video messages in your course
- Integrate one or more multimedia library resources into your course
- Adhere to ADA standards to support the media

### Online Sessions

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80008

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80009

## Grading with Turnitin

Turnitin is a tool that assists faculty in providing feedback to students as it relates to originality and writing skills. This Turnitin workshop focuses on using some elements of the Turnitin application to provide grading with detailed feedback to students. (ONLN 9021B)

In this workshop you will:

- Create a Turnitin assignment in Canvas
- Analyze an originality report
- Provide text and audio feedback
- Grade an essay
- Experience using Turnitin from a student perspective

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80010

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80011

### What faculty had to say about Grading with Turnitin:



*Getting a sample essay and being able to turn it in through Turnitin as if a student submitted it was great. It gave a real-life teacher experience.*



# Activities & Assessments in Canvas

## Introduction to Quality Matters (QM)

Quality Matters (QM) is a nonprofit, international organization that began with a FIPSE grant in the state of Maryland in 2003, and is now recognized as a leader in quality assurance in online education. QM's faculty-centered, peer-review process is designed to certify the quality of online and hybrid courses. Macomb Community College subscribed to Quality Matters in 2014 and we now have 39 faculty, administrators and staff who have completed the flagship workshop (ONLN 9002)

In this workshop you will:

- Create a QM account
- Identify QM Alignment Standards
- Apply QM Standards to your First Day Handout
- Apply QM Standards to your course

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80012

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80013

### What faculty had to say about Quality Matters...

“ Every concept of this training is extremely important to align our courses to help students succeed. ”

## Create Assignments, Instructions and Feedback

Use Canvas to provide quality instructions and feedback for student assignments. You will have an opportunity to share with and learn from your colleagues, and discuss the types of assignments and feedback that help students practice and learn. (ONLN 9042)

In this workshop you will:

- Provide feedback based on Quality Matters standards
- Create instructions and grading criteria for a graded assignment (assessment)
- Create a Canvas rubric
- Provide grading feedback using SpeedGrader

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80014

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80015

## Create Alternative Assessments

Using a variety of assessments accommodates diverse learners, promotes critical thinking, and encourages academic honesty. In traditional assessments, such as quizzes and tests, students select responses from the options provided and usually receive automated scores. Using alternative assessments, students demonstrate proficiency through hands-on application of course concepts with the grading criteria provided. (ONLN 9004)

In this workshop you will:

- Design and develop an alternative assessment that measures the same outcome(s) as a current quiz or test.

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80016

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80017

## Quizzes

Explore Canvas Quizzes with your colleagues while working asynchronously on replacing your on-ground Scantrons or paper assessments with online quizzes or surveys!

In this workshop you will:

- Create online graded and non-graded quizzes and surveys using the Quiz tool.
- Use hidden gems, such as the Moderate This Quiz feature, Quiz Analytics, Question Groups and Question Banks.

As always, course facilitators are available for questions and feedback! (ONLN 9009)

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80019

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80020

## Canvas Discussions

Discussions that engage students in course content and with each other promote student satisfaction and retention.

In this workshop you will:

- Participate as a student in individual, group and class (non-graded) activities and (graded) assessments created with the Discussions feature in Canvas.
- Ask questions and learn from colleagues through instructor-led and student-centered activities and assessments.
- Select a threaded or unthreaded, ungraded or graded, individual, class or group activity or assessment to develop for your course using Canvas Discussions.

(ONLN 9007)

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80021

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80022

## Collaborating in Canvas

Collaboration among students and faculty is possible in Canvas using either Google Drive or the Office 365 OneDrive. This allows students to simultaneously work on the same document with others in the class. A few examples of how this solution might be used are team projects, practice activities and peer reviews. (ONLN 9011)

In this workshop you will:

- Create a collaboration in Canvas using Google Drive
- Create collaborations in Canvas using Office 365
- Interact as both a teacher and student using each interface
- Reflect on the benefits / challenges of using collaboration tools

### Classroom Session

Friday, March 28

2–4pm

Center, C130  
Reg Code: 80023

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80024

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80025

## Rubrics

Rubrics can be a great way to communicate and manage expectations for an assignment and how your students will be assessed. You may already be using rubrics as a part of your grading process, but did you know that Canvas has a rubric feature that can expedite and ease your grading process? (ONLN 9013)

In this workshop you will:

- Design a rubric using measurable criteria
- Identify rubric options and settings
- Create a Canvas rubric
- Grade using your Canvas rubric
- Reflect on designing, creating and grading using rubrics

### Online Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80026

### Individual Session

Register anytime between January 1, 2020 and April 30, 2020  
Reg Code: 80027

## Macomb Online Facilitation Training **NEW!**

*Successful completion of the Macomb Online Facilitation Training is required to facilitate departmentally created quality online or hybrid courses at Macomb. This course is intended for adjunct faculty.*

Macomb Online Facilitation Training is a two-week online course followed by facilitating an online or hybrid course, which includes mentor support and evaluation. You can expect to devote approximately 10 hours per week to complete the initial two-week coursework.

Ensure that you have completed the prerequisites below:

- Recommendation from your Associate Dean based on departmental need and quality course availability
- Experience using Canvas to web-enhance a Macomb course for at least one semester

Once your Associate Dean sends a request to the CTL to enroll you, we will contact you to initiate your participation. (ONLN 9015)

**Start dates are available multiple times throughout the semester.**

## Macomb Online Instructor Training Certification for Canvas (MOITC)

*Successful completion of the Macomb Online Instructor Training Certification (MOITC) is required to facilitate AND design online or hybrid courses at Macomb.*

MOITC is an eight-week online cohort intended for faculty who wish to design, develop and teach online or hybrid courses at Macomb. You can expect to devote approximately 15-20 hours per week to complete the coursework. Upon completion of MOITC, you will have the first three weeks of your online course developed.

Ensure that you have completed the prerequisites below:

- Recommendation from your Associate Dean based on departmental need
- Experience using Canvas to web-enhance a Macomb course for at least one semester

Once your Associate Dean sends a request to the CTL to enroll you, we will contact you to initiate your participation in MOITC. (ONLN 9005)

**The next session begins January 28–March 30**

# Canvas Fest

Friday, May 8, 2020

South Campus J120

Join us for Canvas Fest on May 8 at the South Campus CTL. This is an opportunity to take up to two workshops in one day across a beginner or advanced track.

To sign-up, select the workshops you plan on attending at <https://bit.ly/CanvasFest>.

Lunch will be provided.

Time	Beginner User	Advanced User
9:30–10:30am	Canvas Refresher (Optional)	
10:30am–12pm	Digital Accessibility	Using Media in Canvas
12–1pm	<b>Lunch</b>	
1–2:30pm	Modules, Pages and Files	Time Saving Tips

*A description of each workshop can be found on the previous pages in this brochure.*

**TIP:** To ensure your time is productive, please bring an electronic version of your First Day Handout and any files you would like to upload to Canvas.

The **Canvas Refresher** is for those who are new to Canvas or would like a refresher.

**Registration:** Go to <https://bit.ly/CanvasFest>

If you have any questions about Canvas Fest, please contact [ctlsupport@macomb.edu](mailto:ctlsupport@macomb.edu) | 586.226.4774

## Types of Courses

- **Online:** All teaching and learning takes place online.
- **Hybrid:** A significant portion of teaching and learning takes place online with scheduled on-ground meeting dates.
- **Web-enhanced:** All teaching and learning takes place on-ground with supplemental web-based resources.

# Additional Teaching & Learning Online Resources

A number of great resources are available for faculty through external educational organizations. Below are some organizations that contain additional webinar topics or online articles that support teaching and learning in higher education.

## National Institute for Staff and Organizational Development (NISOD)

[www.nisod.org/webinars](http://www.nisod.org/webinars)

Click on "Webinars" tab

Username: **macomb.edu**

Password: **nisod240**

Keeping Students Engaged

Integrating Current Events into any College Course

It's All Fun and Games: Gamification in the Community College Classroom

Entrepreneurial Learning Environments

Human Cannonballs and Evil Geniuses: Boosting Performance in Online Discussions

## Online Learning Consortium

[www.onlinelearningconsortium.org/learn/webinars](http://www.onlinelearningconsortium.org/learn/webinars)

Click on "Learn" tab, then "Webinars" tab, and "Search All Webinars"

Online Education: Taking Advantage of Lessons Learned

Scaling Digital & Open Educational Resources (OER)

How Can I Teach Biology Online using Lab Kits?

## The eLearning Learning

[www.elearninglearning.com/?query=webinars](http://www.elearninglearning.com/?query=webinars)

Making Friends with your LMS

Using Camtasia for Your Green Screen

How to Run Webinars with Your Online Course

## Educause

[www.educause.edu/conferences-events/online-events](http://www.educause.edu/conferences-events/online-events)

Copyright in Higher Education

Assessment for Learning Improvement

Designing a Collaborative Instructional Technology Support Model

## Instructional Technology Council

[www.itcnetwork.org](http://www.itcnetwork.org)

Click on *Professional Development* tab

Playful Engagement for Online Learners

Strategies to Promote Critical Thinking in an Online Course

Bridging the Digital Divide in Online Classes

## Macomb Collection of Teaching Resources (M-CTR)

All Macomb Community College faculty are now automatically enrolled into the **Macomb Collection of Teaching Resources (M-CTR)**! The M-CTR is a Canvas group filled with information about the college, professional development opportunities for faculty, ideas and articles focused on teaching and learning, and much more. It's still easy to find the M-CTR: it will be on your Canvas dashboard AND you'll still be able to get to it by clicking the Macomb Collection of Teaching Resources link in the MCC Staff Bookmarks section. Take a look!

ALL

GROUP: Macomb Collection of Teaching Resources

Home

The College

Libraries, Learning Centers & Reading and Writing Studios

The CTL and Your Professional Development

Your Classroom

Your Students

Tools for Adjunct Faculty

Assessment Resource Center

Directory of Resources

TEACHING & LEARNING

Welcome from Dr. Michael Balsamo, Dean of Learning Resources

Teaching at Macomb Community College is a rewarding experience. It also has its challenges – our students are as diverse as they are talented. The Center for Teaching and Learning created this Canvas group to provide Macomb's faculty with resources to help develop engaging classrooms that lead our students to the completion of their goals. This Canvas group also provides an overview of many important institutional resources that can make teaching at Macomb Community College a productive and satisfying experience.

what's NEW

# About Professional Development in the Center for Teaching & Learning...

The mission of the Center for Teaching and Learning (CTL) is to create and provide a supportive environment for faculty to explore, develop, implement and share ideas and experiences for the advancement of student-centered learning at Macomb Community College.

Below are the individuals who support our faculty in this role under the direction of **Dr. Michael Balsamo, Dean of Learning Resources**.

## **Academic Development**

Mary Lou Kata  
Director of Academic Development

Deborah Armstrong  
Associate Director of Academic Development

Karen Wolanchuk  
Coordinator, Professional Development & Academic Services

Fabronya Saka  
Administrative Assistant

## **Macomb Online (Canvas) and Instructional Technology**

Carl Weckerle  
Director of Instructional Technology & Online Learning

Tom Bradley  
Instructional Technology Specialist

Denise Dejonghe  
Instructional Technology Specialist

Sandra Friedli  
Instructional Technology Specialist

Nathan Rutkofske  
Instructional Technology Specialist

Gina Satow  
Administrative Assistant

Kenneth Kuklock  
Teaching & Learning Technician

## **Learning Resources**

Louisa Marine  
Coordinator, Academic Initiatives & Assessment



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**Community College**

Education • Enrichment • Economic Development

**Discover. Connect. *Advance.***<sup>SM</sup>

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