Convocation Highlights

★ All sessions are first come – first seated. Space is limited due to construction and remodeling projects so the largest rooms available have been used. Please be respectful of the capacity of each room. If you move furniture from one room to another please take the time to move it back.
★ All sessions are open to any interested parties, except when noted as an “Invitation Only” session.
★ Today’s opening session will be recorded and made available via the CETL web site and Matters. If you need instructions on how to access the recording please call the Help Desk at 246-6666.
★ Please be sure to complete the convocation assessment on paper or online.
★ Please sign-in at each session you attend so we can assess the effectiveness of the offerings.
★ If you are unfamiliar with the rooms at this campus, there are maps located on the table in the Mitby lobby.
★ All college employees are encouraged to attend Convocation, especially the opening session on Tuesday.

Construction update the week of Convocation: New paving will take place during the week of August 16 at the Anderson and Hoffman Street intersection. Traffic barricades will direct motorists thru the construction zone. Anderson Street will not be closed but a short section of Hoffman Street from our parking lot entrance to Anderson Street will be closed for two days during this week. Barricades will be placed on Hoffman Street at our parking lot entrance, so traffic will not be able to go south on Hoffman Street. All traffic must flow north on Hoffman Street to Kinsman Boulevard as no access to Anderson Street will be permitted on two days, Tuesday August 17 and Wednesday August 18.

Meal Service

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 a.m.</td>
<td>Cafeteria</td>
<td>Complimentary Continental Breakfast: Bagels, Fruit, Health Bars, Juice, Water, &amp; Coffee</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cafeteria</td>
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</tr>
</tbody>
</table>
Fall Convocation 2010

Tuesday August 17th – Wednesday August 18th

“Constructing New Opportunities for Learning”

Our Convocation has been conceived as a strategy for promoting learning, discussion and development of common ground about teaching and learning among faculty and staff in our college.

Tuesday, August 17, 2010

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Opening Session&lt;br&gt;Welcome – Patrick Barlow&lt;br&gt;President Bettsey Barhorst&lt;br&gt;Vice President Question and Answer&lt;br&gt;College Announcements</td>
</tr>
<tr>
<td>10:15 AM</td>
<td>Tuesday, Breakout Session #1&lt;br&gt;Cisco Phone Training – 220A&lt;br&gt;How to Talk to Your Neighbor About the Future of the College - 321&lt;br&gt;New Media Portal: Integrating Technology Into Learning – 230C (Library)&lt;br&gt;Part Time Faculty Forum - 377&lt;br&gt;Part-time Faculty Mini-Oriention – 380A/B&lt;br&gt;Podcast Demystified - 240&lt;br&gt;Surveying with Survey Monkey – Room 353 (<em>2 hour session</em>)&lt;br&gt;Telecommunications Project Overview - 322&lt;br&gt;The Future is Arriving Faster Than You Think! - 313</td>
</tr>
<tr>
<td>11:30 AM</td>
<td>Tuesday, Breakout Session #2&lt;br&gt;ABCs of Referendum Finance - 322&lt;br&gt;Changes in Wikis, Blogs &amp; Podcasts in Blackboard - 354&lt;br&gt;Cisco Phone Training – 220A&lt;br&gt;Constructing Your Financial Future - 239&lt;br&gt;Enact: Steps to Greener Living - 350&lt;br&gt;Enrollment Center Service for Our Students – 122/130 (Board Room)&lt;br&gt;Ethics in Teaching - 209&lt;br&gt;How to Talk to Your Neighbor About the Future of the College- 321&lt;br&gt;Integrating the Madison College Email System on a Mac - 240&lt;br&gt;Part-time Faculty - Constructing a Lesson Plan -377&lt;br&gt;Unit Planning for Chair and Program Directors - 313</td>
</tr>
<tr>
<td>12:30 – 1:30 PM</td>
<td>Lunch&lt;br&gt;Psychology Meet &amp; Greet - 386</td>
</tr>
</tbody>
</table>
1:30 PM  Center and Department/Program Meetings

Arts & Sciences – Mitby Theater (1:30-2:30)

Arts & Sciences Department Meetings (2:30)

Biology, Room 336
Chemistry, Room 390
Economics & Political Science, Room 271
English, Room 386
Humanities, Room 276
Math, Room 240
Physics, Room 342B
Psychology Room 273
Reading, 363
Sociology, Room 275
World Languages, Room 241

Adult Learning Center - 387
Agriscience & Technology - 350
Business and Applied Arts Center Meeting - 142A/B
Business Technology – 142A (2:30-4:00)
Center for Health and Safety Education Unit Meeting - 321
Construction, Manufacturing, Apprenticeship and Transportation - 322

CPAAC Center Meeting –142C Student Lounge, (1:30-2:30)

CPAAC Breakouts (2:30)
Rooms: 207, 209, 217, 237, 238, 239, 262, 274, 310, 313

Human & Protective Services, Fire Services Center, FS23

<table>
<thead>
<tr>
<th>Additional CPAAC Meetings</th>
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<tbody>
<tr>
<td><strong>Tuesday</strong></td>
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Wednesday, August 18, 2010

8:30 AM  Learner Success Assembly
Learner Success and Learner Development faculty and staff are invited to attend a general assembly in the Mitby Theater followed by breakout sessions focusing on the connection between the Academic Plan and the Facilities Master Plan. Breakout sessions following the assembly will focus on next steps to implement the proposed master plan. Specific details related to the breakout sessions will be included as an insert in the printed Convocation booklet.

9:45 AM  Wednesday, Learner Success, Breakout Session #1

11:15 AM  Wednesday, Breakout Session #2

Blackboard for New Users – 354 & 355
Career Fair Success - 336
Cisco Phone Training – 220A
Citation Help Options For Student Research – 230C
Drupal Web Author Study Hall - 353
Educational Exchange Opportunities in Cuba - 262
Ethics in Teaching - 209
Faculty Mentoring Workshop - 274 A/B
Fitness Q & A – 321
Inspiration Through Promoting Independence - 350
Pathways to Success - 352
PowerPoint 2007 - The Basics - 208
Retire With Confidence - 239
Smart Classroom Technology - 277
Strategies for Improving Online Discussions - 337
Surprises from the Student Satisfaction Survey - 313
What You Need To Know About Returning Veterans In Your Class - 240
Windows 7 - 351
Writing Center Tutors – 238

12:15 PM  Lunch

1:00 PM  Wednesday, Breakout Session #3

Blackboard for New Users - 355
Cisco Phone Training – 220A
Come on Down, New English Teachers - 262
Constructing Your Financial Future - 239
Ethics in Teaching - 209
Wednesday, Breakout Session #3 (continued)

Faculty Mentoring Workshop - 274 A/B (1:00-3:30)
Helping You Help Students – 380 A/B
International Education Fellow Program - 240
Law 101 For Faculty: How Not to Get Sued – 207 (Recorded Webinar)
Mindfulness Practice and the Adult Learner - 383
Not Just Your Kids' College - 313
Pathways to Success - 352
PeopleSoft Budget Financials - running budget reports - 208
PowerPoint 2007 - Create Your Own Template - 218
Take Your Outlook Calendar to the Next Level - 353
Unified Messaging – Telepresence Room 135
Writing a Good Multiple Choice Question - 336

2:15 PM

Wednesday, Breakout Session #4

Alternative Breaks 101 – 380 A/B
Certification Renewal Information - CETL website - 337
Cisco Phone Training – 220A
Contract Basics – 350
Faculty Mentoring Workshop - 274 A/B
Law 101 For Faculty: How not to Get Sued (Recorded Webinar) - 207
Learning Activity Design - 336
PowerPoint 2008 (Mac Version)- The Basics – 286
Organizing your Inbox with Outlook - 353
Retire With Confidence - 239
Smart Classroom Technology - 277
Unified Communications - Telepresence Room, 135A
What You Need To Know About Returning Veterans In Your Class - 240

Other Scheduled Meetings:

Child & Family Centers
Tuesday, 10:00-4:30, Room 156
Wednesday, 8:00-4:30, Room 156

PSRP Union Solidarity Drop In
Tuesday, August 17, 7:30-11:30, 142 A/B
Union members are welcome to drop in to pick up a union t-shirt, watch a video presentation and learn about upcoming events!

Universal Design of Learning
Wednesday, 8/18, 10:15-3:15, 384 A/B

9.0 Upgrade Discovery Sessions -- Campus Community and Academic Structure
Tuesday, August 17, 1:00-4:00, Rooms 272, 277, 278
Wednesday, August 18, 8:30-12:00, Rooms 272, 278; 1:00-4:00, Room 278
Tuesday Breakout Sessions

Session Title: **How to Talk to Your Neighbor About the Future of the College**
**Time:** Tuesday, 10:15 a.m. Tuesday, 11:30 a.m.
**Room:** 321
**Facilitator:** Diane Walleser
**Description:** How many times have you been stumped by your neighbors or friends when they ask about the college's plan for a future referendum. Join your colleagues for a fun and informative session on how to respond to questions when asked about the future building plans of the college.

Session Title: **Cisco Phone Training**
**Time:** Tuesday, 10:15 a.m. Tuesday, 11:30 a.m.
**Room:** 220A
**Facilitator:** Kevin Crow
**Description:** This session is designed to give you the details on how to use your new phone services. This includes an overview of phone basics on your new Cisco phone such as using multiple lines, conferencing, transferring, voicemail, integration of voicemail with email, and an explanation of other services and features.

Session Title: **Surveying with Survey Monkey**
**Time:** Tuesday, 10:15-12:30
**Room:** 353
**Facilitator:** Belinda Prahl
**Description:** All attendees need to have a SurveyMonkey account (a free account works, but limits functionality). You may have one department account that all your staff may use.
10:15-11:15 - Creating effective surveys
11:30-12:30 - Working with Survey Monkey
You will receive survey templates and guides to set up Madison College branding (paid accounts only).
Learn how to deploy your survey and collect data from your survey users.

Session Title: **Podcast Demystified**
**Time:** Tuesday, 10:15 a.m.
**Room:** 240
**Facilitator:** Alan Natachu
**Description:** This session will focus on three things relating to podcasts. By the end of the session, you'll know what a podcast is, learn how to use a podcast in a real world setting and see some some tools of the podcasting trade in action.

Session Title: **Part Time Faculty Forum**
**Time:** Tuesday, 10:15 a.m.
**Room:** 377
**Facilitators:** Nancy Meyer, Sandra Docter or Phil Gasper
**Description:** Come to this interactive workshop to hear about the new part-time faculty observation and evaluation process. In addition, this workshop provides an overview of the WTCS certification requirements for part-time faculty, a review of the CETL website where you can register for professional development events and a review of your course history and how to post documents to the course history.
**Tuesday Breakout Sessions**

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Time</th>
<th>Room</th>
<th>Facilitator(s)</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>The Future is Arriving Faster Than You Think!</strong></td>
<td>Tuesday, 10:15 a.m.</td>
<td>313</td>
<td>Roe Parker</td>
<td>If you’re under 65, there is a robot in your future-at Madison College, at home or at the store. This workshop will sharpen your critical thinking skills about technology as a driver of change and the future. You’ll increase your understanding of the coming Cybernetic Revolution, three myths of about change and how it will work at the global level in the 21st century. The session will also focus on how robots are evolving into the “game changer” for Madison College within the coming decade.</td>
</tr>
<tr>
<td><strong>Part-time Faculty Mini-Orientation</strong></td>
<td>Tuesday, 10:15 a.m.</td>
<td>380A/B</td>
<td>Sandra Docter, Nancy Meyer or Phil Gasper</td>
<td>The Part-time Faculty mini-Orientation is designed to welcome you to the college, to orient you to College policy and procedure and to support you in your teaching.</td>
</tr>
<tr>
<td><strong>New Media Portal: Integrating Technology Into Learning</strong></td>
<td>Tuesday, 10:15 a.m.</td>
<td>230C (Library)</td>
<td>Matthew Coan, Angela Snelling, Julie Gores</td>
<td>Struggling to keep up with changing or new technologies? Want to integrate some new technologies into your classroom or services? Get all your answers by learning about, and exploring, the College's New Media Portal.</td>
</tr>
<tr>
<td><strong>Telecommunications Project Overview</strong></td>
<td>Tuesday, 10:15 a.m.</td>
<td>322</td>
<td>Igor Steinberg, Roger Price</td>
<td>This session will provide an overview of the Madison College Telecommunication Project with an emphasis on the major deliverables. The session is intended for all employees interested in learning about the capabilities and opportunities available to the college as a result of the Telecommunications Project. We will introduce new telecommunications capabilities, but will not provide &quot;how to&quot; information. Please consult the convocation schedule for other sessions providing Cisco phone training or detailed information regarding specific new communications capabilities.</td>
</tr>
<tr>
<td><strong>ABCs of Referendum Finance</strong></td>
<td>Tuesday, 11:30 a.m.</td>
<td>322</td>
<td>Roger Price, Mike Stark</td>
<td>How did the College get to a point of a possible referendum? Roger Price and Mike Stark will explain the five year effort in dollars and sense.</td>
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# Tuesday Breakout Sessions

<table>
<thead>
<tr>
<th>Session Title</th>
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<th>Facilitator</th>
<th>Description</th>
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<tbody>
<tr>
<td>Ethics in Teaching</td>
<td>Tuesday, 11:30 a.m.</td>
<td>209</td>
<td>Joseph Lynch</td>
<td>Academic life generates a variety of moral issues. These may be faced by students, staff, administrators, but most often revolve around the ethical responsibilities of the Facult. This session sets out to explain and emphasize the most fundamental of these ethical obligations. Various case studies culled from your own pedagogical experience dealing with ethical obligations both in and out of the classroom will be discussed and role played.</td>
</tr>
<tr>
<td>Constructing your Financial Future</td>
<td>Tuesday, 11:30 a.m.</td>
<td>239</td>
<td>Robert DeCock, CCPS</td>
<td>Constructing your personal and/or family financial future is one of the most important tasks you will ever undertake. Learn the basics as well as what to watch for and what to avoid in the financial area.</td>
</tr>
<tr>
<td>Part-time Faculty - Constructing a Lesson Plan</td>
<td>Tuesday, 11:30 a.m.</td>
<td>377</td>
<td>Sandra Docter, Phil Gasper</td>
<td>What do your students need to learn during each class period? How will you teach it? How will the students learn it? How will you know when they've learned it? This session will assist faculty in constructing a lesson plan including: preparing the classroom/class materials, defining and referencing prerequisites, making announcements, defining a title, describing the lesson, defining the goals and objectives of the lesson, defining lesson activities and formative assessment strategies, setting the stage, presenting the material, bringing the lesson to closure, stating a conclusion, and preparing students for the follow-up lesson.</td>
</tr>
<tr>
<td>Enrollment Center Service for Our Students</td>
<td>Tuesday, 11:30 a.m.</td>
<td>122/130</td>
<td>Roxanne Zetzman and Jennifer Hoege</td>
<td>The topic and focus is the Enrollment Center services the college offers to students and the Enrollment Centers partnership with the Centers. We will also focus on the highlights of the Enrollment Center over the last year and talk about future focus of the Enrollment Center. Targeted audience is administrators and faculty.</td>
</tr>
<tr>
<td>Integrating the Madison College Email System on a Mac</td>
<td>Tuesday, 11:30 a.m.</td>
<td>240</td>
<td>Alan Natachu</td>
<td>Learn how to integrate Mail, iCal and Address Book with the Madison College Email System in this demonstration workshop. NOTE: The training utilized Snow Leopard, the latest operating system for Mac Computers. These topics will not apply to previous operating systems.</td>
</tr>
</tbody>
</table>
Tuesday Breakout Sessions

Session Title: **Changes in WIKIs, Blogs & Podcasts in Blackboard**
Time: Tuesday, 11:30 a.m.
Room: 354
Facilitator: Dennis James
Description: The Building Block by Learning Objects which includes WIKIs, Blogs, podcasts, and journals has been updated. As a new user or these or as an existing user, attend this session to see the new improvements.

Session Title: **Enact: Steps to Greener Living, Sponsored by MESA, Madison College Sustainability Alliance, System Integration Council**
Time: Tuesday, 11:30 a.m.
Room: 350
Facilitators: Nancy Meyer, Terry Ross, David Shonkwiler, and other MESA members
Description: Join members of MESA in learning how you can take steps to greener living. You will take the "Sustainability Challenge". You will learn ways to conserve energy, waste less, save water, drive less and eat well. Participants will receive copies of "Enact: Steps to Greener Living" by Sonya Newenhouse, PhD of the Madison Enviromental Group, Inc.

Session Title: **Unit Planning for Chair and Program Directors**
Time: Tuesday, 11:30 a.m.
Room: 313
Facilitators: Kelly Schulte
Description: This session is a continuation of the New Chair Program Director Academy and will focus on department chair and program director roles in unit planning as connected to the Madison College Board Ends statements, Madison College's strategic goals and the budget process. You will learn how to use the online web-based planning tool to document processes, plan for the future, create outcomes and activities, and measure and analyze results.

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**Madison College Outstanding Employee Award/Team Award Nominations Sought**

Do you know of an outstanding employee or team in the college that should be recognized for their work? The Awards and Recognition Committee is seeking nominations for the 2010-2011 Outstanding Employee and Team Awards. These awards are presented at the Fall Mid-Semester Convocation session. Candidates are assessed based upon the college values of excellence, respect and integrity. In order to be considered, nominees need to receive the endorsement of five individuals within the college. Full and part time faculty, PSRP and administrative employees are all eligible for these awards. Specific information, nomination forms and directions are available online at: [http://matcmadison.edu/in/employee-recognition-program](http://matcmadison.edu/in/employee-recognition-program)

Nominations should be submitted by Wednesday, September 15, 2010 to the Center for Excellence in Teaching and Learning at rlcraig@matcmadison.edu.
Wednesday Breakout Sessions

Session Title: **Cisco Phone Training**
Time: Wednesday, 11:15 a.m. Wednesday, 1:00 p.m. Wednesday, 2:15 p.m.
Room: 220A
Facilitator: Kevin Crow
Description: This session is designed to give you the details on how to use your new phone services. This includes an overview of phone basics on your new Cisco phone such as using multiple lines, conferencing, transferring, voicemail, integration of voicemail with email, and an explanation of other services and features.

Session Title: **Constructing your Financial Future**
Time: Wednesday, 1:00 p.m.
Room: 239
Facilitator: Robert DeCock, CCPS
Description: Constructing your personal and/or family financial future is one of the most important tasks you will ever undertake. Learn the basics as well as what to watch for and what to avoid in the financial area.

Session Title: **Drupal Web Author Study Hall**
Time: Wednesday, 11:15 a.m.
Room: 353
Facilitator: Belinda Prahl
Description: Can’t find time to work on your web pages? Confused about how to start? Come on down to Drupal Web Authors Study Hall! You will get time and guidance from lead trainer Belinda or just a quiet place away from your desk to get things done.

Session Title: **Ethics in Teaching**
Time: Wednesday, 11:15 a.m., Wednesday, 1:00 p.m.
Room: 209
Facilitator: Joseph Lynch
Description: Academic life generates a variety of moral issues. These may be faced by students, staff, administrators, but most often revolve around the ethical responsibilities of the Faculty. This session sets out to explain and emphasize the most fundamental of these ethical obligations. Various case studies culled from your own pedagogical experience dealing with ethical obligations both in and out of the classroom will be discussed and role played.

Session Title: **Smart Classroom Technology**
Time: Wednesday, 11:15 a.m., Wednesday, 2:15 p.m.
Room: 277
Facilitator: John Pigeon
Description: We've been busy upgrading all classrooms in the district to the status of "smart" classroom. This session will give you an overview of the equipment and operation in each classroom. We will also introduce you to the latest version of the most advanced document camera on the market, allowing the user the option of placing printed materials, objects, science type apparatus and even transparencies, on it's surface, providing amazing clarity and resolution. If you are new to Madison College, have reservations about using the technology resources in the classroom, this session is for you.
### Wednesday Breakout Sessions

<table>
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<tr>
<th>Session Title</th>
<th>Time</th>
<th>Room</th>
<th>Facilitators</th>
<th>Description</th>
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<tr>
<td><strong>Blackboard for New Users</strong></td>
<td>Wednesday, 11:15 a.m., Wednesday, 1:00 p.m.</td>
<td>354 &amp; 355 at 11:15; 355 at 1:00</td>
<td>Sarah Teniente, Dawn Delaney, Dennis James</td>
<td>This session is for new users of Blackboard. Information on using some key features of Blackboard, as well as how to schedule time with a Blackboard Mentor will be provided. It is suggested that anyone interested in using Blackboard for Fall 2010 contact Dennis James or Mike Winckler before this session to create their Blackboards shells if they haven't already done so.</td>
</tr>
<tr>
<td><strong>Pathways To Success For All Students-Connecting With the High Schools</strong></td>
<td>Wednesday, 11:15 a.m., Wednesday, 1:00 p.m.</td>
<td>352</td>
<td>Kristin Long, Juanita Comeau, D'Ann Zickert, Gilbert Villalpando</td>
<td>Are you interested in connecting with the high schools? Come and hear about successful outreach activities that are helping to focus and prepare our &quot;pipeline&quot; of students. A panel of faculty and staff as well as a high school partner will share their experiences.</td>
</tr>
<tr>
<td><strong>What You Need to Know About Returning Veterans in Your Class</strong></td>
<td>Wednesday, 11:15 a.m. Wednesday, 2:15 p.m.</td>
<td>240</td>
<td>Cari Myles, MSW, LCSW</td>
<td>In this session the Carri will share valuable and specific information about the current returning veterans. She will share what their experiences have been, the types of conditions that they are returning with and the implications in the classroom. Faculty will leave this session with specific ideas about how they can help to ease the transition back into the classroom for these returning vets.</td>
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<tr>
<td><strong>Inspiration Through Promoting Independence</strong></td>
<td>Wednesday, 11:15 a.m.</td>
<td>350</td>
<td>Teri Gorder</td>
<td>This presentation is to share my personal experience teaching &amp; promoting independence to college-bound teens with disabilities at Easter Seals Camp Wawbeek. A power-point presentation will accompany a discussion to share the thoughts and perspectives of how these teens envision their college experience after touring Madison College. The intended audience would be any Madison College personnel interested in increasing the success of students with disabilities and understanding the campus from their point of view.</td>
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<tr>
<td><strong>Citation Help Options For Student Research</strong></td>
<td>Wednesday, 11:15 a.m.</td>
<td>230C</td>
<td>Matthew Coan, Donna Marconnet</td>
<td>Donna and Matt will discuss how students can get help organizing their sources in the course of research assignments. We will highlight citation help from Word 2007, from research databases, from online citation managers like BibMe, and the advanced research managers Zotero and Mendeley, which might be best suited for faculty use.</td>
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### Wednesday Breakout Sessions

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<th>Description</th>
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<tr>
<td>PowerPoint 2007 - The Basics</td>
<td>Wednesday, 11:15 a.m.</td>
<td>208</td>
<td>Alan Natachu</td>
<td>In 45 minutes, we will create a 5 to 10 slide presentation, complete with photos, slide transitions, and text title animations. We'll also learn what NOT TO DO with a PowerPoint Presentation.</td>
</tr>
<tr>
<td>Educational Exchange Opportunities in Cuba</td>
<td>Wednesday, 11:15 a.m.</td>
<td>262</td>
<td>Terry O'Laughlin</td>
<td>Travel to Cuba is restricted for Americans but opportunities for exchange exist in medicine and the arts. Learn about the Wisconsin Medical Project, which gathers and distributes biomedical equipment and supplies to Cuban hospitals and the artists of Camaguey from visits to their studios and galleries. Learn about exchange opportunities for instructors and students.</td>
</tr>
<tr>
<td>Windows 7- Let's See What's New</td>
<td>Wednesday, 11:15 a.m.</td>
<td>351</td>
<td>Penny Johnson</td>
<td>This demonstration session will provide an overview of the latest Microsoft operating system: Windows 7. We'll take a look at common elements (windows, taskbar, start menu, panes, etc.), check out the accessory programs, test out the customization features, and, of course, check out what's new.</td>
</tr>
<tr>
<td>Surprises from the Student Satisfaction Survey</td>
<td>Wednesday, 11:15 a.m.</td>
<td>313</td>
<td>Deryl Davis Fulmer, Tom Heaney, Zong Her, Scott Beard, Janice Mettauer, Chris Vandall</td>
<td>During spring 2010, 1224 students completed the Student Satisfaction Inventory. The survey committee has been in the process of analyzing the data. Come and hear about some surprising and compelling discoveries that may inform some of our future improvements, programming and initiatives.</td>
</tr>
<tr>
<td>PowerPoint 2007 - Create Your Own Template</td>
<td>Wednesday, 1:00 p.m.</td>
<td>218</td>
<td>Alan Natachu</td>
<td>In this session, you'll learn how to customize a PowerPoint Template and save it as a template for future use. Prerequisites - Participants should have an understanding of how to create a basic PowerPoint Slideshow.</td>
</tr>
<tr>
<td>Strategies for Improving Online Discussions</td>
<td>Wednesday, 11:15 a.m.</td>
<td>337</td>
<td>Tina Rettler-Pagel</td>
<td>&quot;I agree,&quot; or &quot;Me too!&quot; or &quot;You're right.&quot; Sound familiar? They are the &quot;all-too-common&quot; meaningless responses in online discussions. It is possible to move...</td>
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</table>
Wednesday Breakout Sessions

from getting students who are "saying nothing" to being engaged and connected to the content and each other. This workshop will share some strategies that can encourage meaningful online discussions, as well as provide insights into instructor management and communication of online discussion expectations. Note: This workshop is intended for new and newer online faculty, but all are welcome!

| Session Title: Faculty Mentoring Workshop | Time: Wednesday, 11:15 a.m. | Room: 274 A/B | Facilitators: Jackye Thomas, Chris Page | Description: This workshop will introduce the Madison College New Faculty Mentoring program objectives, expectations, and guidelines. Faculty who want to be matched as a mentor should also attend the 1:00-4:00 session today. |

| Session Title: Fitness Q and A | Time: Wednesday, 11:15 a.m. | Room: 321 | Facilitators: Scot Vesterdahl | Description: Question and Answer session. What should I do, how do I begin, etc. Fitness programs at work, at the club, or at home. |

| Session Title: Career Fair Success | Time: Wednesday, 11:15 a.m. | Room: 336 | Facilitator: Rochelle Wanner | Description: We need and want your help with the annual career/job fair held each year in the Spring. In particular, we would like your assistance in raising the attendance at this event, both the number of employers and students. This will be year number two in the gym and we want to collaborate with you to ensure it is a successful day for all, especially your students. Please bring your ideas! We will also provide an overview of the Career and Employment Center, and if time permits, explore further opportunities to partner with you. |

| Session Title: Unified Messaging | Time: Wednesday, 11:15 a.m. | Room: 135A | Facilitators: Amy Knoploh, Mark Treiber, Danielle Tonn | Description: Unified Messaging will replace the current Audix voicemail system and will also deliver significant new functionality to help you be more flexible in the way you do your job. |

| Session Title: Law 101 For Faculty: How Not To Get Sued (Recorded Webinar) | Time: Wednesday, 1:00 p.m. Wednesday, 2:15 p.m. | Room: 207 | Facilitator: Brant Kraemer | Description: The seminar is a recorded Webinar. Unfortunately, CETL and/or college subject experts are unavailable during this session, but a staff member will be there to record any questions. Questions will be answered in the next few weeks. This seminar covers important legal essentials, including recent court decisions that apply to college faculty, implications of the Family Educational Rights and Privacy Act, types of assignments that may expose faculty to legal challenges and much more. |
### Wednesday Breakout Sessions

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Time: Wednesday, 1:00 p.m. – 3:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td><strong>Faculty Mentoring Workshop</strong></td>
<td>Room: 274 A/B</td>
</tr>
<tr>
<td>Facilitators: Jackye Thomas, Chris Page, Sandra Doctor, Phil Gasper and Nancy Meyer</td>
<td></td>
</tr>
<tr>
<td>Description: Supporting new teachers is important work dedicated to new faculty success. Veteran teachers stepping forward to mentor beginning colleagues need time, mindful preparation, and ongoing support to develop new skills and understandings that will enable them to become effective mentors of teachers new to the profession of to the college. This workshop will address new faculty needs, mentor roles and effective mentor-mentee relationships.</td>
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<tr>
<th>Session Title</th>
<th>Time: Wednesday, 1:00 p.m.</th>
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<tbody>
<tr>
<td><strong>The International Education Fellow Program</strong></td>
<td>Room: 240</td>
</tr>
<tr>
<td>Facilitators: Geoff Bradshaw, Jonathan Pollack</td>
<td></td>
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<tr>
<td>Description: Learn about the new CETL International Education Fellow Position. Meet with the Director of International Education, and Jonathan Pollack the CETL International Education Fellow for 2010-11 and learn about how this program can help you with internationalization of your center, department or program.</td>
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<thead>
<tr>
<th>Session Title</th>
<th>Time: Wednesday, 1:00 p.m.</th>
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<tbody>
<tr>
<td><strong>Mindfulness Practice and the Adult Learner</strong></td>
<td>Room: 383</td>
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<tr>
<td>Facilitator: Kay Parish</td>
<td></td>
</tr>
<tr>
<td>Description: Mindfulness Practice (including meditation) has been shown to help both students and faculty focus their attention and quiet the chatter that is continually in our heads. Come discover how a small investment in time can reap big benefits for you and for students with whom you work!</td>
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<tr>
<th>Session Title</th>
<th>Time: Wednesday, 1:00 p.m.</th>
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<tbody>
<tr>
<td><strong>Not Just Your Kids' College</strong></td>
<td>Room: 313</td>
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<tr>
<td>Facilitators: Dr. Deryl Davis Fulmer, Jennifer Bakke, Kathleen Radionoff, Denise Reimer, Nancy Woodward</td>
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</tr>
<tr>
<td>Description: Come learn how the Center for Adult Learning and the Center for Community and Corporate Learning serve the entire Madison College district through their innovative services for dislocated workers, incumbent workers, employers and the community at large. All Madison College employees are welcome!</td>
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<tr>
<th>Session Title</th>
<th>Time: Wednesday, 1:00 p.m.</th>
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<tbody>
<tr>
<td><strong>Helping You Help Students</strong></td>
<td>Room: 380 A/B</td>
</tr>
<tr>
<td>Facilitators: Geraldo VilaCruz, Jim Bottom, Sandy Blumer</td>
<td></td>
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<tr>
<td>Description: For faculty (full or part-time) and front line staff. College can be a difficult transition for many students. Over the course of the semester, students may demonstrate red flags or signs that they need support. This session will focus on the college intervention systems designed to help students as these needs are identified. From poor test scores, tardiness or class absence, to disturbing or disrupting behavior, the college processes for academic Early Alert and Behavior Intervention Team will be explored and explained and attendees will get all sorts of resources to help students in need.</td>
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<tr>
<td>Session Title</td>
<td>Time:</td>
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<tr>
<td>PeopleSoft Budget Financials - Running Budget Reports</td>
<td>Wednesday, 1:00 p.m.</td>
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<tr>
<td>Take Your Outlook Calendar to the Next Level</td>
<td>Wednesday, 1:00 p.m.</td>
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<tr>
<td>Writing a Good Multiple Choice Question</td>
<td>Wednesday, 1:00 p.m.</td>
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<tr>
<td>Contract Basics</td>
<td>Wednesday, 2:15 p.m.</td>
</tr>
<tr>
<td>PowerPoint 2008 (Mac Version)- The Basics</td>
<td>Wednesday, 2:15 p.m.</td>
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# Wednesday Breakout Sessions

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Time</th>
<th>Room</th>
<th>Facilitators</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Come on Down, New English Teachers (Continuing faculty also welcome)</td>
<td>Wednesday, 1:00 p.m.</td>
<td>262</td>
<td>Panel of English Faculty Suzanne Gittleman, Kristen Muir, Rodney Flink, Chris Syrnyk, others</td>
<td>New and continuing English faculty will hear the panel offer suggestions for classroom management and teaching tips specifically for Madison College English teachers. Best Practices and Faculty Excellence Workshops will be explained.</td>
</tr>
<tr>
<td>Certification Renewal Information - CETL website</td>
<td>Wednesday, 2:15 p.m.</td>
<td>337</td>
<td>Jennifer Bentley, Barbara Wise, Laurel Anderson</td>
<td>This session will discuss certification renewal requirements and demonstrate the features of the CETL database where renewal activities are tracked. Intended audience - FT &amp; PT Instructors, Admin.</td>
</tr>
<tr>
<td>Unified Communications - Special Features</td>
<td>Wednesday, 2:15 p.m.</td>
<td>135A</td>
<td>Danielle Tonn, Mark Treiber, Amy Knoploh</td>
<td>As Unified Communications is rolled out across Madison College, there are some advanced features that will benefit you. This session will describe and demonstrate: Extension Mobility, Single Number Reach, Meeting Place Conferencing and other advance features that might help you communicate and collaborate better.</td>
</tr>
<tr>
<td>Alternative Breaks 101</td>
<td>Wednesday, 2:15 p.m.</td>
<td>380 A/B</td>
<td>Jason Wiedenhoeft, Jackie Dahlke</td>
<td>The Madison College Volunteer Center, which is a student organization within the Center for Student Life, conducted a series of Alternative Break Trips during FY2009-10 winter and spring breaks. These trips provided an opportunity for students to spend a college break serving a number of non-profit organizations in select destinations throughout the United States. This session provides a summary of the trips conducted in the past year and an update on plans for Alternative Break Trips during FY2010-11.</td>
</tr>
<tr>
<td>Organizing your Inbox with Outlook</td>
<td>Wednesday, 2:15 p.m.</td>
<td>353</td>
<td>Belinda Prahl</td>
<td>Attend this session for tips &amp; tricks for managing today’s email volume. Learn best practices when processing your email and how to set up your inbox for success. This session will be hands on and you can walk away with an understanding of the organizing tools available to you in Outlook.</td>
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Wednesday Breakout Sessions

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Learning Activity Design</th>
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<tbody>
<tr>
<td>Time</td>
<td>Wednesday, 2:15 p.m.</td>
</tr>
<tr>
<td>Room</td>
<td>336</td>
</tr>
<tr>
<td>Facilitators</td>
<td>Holly Mercier, Sue Trace</td>
</tr>
<tr>
<td>Description</td>
<td>In this session we will work on designing learning activities that could be used in any face to face class setting (accelerated or traditional). Example learning activities will be available. Participants will also have time to begin designing or refining a learning activity of their own.</td>
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<tr>
<th>Session Title</th>
<th>Retire With Confidence</th>
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<tbody>
<tr>
<td>Time</td>
<td>Wednesday, 11:15, Wednesday, 2:15 p.m.</td>
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<tr>
<td>Room</td>
<td>239</td>
</tr>
<tr>
<td>Facilitators</td>
<td>Robert DeCock</td>
</tr>
<tr>
<td>Description</td>
<td>Will you be able to retire when you want to? Are you approaching retirement with confidence or trepidation? Learn the dynamics of a successful retirement and how to get there, one step at a time.</td>
</tr>
</tbody>
</table>

**Convocation Presenters**

*Please thank our presenters for sharing their time and talents*

Laurel Anderson      | Tom Heaney          | Kathleen Radionoff |
Jennifer Bakke       | Zong Her            | Denise Reimer      |
Patrick Barlow       | Penny Johnson       | Tina Rettler-Pagel |
Scott Beard          | Amy Knoploh         | Kelly Schulte      |
Jennifer Bentley     | BJ Landgraf         | Mike Stark         |
Sandy Blumer         | Bonny Laufenberg    | Igor Steinberg     |
Jim Bottoni          | Joseph Lynch        | Chris Syrnyk       |
Geoff Bradshaw       | Donna Marconnet     | Jackye Thomas      |
Amy Brown            | Holly Mercier       | Roger Thompson     |
Matthew Coan         | Janice Mettauer     | Danielle Tonn      |
Kevin Crow           | Nancy Meyer         | Sue Trace          |
Jackie Dahlke        | Kristen Muir        | Mark Treiber       |
Deryl Davis Fulmer   | Alan Natachu        | Chris Vandall      |
Robert DeCock        | Terry O'Laughlin    | Scot Vesterdahl    |
Sandra Doctor Rodney | Chris Page          | Geraldo VilaCruz   |
Flink                | Kay Parish          | Diane Walleser     |
Phil Gasper          | Roe Parker          | Rochelle Wanner    |
Suzanne Gittleman    | Jonathan Pollack    | Jason Wiedenhoeft  |
Teri Gorder          | Belinda Prahll      | Barbara Wise       |
Sarah Hart McGuinnis | Roger Price         | Nancy Woodward     |
Technology Training Fridays

With Technology Training Coordinators Alan Natachu & Belinda Prahl

Register at the CETL webpage or drop in on Fridays for quick, immediately useful demonstration & practice in the programs you use every day. Training will go on your employee transcript.

September: Room 220a 10:30-11:30 am

Sept 3rd: Creating a Table of Contents in MS Word
Sept 10th: Save time with Templates in MS Word
Sept 17th: Using Mail Merge for Mass Mailings in MS Word
Sept 24th: Stump the Trainer! (Drop-in, ask about ANY technology)

October: Room 220a 10:30-11:30 am

Oct 1st: Your First Workbook: An Introduction to MS Excel
Oct 8th: An Introduction to Formulas in MS Excel
Oct 15th: How to Make your Data Dance: Using PivotTables in MS Excel
Oct 29th: Stump the Trainer! (Drop-in, ask about ANY technology)
Please join us in welcoming the following new employees to the college:

Mariya Bubela, Auxiliary Services
Bruce Coulter, Infrastructure Services
Amy Gile, Enrollment Center
Elizabeth Guffey, Enrollment Center
Gwendolyn Jones, Marketing
Mensah Lassey, Human Resources
Dave Miller, Human Resources
Jessica Monge, Arts and Science
Janet Morrow, Auxiliary Services
Shawna Olsen, Enrollment Center

Simona Perales, Diversity and Community Relations
Arden Rice, Administrative Applications
Getchen Rixie, Retention and Student Services
Susan Schneider, Client Services
Melanie Stebbins, Enrollment Center
Jane Stroede, Health Related Professions
Alfredo Suazo Rivera, Auxiliary Services
Jennifer Zarrinnam, Center for Adult Learning

New Faculty for 2010

Simon Allard, Arts & Sciences
Sarah Bannen, Arts & Sciences
Tracie Bowers, Business & Applied Arts
Mary Crowson, Arts & Sciences
William Bedker, Business & Applied Arts
Linda Benzschawel, Human & Protective Services
Katie Cadwell, Arts & Sciences
Peter Dettmer, C-MAT
Diane Callahan, CHASE
Gwen Ebert, Arts & Sciences
Tom Frost, Business & Applied Arts
Kim Hollman, Business & Applied Arts
Dale Jaedike, Ag Sci & Tech
Aaron Johnson, Ag Sci & Tech
Norma Kropp, Business & Applied Arts
Michael Kurshner, C-MAT
Andrew Kurth, Ag Sci & Tech
Martha Lester-Mittenzwei, Business & Applied Arts

Nick Lindloff, C-MAT
Taysheedra Matthews, CHASE
Deborah McKernan, CHASE
Felix Mireles, Arts & Sciences
Lisa Nashold, Arts & Sciences
Carola Pfortner, Arts & Sciences
Antonio Molina Rivas, Business & Applied Arts
Robert Root, C-MAT
Bethany Sansing-Helton, Arts & Sciences
Kimberly Schroeder, Arts & Sciences
Angela Snelling, Ag Sci & Tech
Suzanne Sublette, Arts & Sciences
Ann Thompson, Ag Sci & Tech
John Tomczak, Ag Sci & Tech
Julie Trimell, Human & Protective Services
Thomas Tubon, AEAIB
Elizabeth Van Ginkel, Arts & Sciences
Randy Way, Human & Protective Services
Honors Topic for 2010-2011

“The Democratization of Information”

The Madison College Phi Theta Kappa International Honor Society is seeking faculty who are willing to work with the College's honor students to enhance their learning of this year’s honors topic while at the same time enhance your curriculum through additional resources.

The issues the students will be addressing this year through discussion, lectures, leadership development and other educational activities range from technology topics, language and communication, education, business, government and public policy, the arts, science and history.

If you would be willing to assist the students with addressing these issues while at the same time, enhance your curriculum through additional resources that Phi Theta Kappa has available; please contact Renee Alfano, Director of Student Life 608-243-4539 or ralfano@matcmadison.edu.

Convocation Assessment

In the spirit of continuous improvement and time management we will provide an annual needs assessment and feedback survey about CETL events, including Convocation, in the spring. Please watch for the survey in your email or in Matters.

There will be session assessment forms in each room. Please be sure to complete the session assessment and leave it in the room after the session or send it to CETL. The session assessment will also be available online following Convocation. Watch for it in Matters.

As always we welcome your feedback and suggestions through the CETL Suggestion box: http://matcmadison.edu/in/suggestion-box