

**Center for Instructional Development
Spring 2009 Workshop Series**

Banner

Putting Online Courses into Banner (for Staff)

Dates: February 3, 2009 (10:00 AM – 11:00 AM)
February 4, 2009 (2:00 PM – 3:00 PM)

Facilitator: Jill Lane

This information session is designed for those who have banner system entry responsibilities in their college or department. We will give you information about coding differences between online and face-to-face courses and answer any questions you might have about the process.

Teaching Techniques

Engaging Students in Face-to-Face Courses

Dates: February 17, 2009 (10:00 AM – 11:00 AM)
February 18, 2009 (2:00 PM – 3:00 PM)

Facilitator: Jill Lane

Are you looking for new ways to engage students in your courses? Have you ever wondered if your students understood the material you were covering in class? In this workshop, we will help you design and develop activities that you can use to both engage and assess student understanding of material before they leave class. Please bring a copy of your course syllabi or schedule of topics to this session.

Matching Learning Outcomes to Your Teaching Methods

Dates: March 17, 2009 (2:00 PM – 3:00 PM)
March 18, 2009 (10:00 AM – 11:00 AM)

Facilitator: Jill Lane

All of us design activities and develop assignments for our classes in order to help students achieve the required learning outcomes. In this session, you will be able to expand your repertoire of methods by learning about and engaging in a variety of techniques designed to match your specific learning outcomes.

Developing Rubrics to Assess Projects and Writing Assignments

Dates: April 14, 2009 (2:00 PM – 3:00 PM)
April 15, 2009 (10:00 AM – 11:00 AM)

Facilitator: Jill Lane

We have all seen students turning to the last page of a paper to see their grade and ignoring the comments we take the time to make. We have all heard complaints about the grade and why a subpar paper did not get an A. In this session, you will develop a rubric to make your grading criteria visually obvious and help your students better understand the assignment objectives.

Assessment

Developing a Program Assessment Plan

Dates: February 10, 2009 (2:00 PM – 3:30 PM)
February 11, 2009 (10:00 AM – 11:30 AM)

Facilitator: Jill Lane

A large part of the learning outcomes assessment process is developing a plan that guides your program and indicates where and when assessment will take place. In this session, you will learn about different strategies to make the assessment data collection process manageable.

Defining Assessment Criteria and Developing Assessment Tools

Dates: March 3, 2009 (10:00 AM – 11:30 AM)
March 4, 2009 (2:00 PM – 3:30 PM)

Facilitator: Jill Lane

Once your assessment plan is developed, you will need to uncover existing tools and measures that you already have and possibly develop new tools to collect additional data. In this session, you will expand on your existing plan, determine how data will be collected, and learn different techniques that you can use to gather evidence.

Analyzing Data and Closing the Loop

Dates: March 31, 2009 (2:00 PM – 3:30 PM)
April 1, 2009 (10:00 AM– 11:30 AM)

Facilitator: Jill Lane

Once you begin to collect data for learning outcomes assessment, it can be difficult to analyze and use it for program/course improvement. In this session, you will learn about different techniques for analyzing data and begin to develop templates to help organize the information you collect.

Microsoft Office

Navigating Word 2007

Dates: February 2, 2009 (2:00 PM – 3:00 PM)
February 5, 2009 (10:00 AM – 11:00 AM)

Facilitator: Lou Brackett

Upgrading to Word 2007 can be frustrating for Word 2003 users. Many of your favorite icons and tools have morphed, moved, or just disappeared. This workshop will cover some of the new, the old, and the just plain weird. Handouts will be provided.

Navigating Excel 2007

Dates: February 24, 2009 (2:00 PM – 3:00PM)
February 25, 2009 (10:00 AM – 11:00AM)

Facilitator: Lou Brackett

Upgrading to Excel 2007 can be frustrating for Excel 2003 users. Many of your favorite icons and tools have morphed, moved, or just disappeared. This workshop will cover some of the new, the old, and the just plain weird. Handouts will be provided.

Online Instruction

Creating an Online Learning Community

Dates: March 24, 2009 (10:00 AM – 11:00 AM)
March 25, 2009 (2:00 PM – 3:00 PM)

Facilitator: Lou Brackett

Becoming part of the group is easier in a face-to-face class than in an online environment. Learn how to make your online class "gel."

Combating Cheating Online

Dates: April 7, 2009 (10:00 AM – 11:00 AM)
April 8, 2009 (2:00 PM – 3:00 PM)

Facilitator: Lou Brackett

Many faculty members are not comfortable giving tests in the online environment because of the possibility of cheating. This workshop will focus on some tips and tricks to make cheating more difficult.

WebCT

Vista 8 Overview

Dates: February 16, 2009 (2:00 PM – 3:30 PM)
February 19, 2009 (10:00 AM – 11:30 AM)

Facilitator: James Fries

Be the first to get a glimpse of the new tools in Vista 8. With new features like blogs and journals, see how Vista 8 can help learners through more social online classrooms.