



Week of Monday, May 04, 2009
matcmadison.edu/cetl

The CETL News Blast will inform you about our upcoming programs and new resources. Select one of the categories below to zoom to that location in the document.

[Classes & Workshops](#)

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- **Changes to Truax Room 220C (Formerly the Technology Resource Center)**

Effective 4/22/09

Due to increased training needs in CETL, we have made some changes to Room 220C, formerly the Technology Resource Center or the "Staff Lab." This space will now be used for training. Beginning Monday, April 27, 2009 access to 220C will be through the main CETL office space and limited to posted CETL office hours. Employees will no longer be able to access 220C via the 220B corridor.

Computers in what was formerly the staff lab have been moved into Room 219, the CETL main office. This will provide faculty and staff with increased access to these computers during CETL office hours. This also allows for use of 220C for training purposes without restricting access to the computers. The color printer in 220C has been removed from the network address and is no longer accessible for staff use. Staff needing color copies should work through the duplicating center. Single color copies can still be run in CETL using the color printer in 219.

In addition to the computers in CETL, part time faculty will continue to have access to computers in room 216 and MATC staff will have access to computers in the staff lounge as well as those public access computers located throughout the college.

Classes & Workshops

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

- **05/06/09 - 10:30 AM - 11:30 PM - PeopleSoft Faculty Center**
Faculty Center is the online system for entering FINAL GRADES. Attend this training to learn about the software, complete the FERPA training requirements, and complete the ID request form.
Location: Truax : Main Campus : 220C (CETL Training Room)
- **05/07/09 - 10:30 AM - 11:30 PM - PeopleSoft Faculty Center**
Faculty Center is the online system for entering FINAL GRADES. Attend this training to learn about the software, complete the FERPA training requirements, and complete the ID request form.
Location: Truax : Main Campus : 220C (CETL Training Room)

- **05/08/09 - 12:30 PM - 2:00 PM - LOAD Drop-In Workshop**

This workshop will provide time, computer access, and assistance for instructors who need help entering LOAD Summative Assessments for students. Instructors needing other assistance with the MATC outcomes assessment process can drop in for help provided by members of the Assessment & Curriculum Mentor Team.

Facilitator: Mary Vlisites

Room: 220C

- **Outlook 2007 Training is here!**

As you may have heard, MATC is switching email/calendar clients from GroupWise to Microsoft Outlook. CETL is now offering courses to train staff in the new program to fully prepare for the change.

Part one covers email functions, while part two explains the new calendar features. Right now we are encouraging faculty to sign up for spots that best fit their schedule. Administrative staff should not sign up individually, as CETL is currently scheduling departments together to best facilitate the switch in software. Class sizes are limited, and are done on a first-come, first-serve basis.

Here's a listing of the times offered in the next two weeks. Keep an eye out on MATC Matters and the CETL News Blast for future dates.

	4-May	5-May	6-May	7-May	8-May
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:30		Part I	Part I	Part II	Part II
11:00-1:00	Part I	Part I	Part II	Part II	
1:30-3:30		Part I		Part II	
4:30-6:30					
5:30-7:30		Part I		Part II	

	11-May	12-May	13-May	14-May	15-May
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:30	Part I	Part I	Part II	Part II	
11:00-1:00	Part I	Part I	Part II	Part II	
1:30-3:30	Part I	Part I	Part II	Part II	
4:30-6:30		Part I		Part I	
5:30-7:30	Part I		Part II		

Visit the registration site <http://matcmadison.edu/cetl/registration/> to register for the course that fit's your schedule best. Remember, seats are extremely limited.

Special Events

- **New offering this summer: #53 Edu. Psychology Hybrid (Online)**

This course is an online course with one (1) Face-to-Face meeting on June 08, 2009.

The online portion of the course will run until July 17, 2009.

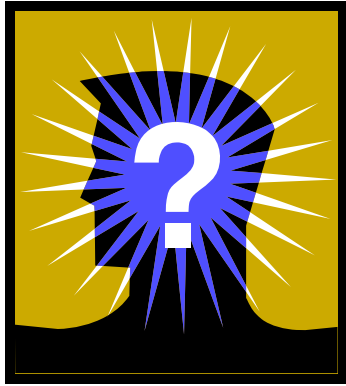
The goal of this course is to assist faculty to apply educational & psychological principles to the teaching/learning process. The course will be offered in a hybrid delivery system, meeting once face-to-face, and finishing the course online.

Facilitator: Terri Wilkens

Location: Online (Blackboard). 1st meeting at Truax.

- **New offering this summer: Ethics in Teaching Workshop**

Did you ever wonder? What are your ethical obligations as a teacher? How do you determine if your position is an ethical one? What set of ethical principles or values do you adhere to in your work with students, colleagues, the community?



This workshop will introduce MATC instructors to Ethics in Teaching, highlighting the need for Ethics in Teaching. The workshop will emphasize and explicate the following necessary pre-conditions for understanding the role that ethics plays in teaching. More specifically emphasizing knowledge of the following:

1. Development of an ethical teacher
2. Conduct of a teacher as in:
 - A. inter-professional conduct
 - B. conduct with students

C. characteristics of an ethical teacher

Dates: July 7,9,14,16,21,23, 2009

Time: 4:30 -7:30

Facilitator: Joseph Lynch, PT Faculty MATC

In The Near Future

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

05/14/09 - 12:30 PM - 2:00 PM - LOAD Drop-In Workshop

05/18 – 05/19; 09 – 9:00 AM – 4:00 PM - Accelerated Teaching Techniques

05/19 – 21; 2009 – Tech Academy

05/28; 2009 – PSRP Retreat

06/01 – 06/05; 2009 – Learning Academy

#50 Curriculum and Course Construction.

#51 Philosophy of Technical & Adult Edu.

#52 Teaching Methods in WTCS

#54 Educational Evaluation/Assessment

#55 Guidance & Counseling

#69 Educational Diversity