Online Learning Opportunities at the PDC

The Professional Development Center offers numerous sessions throughout the week and even on Saturdays. But, what if the topics you are interested in STILL don’t fit into your schedule? Never fear...we are also offering an increasing number of sessions completely ONLINE!

A couple highlights...

**ONLINE Employee Development Training**

FERPA (Family Educational Rights and Privacy Act)
This tutorial explains employees responsibilities regarding confidentiality of student records. Employees are also expected to speak with their supervisors regarding FERPA.

**Preventing, Detecting, and Reporting Fraud (coming soon)**
The purpose of this session is to communicate the College’s Code of Conduct and the how suspected fraud is to be reported and investigated.

**Preventing Sexual Harassment**
This session is a comprehensive web based training program on sexual harassment prevention for the workforce. It covers all aspects of the topic that allows for self-paced learning geared to the employees particular work group (faculty, supervisory, non-supervisory, and students).

**Search Committee Process**
The purpose of the training is to explain the search process, clarify roles, and to define expectations. Any employee who serves on a search committee is required to take the training. It is also offered face to face in a classroom setting.

**Microsoft Office Applications (coming soon)**
As part of an offering from Microsoft, employees are eligible to access E-learning courses on line through Microsoft. Sessions will also continue to be offered face to face in the training lab.

**ONLINE Faculty Development Opportunities**

We will once again offer the “Scenarios: Teaching in the Learning College” to adjunct faculty. This is an 8-week fully online course that takes faculty through the experiences of a fictional community college adjunct faculty member and some of the real-life experiences he encounters both in and out of the classroom.

We will also be offering two of the Starlink series courses in Spring: **Student Motivation** (February) and **Plagiarism Pitfalls** (April). Participants in these courses have a week to watch an online video (via the Internet), and then another week to discuss it on an online discussion board.

**ONLINE Blackboard Training**

Blackboard training continues to be an incredibly popular topic in the PDC. Blackboard is a course management system that allows classes to utilize online tests, discussion boards, homework postings, online lecture notes and syllabi and much more! We are working on developing online Blackboard training that will be offered in a hybrid format (partially online, partially face-to-face) by Summer 2008. However, individual Blackboard training modules may be available fully online by this Spring.

Taking online courses (or even small online workshops) may not be suited for everyone, but it does open up many more possibilities for those who have time limitations.

For a printable list of all PDC sessions (available by month, by category, in calendar format, or in total) visit http://pd.clcillinois.edu.
Career Development Supplement

Did you know that you can now apply up to 3 of the 12 semester hours on your plan by attending specific professional development workshops through the PDC? View the procedures on our web site [http://pd.clcillinois.edu](http://pd.clcillinois.edu) listed in the FAQ menu.

Attention Administrators!!

Do you know that you can request customized training for your department/division with the Professional Development Center? Contact us for a consultation meeting.

Classified and Specialists Workshops

Choose to attend either a morning session with a hot breakfast or an afternoon luncheon session.

**8:00am-11:30am or 12:30-4:00pm**

**Classified Workshop:** Thursday, February 7, 2008  
*Values: Yours, Mine & Ours - Opportunities for Conflict or Synergy?*

**Specialists Workshop:** Thursday, February 28, 2008  
*Get What You Want: Techniques for Influence, Persuasion and Presentations*

For registration and complete workshop information go to [http://pd.clcillinois.edu](http://pd.clcillinois.edu)  
Watch for flyers in January and February.

PDC Office Hours

Monday through Thursday  8:00AM—7:00PM  
Fridays  8:00AM—4:30PM  
**Location:** L034  
**Phone:** 847-543-2683  
**Website:** [http://pd.clcillinois.edu](http://pd.clcillinois.edu)

Upgrade to Microsoft Office 2007

Beginning in January 2008, you can preview MS Office 2007 at any of the PDC computer lab stations. Informational sessions regarding changes in navigation will begin in April. Detailed training will occur over the summer and continue through the fall semester. In addition to MS Office 2007, MS Office 2003 will still be available in the PDC lab.

Featured Faculty

We had a wonderful response to our Featured Faculty topics this past fall. Congratulations to all the winners—Michael Latza, Cherie Kline, and Michelle Wagner (all Com Arts faculty!) Don’t forget to visit our Featured Faculty blog at [http://featuredfaculty.blogspot.com/](http://featuredfaculty.blogspot.com/) to read everyone’s entries.

Spring 2008 Featured Faculty topics include sharing why you love teaching, using humor in the classroom, and sharing advice for new faculty members. Additional information about each month’s topic and how to respond (for your chance to win a $25 gift certificate!) will be sent via email. If you have any suggestions of topics you’d like to see for future Featured Faculty drawings, please let us know!

Starlink Classroom Teaching Tips

The Starlink Professional Development Network (available at [http://www.starlinktraining.org](http://www.starlinktraining.org)) has a series of 3-7 minute classroom teaching tips available for viewing on your computer, as well as a library of hour-long streamed videos. Click on the library link and use the password **biblioteca** to see a list of topics and access these videos.

Spring Grant Deadlines

Foundation Institutional Development grants are due on Friday, February 29th.

PDC Teaching and Learning grants are due on Friday, April 11th.

Here are two opportunities to get funding and/or release time for innovative projects. More details available on the PDC website.

We believe that we are one community serving students and one another. To that end, professional development at CLC supports opportunities for holistic growth and learning for all employees. We recognize the importance of fulfilling the specific needs of each employee group in order to enhance the learning experience of our students.