



Week of Monday, January 05, 2009
matcmadison.edu/cetl

The CETL News Blast will inform you about our upcoming programs and new resources.

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Workshops & Courses

Register for CETL Courses: <http://matcmadison.edu/hr/staffdev/registration/>

- **01/05/09-Blackboard: Enhancing your Course (online)**
This course exposes the participants to the features of Blackboard and gives practice and experience in incorporating them into a Blackboard course to enhance their face to face class. It is strongly suggested that this course be taken before the "Online Teaching Strategies". The course includes 2 face to face meetings that are about 3 hours each and then about 4 hours of online homework. The total course takes about 10 hours.
Dates: 1/5 - 5/1, 2009
Facilitator: Sandy Philip
- **01/05/09-10:00 AM-12:00 PM-Blackboard for New Users**
This session is for those who want to learn a few, very basic Bb features to use in this semester's classes.
Facilitator: Black Board Menter
- **01/08/09-9:00 AM-10:30 AM-Peoplesoft Faculty Center**
Hands on Faculty Center walk through. Including Class Rosters, Grading and More
Facilitator: Sandy Philip
- **01/08/09-1:00 PM-2:30 PM-GroupWise Part 1**
Two session training for the newest GroupWise 7.0 upgrade. Part one covers email features, proxy rights, creating rules, and customizing your home page and tool bars. THE SESSIONS DO NOT NEED TO BE COMPLETED IN ORDER.
Facilitator: Sandy Philip
- **01/09/09-9:00 AM-10:30 AM - Peoplesoft Faculty Center**
Hands on Faculty Center walk through. Including Class Rosters, Grading and More
Facilitator: Sandy Philip
- **01/09/09-10:30 AM-12:00 PM-Adobe Captivate**
Adobe Captivate is software that uses intuitive point-and-click user interface and has many timesaving features such as automated text captions and mouse movement, highlighting and audio recording. Come and learn how to set up and use Captivate to capture screen movements, record audio clips, edit a series of recorded clips into one video, and publish your edited video to download onto Blackboard.
Facilitators: Connect Mentors
- **01/09/09-1:00 PM-2:30 PM-GroupWise Part 2**
Two session training for the newest GroupWise 7.0 upgrade. Part two covers calendar features, multi user calendars, and tasks (checklists). THE SESSIONS DO NOT NEED TO BE COMPLETED IN ORDER.
Facilitator: Sandy Philip

- **01/09/09-9:00 AM-3:00 PM-Accelerated Teaching Strategies Overview**
 This one day training will provide an overview of accelerated teaching and learning strategies. Focus will be on designing lessons/learning experiences using David Meier's four step model. Participants will have the opportunity to apply components of the workshop to an actual course they are teaching or planning. This Workshop will count for 8 hours towards Re-Certification Credits for MATC faculty in the 5-Year Renewal status.
 Facilitator: Cindy Spankowski

Special Events

- 01/06 -07; 2009 - 8:30 AM - 4:00 PM – Convocation (Truax)
[View the schedule here.](#)
- **01/07/09-5:30 PM-9:30 PM-New Part-time Faculty Institute**
 The power-packed four hour institute will introduce you to the organization and policies of the college, its players, our philosophy as a Learning College, your role as a part time faculty member, physical logistics, technology and communication systems, and much more. You will be introduced to other faculty and staff members, mentors, supervisors and divisional colleagues.
 Location:Truax
 Room: 219
- **01/09/09-12:30 PM-4:00 PM-New Full Time Faculty Institute**
 The power-packed institute will introduce you to the organization and policies of the college, its players, our philosophy as a Learning College, your role as a faculty member, physical logistics of the campuses, technology and communication systems, etc. You will also be introduced to other faculty members, some students, your faculty mentor, as well as your supervisor and divisional colleagues.
 Location:Truax
 Room: 219
- **01/10/09-9:00 AM-1:00 PM-New PT Faculty Institute**
 The power-packed four hour institute will introduce you to the organization and policies of the college, its players, our philosophy as a Learning College, your role as a part time faculty member, physical logistics, technology and communication systems, and much more. You will be introduced to other faculty and staff members, mentors, supervisors and divisional colleagues.
 Location:Truax
 Room: 219

In the near future

View the Online [Calendar of Events](#) for additional information

01/20/09-12:30 PM-3:30 PM-Tech Tuesday - Adobe Acrobat Beginning Forms

01/21/09-1:00 PM-2:30 PM-Adobe Connect & PowerPoint

01/22/09-8:30 AM-4:30 PM-Leadership Academy Retreat

01/22/09-11:30 AM-1:00 PM-Universal Design of Learning