

Spring 2010 Professional Development Workshops

Workshop	Date	Time	Room	Description
D2L Gradebook (Preregister at dewey@yorktech.com .)	Wednesday January 27	3:30 – 4:45 p.m.	A-250	Create your gradebook in D2L with categories and items (columns) to record and calculate student grades. Pre-workshop homework: Write down what you grade and how you currently calculate your grades. Bring your course syllabus that indicates grading policies and percentages.
	Thursday January 28	3:30 – 4:45 p.m.	A-246	
	Friday January 29	8:30 – 9:45 a.m.	A-250	
Federal Aid	Monday February 1	12 noon – 1 p.m.	L-100	Come learn about Pell Grants, FSEOG, ACG, and Work-Study. Encourage your students to attend as well. Presented by Angela Fowler and Nikisha Dawkins
D2L Content (Preregister at dewey@yorktech.com .)	Wednesday February 3	3:30 – 4:45 p.m.	A-250	Upload documents and create links to build course content for online courses or to provide supplemental materials for face-to-face courses. Organize course materials in your electronic “file cabinet” and in the students’ table of contents. Discover important information about saving files in the best formats for student use and for conserving space in your course. Pre-workshop homework: Save 2 to 4 course documents on a flashdrive to bring to the workshop.
	Thursday February 4	3:30 – 4:45 p.m.	A-246	
	Friday February 5	8:30 – 9:45 a.m.	A-250	
Student Loans	Tuesday February 9	12:30 – 1:30 p.m.	A-103	Come learn about Federal Stafford Loans at our College. Encourage your students to attend as well. Presented by Tammy Tran
D2L Dropbox and Discussions (Preregister at dewey@yorktech.com .)	Wednesday February 10	3:30 – 4:45 p.m.	A-250	Discover how to create and manage folders where students submit all assignments (dropbox). Create discussion boards where class discussion takes place. Connect assignment and discussion grades automatically to the gradebook.
	Thursday February 11	3:30 – 4:45 p.m.	A-246	
	Friday February 12	8 – 9:15 a.m.	A-246	

<p>Personal Thinking Patterns</p> <p>(Preregister at cmayfield@yorktech.com by February 9.)</p> <p>Presented by Independent Consultant and Trainer for Human Services and adjunct faculty member Laurie Noble</p>	<p>Friday February 12</p>	<p>9:30 – 11:30 a.m.</p>	<p>B-6</p>	<p>We know from experience that people are not all the same. We each have natural gifts and competencies. We learn differently, we think differently, we express who we are in very different ways. This can make life rich and interesting, puzzling and frustrating. How can we come to know and honor our own minds and appreciate the ways we differ from others? This workshop is an introduction to explore human differences and reconnect with our own natural intelligence. Based on the groundbreaking work of Dawna Markova, Personal Thinking Patterns (learning styles) proposes that there are six personal thinking patterns, six ways the mind digests information, which help explain the differences in how we learn, think and communicate.</p>
<p>Record Delirium: Withdrawals and Graduation Processing</p> <p>(Preregister with fshrake@yorktech.com.)</p>	<p>Monday February 15 (also offered on Feb. 26 and March 5)</p>	<p>3:30 – 4:45 p.m.</p>	<p>ST-236</p>	<p>Discuss submission of withdrawals, what occurs with D2L when a student's withdrawal is processed, and the importance of timely submissions. Discover facts and information about graduation processing which includes how departments should handle graduate summary sheets, course substitutions, and other questions that arise when completing students' final paperwork. All faculty should find this information useful!</p>
<p>Guidelines for Dealing with Disruptive Students</p> <p>(Preregister with kdawkins@yorktech.com.)</p>	<p>Tuesday February 16 (also offered on Friday, April 2)</p>	<p>3:30 – 4:45 p.m.</p>	<p>A-222</p>	<p>As the climate of higher education has changed over the years, faculty members may face serious issues of classroom and campus behavior. This workshop will provide faculty and staff with appropriate, effective, and legally sound guidelines for dealing with disruptive student behavior. Confidently, fairly, and safely address disruptive incidents in a manner that discourages such behavior while retaining a safe and appropriate learning environment. Learn about the college's Behavior Intervention Team and the disruptive/distressed student incident reporting form.</p>
<p>State Aid</p>	<p>Wednesday February 17</p>	<p>12 noon – 1 p.m.</p>	<p>L-100</p>	<p>Come learn about S.C. Need-Based Grant, LIFE Scholarship, and Lottery Tuition. Encourage your students to attend as well. Presented by Kara Traverse</p>
<p>D2L Quizzes</p> <p>(Preregister at dewey@yorktech.com.)</p>	<p>Wednesday February 24</p>	<p>3:30 – 4:45 p.m.</p>	<p>A-250</p>	<p>Create and edit test questions and quizzes. Randomize questions, formulate quiz settings (availability, time restrictions, submission views, etc.), and connect quiz scores automatically to the gradebook.</p>
<p>Thursday February 25</p>	<p>3:30 – 4:45 p.m.</p>	<p>A-246</p>		
<p>Friday February 26</p>	<p>8:30 – 9:45 a.m.</p>	<p>A-246</p>		

Satisfactory Academic Progress (SAP)	Thursday February 25	12 noon – 1 p.m.	L-100	Did you know that a minimum GPA and completion rates are required for financial assistance? Find out more and encourage your students to attend as well. Presented by Denise Chestnut-Walker
Record Delirium: Withdrawals and Graduation Processing (Preregister with fshrake@yorktech.com .)	Friday February 26 (duplicate of Feb. 15 and March 5)	10 – 11:15 a.m.	A-222	Discuss submission of withdrawals, what occurs with D2L when a student's withdrawal is processed, and the importance of timely submissions. Discover facts and information about graduation processing which includes how departments should handle graduate summary sheets, course substitutions, and other questions that arise when completing students' final paperwork. All faculty should find this information useful!
D2L News, Schedule, and Checklist (Preregister at dewey@yorktech.com .)	Wednesday March 3	3:30 – 4:45 p.m.	A-250	Create news items on your D2L course home page for sharing information, directions, and reminders. Discuss the global nature of the D2L schedule (calendar) and enter events (due dates, reminders...). Automatically display dropbox assignments, quizzes/tests, and discussions on the schedule.
	Thursday March 4	3:30 – 4:45 p.m.	A-246	
	Friday March 5	8:30 – 9:45 a.m.	A-246	
D2L E-mail, Attendance, and other good stuff! (Preregister at dewey@yorktech.com .)	Wednesday March 17	3:30 – 4:45 p.m.	A-250	Use D2L e-mail effectively and efficiently and discover the implications of its global nature. Find out how to uncover a student's last day of attendance. Download the D2L gradebook to your computer/flashdrive. Copy a course from the construction site or current semester into a new semester.
	Thursday March 18	3:30 – 4:45 p.m.	A-246	
	Friday March 19	8:30 – 9:45 a.m.	A-246	
Record Delirium: Withdrawals and Graduation Processing (Preregister with fshrake@yorktech.com .)	Friday March 19 (duplicate of Feb. 15 and 26)	10 – 11:15 a.m.	A-222	Discuss submission of withdrawals, what occurs with D2L when a student's withdrawal is processed, and the importance of timely submissions. Discover facts and information about graduation processing which includes how departments should handle graduate summary sheets, course substitutions, and other questions that arise when completing students' final paperwork. All faculty should find this information useful!
A Different Look at WebAdvisor (Preregister at dewey@yorktech.com .)	Friday March 26	8:30 – 9:45 a.m.	A-246	Discover new ways to use WebAdvisor. E-mail your advisees or students in upcoming classes, enter midterm grades, and discover what students see when they utilize WebAdvisor (financial aid, online payments, transcript requests and other forms, address changes, etc.). Help your advisees and students to be more responsible and accountable as you encourage them to use WebAdvisor.
	Tuesday March 30	3:30 – 4:45 p.m.	A-246	

Student Registration Using WebAdvisor (Preregister at dewey@yorktech.com .)	Friday April 2	8:30 – 9:45 a.m.	A-246	Walk step-by-step through the registration process using WebAdvisor, from checking test scores and viewing the student's program evaluation to searching and registering for classes.
reVIEW (Preregister at tsmith@yorktech.com or mwells@yorktech.com)	Friday April 2	10am – 11am	A-110	reVIEW is an evaluative program designed to look at processes, acquire data, and improve efficiency. Come get an overview of reVIEW and how the process works.
Guidelines for Dealing with Disruptive Students (Preregister with kdawkins@yorktech.com .)	Friday April 2 (duplicate of February 16 session)	10 – 11:15 a.m.	A-222	As the climate of higher education has changed over the years, faculty members may face serious issues of classroom and campus behavior. This workshop will provide faculty and staff with appropriate, effective, and legally sound guidelines for dealing with disruptive student behavior. Confidently, fairly, and safely address disruptive incidents in a manner that discourages such behavior while retaining a safe and appropriate learning environment. Learn about the college's Behavior Intervention Team and the disruptive/distressed student incident reporting form.
Navigate Your Computer and Organize Your Files – For the Computer Challenged! (Preregister at lochsner@yorktech.com .)	Friday April 9	8:30 – 9:45 a.m.	A-246	Are your computer files stored haphazardly in <i>My Documents</i> ? Do you have difficulty finding files you created because they are not in the right folder—or in a folder at all? Can you navigate between several open files comfortably? Discover a few simple tips that will help you organize your files, navigate <i>My Computer</i> , and use shortcuts to maximize your efficiency. For the computer challenged! Pre-workshop homework: Copy several files from different classes/activities onto a flash drive.
Using Outlook and Outlook Calendar Effectively (Preregister at tsmith@yorktech.com .)	Friday April 16	8:30 – 9:45 a.m.	A-246	Create and edit distribution lists and contact lists, schedule meetings and send meeting notices, create recurring calendar events, and get your questions answered. Get more comfortable with your Outlook tools!
reVIEW (Preregister at bpiner@yorktech.com or kestes@yorktech.com)	Tuesday April 20	3:30 – 4:30pm	A-154	reVIEW is an evaluative program designed to look at processes, acquire data, and improve efficiency. Come get an overview of reVIEW and how the process works.