Madison Area Technical College
August 2012 Convocation

“Opening Doorways to Success in the 21st Century”

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 21st

7:45 AM  Complimentary Coffee & Tea in the Cafeteria
8:00 AM  Folk/Rock Music – Mitby Theater – Tom Heaney, Mike Winckler
8:30 AM  Opening Session - Mitby Theater
          Welcome – Patrick Barlow
          Introduction of President – District Board Chair -Frances Huntley-Cooper
          President’s Message - Dr. Bettsey Barhorst
          Keynote – Dr. David Ward – Chancellor UW Madison
          Centennial Gala – Marie Dusio, Kristin Uttech
          Closing Announcements - Patrick Barlow

10:00 AM  School/Department/Unit Meetings
          • Academic Advancement, 377
          • Agriscience & Technology, 350
          • Arts & Sciences, 142C & B
          • Human & Protective Services, FS 23, FSEC
          • Online & Accelerated Learning, 237

10:00-1:00  Drop-In Help (Blackboard, Syllabus, Outlines of Instruction, etc), Room 220A

11:00 AM-1:00 PM  Lunch
          Part-Time Faculty Lunch-n-Learn, 11:30-12:30, Room 321

1:00 PM  School/Department/Unit Meetings
          • Applied Technology, 377
          • Associate Vice President, Learner Success Units (CE, BPAC, Intl, SOAL, B&I), 262
          • Business & Applied Arts, 142C
          • Health Education, 142 A/B
          • Arts & Sciences Department Meetings
          Biology - 336     Physical Education - 207
          Chemistry - 337 A/B
          Economics - 271   Political Science – 217
          English - 350     Psychology – 273
          Humanities - 276
          Math - 240        Reading – 381
          Performing Arts - 102
          Sociology – 275

Additional meetings on page 4
Wednesday, August 22nd

7:45 AM  Complimentary Coffee & Tea in the Cafeteria

8:30 – 10:00 AM  Learner Success Assembly – Mitby Theater

10:15 – 11:15 AM  Breakout Session 1
Academic Integrity & Final Grade Disputes: A 2012 Update, Anne Schacherl, Room 384 A/B
CETL Updates – New Services for Faculty Development & Support, Patrick Barlow, Room 207
Classroom Management – What to Do When All **** Breaks Loose? Geraldo VilaCruz, Room 313
Blackboard: Creating Assignments in Blackboard, Sonja Noble, Room 264
Blackboard: Getting Started with Blackboard, Carilyn Truttschel, Room 218
Blackboard: Using SafeAssign in Blackboard, Cori Thompson, Room 265
Faculty Drop-In: Coffee-Break-Out @ the Library, Matthew Coan, 230C (Library)
Human Stem Cells & Regenerative Medicine at Madison College, Thomas Tubon, Room 176
Introducing SoftChalk! Nancy Woodward, Room 208
Introduction to Flexible Formats, Jennifer Lewis, Room 262
Launching a New Career Exploration Home Page, Charles Cunningham & Rochelle Wanner, Room 237
Managing Change, CQI Culture Team, Room 336
Mobile Device Updates - @madisoncollege.edu, Quang Duong, Room 272
Outlook 2011 for Mac, Alan Natachu, Room 296
Staff & Advisors: Advising Reports & Other PeopleSoft Functions for Success, Annie Neuberger, Room 270
Student-centered Classroom Scheduling: Managing the Puzzle, Classroom Management Team, Room 377
Unit Plan Training: For New Unit Planners, Jennie May, Room 255
Wellness Session: Aging Gracefully – Feel Strong & Vibrant at Any Age, Debra Lafler, Room 101

10:15 AM – 12:15 PM  Breakout Session 2 (2 hours)
A First Look at the New Buildings, Room 142C
Learning Activity Design & the Active Learning Classrooms, Holly Mercier & Tina Rettler-Pagel, Room 256
PeopleSoft Budget Financials – Running Budget Reports, Budget Office, Room 368
Put Your Science Class Online! Chris Irmite, HandsonLabs-LabPaq, Room 337 A/B
Retention - Get Set, Ready, Go! Carlotta Calmese, Room 380 A/B

11:30 AM – 12:30 PM  Breakout Session 3 (continued on page 3)
Ask the Experts: Accelerated Learning, Trey Mireles, Room 209
Ask the Experts: Hybrid Learning, Kate Grovergrys, Room 238
Authorization for Enrollment – What’s New with Class Permissions? Nicole Soulier, Room 359
Blackboard: Go Mobile with Blackboard! Lawrence Bechtel, Room 273
Developing Leadership Skills Through Independent Learning, Doug Kirchberg, Room 278
Everything You Need to Know About Risk/EHS, and How it Benefits You, Joshua Cotillian, Room 240
Financial Aid 101, Marcia Forbes, Room 350
Human Stem Cells & Regenerative Medicine at Madison College, Thomas Tubon, Room 176
Introduction to Survey Monkey, Belinda Prahl, Room 353
Journey from Dislocation to Re-employment, Marjorie Cook, Room 271
Part-Time Faculty Lunch-n-Learn, Mike Kent, Room 142C
Staff & Advisors: Advising Reports & Other PeopleSoft Functions for Success, Annie Neuberger, Room 270
What’s All the Buzz About MOOCs?, Jennifer Lewis, Room 262

11:00 AM – 1:00 PM

Lunch
Faculty Mentor Meet & Greet, 11:30-12:45, Gourmet Dining Room 120 A/B
Ask the Experts: Bicycle Maintenance and Commuter Tips, Trek Bicycle, Room Lower Cafeteria
Meet & Greet Your Union, 243-PSRP Union, Room 276

1:00 PM – 2:15 PM

Breakout Session 4
Blackboard: Blackboard Grade Center Basics, Sonja Noble, Room 208
Enhancements to the Unit Plan Tool (2 30 minute sessions, 1st session 1:00, 2nd session 1:45 come at either time), Jennie May, Room 240
Faculty Advising at Madison College, Carlotta Calmese, Room 380 A/B
Faculty: How to Use Advising Reports (Degree Audit), Annie Neuberger, Room 270
How Will the Domain Name Change Impact Me? Room 350
Mobile Device Updates - @madisoncollege.edu, Quang Duong, Room 272
Outlook 2010, Belinda Prahl, Room 353
Part-Time Faculty Updates – Mike Kent, Room 207
Retention Motivational Root Team Meeting, Sandy Hall, Room 237
VA Connections: New Support on Campus, Kristin Bull-Lyon,Room 209
Wellness Session: Belly Dancing for Everyone, Lisa Rappaport Hendrickson, Room 101

1:00 PM – 3:00 PM

Breakout Session 5 (2 hours)
A First Look at the New Buildings, Room 142C
Blackboard: Creating or Fixing Links to Library Resources in Blackboard, Room 230C (Library),
Drop-In 1:00-3:30
Drop In Help (Blackboard, Syllabus, Outlines of Instruction, etc), Room 220A, 1:00-3:30

2:30 PM – 3:45 PM

Breakout Session 6 (continued on page 4)
Authorization for Enrollment – What’s New with Class Permissions? Nicole Soulier, Room 359
Blackboard: Create Exams Quickly with Respondus 4.0, Nancy Woodward, Room 208
Blackboard: Creating Rubrics with Blackboard Application, Wendy Arena & Sue Trace, Room 264
Blackboard: Getting Started With Blackboard, Ana Turk & June Sarbacker, Room 218
Faculty: How to Use Advising Reports (Degree Audit), Annie Neuberger, Room 270
Faculty to Faculty Connections, Jonathan Pollack, Room 274 A/B
How to Engage Your Donors/Alumni, Tricia Weisheipl, Room 217
How Will the Domain Name Change Impact Me? Kassy Ritter, Room 350
I Have My Outline of Instruction, But What Do I Do in Class on Tuesday? Nancy Meyer, Room 262
Managing Change, CQI Culture Team, Room 336
Meet the New Faculty, 120 A/B Gourmet Dining Room
Meet the School of Online & Accelerated Learning, Room 142 A/B
Unit Plan Training: For New Unit Planners, Jennie May, Room 255
What You Need to Know About Working With Students With Disabilities, Sandy Hall, Room 271
Windows 7 & Office 2010 Orientation, Belinda Prahl, Room 353

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<tr>
<th>Additional Tuesday Meetings</th>
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<tr>
<td>Academic Advancement-Reading</td>
<td>1:00</td>
<td>353</td>
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<tr>
<td>Accounting</td>
<td>2:30-4:00</td>
<td>382</td>
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<tr>
<td>Compulsory Education Program</td>
<td>2:30-3:30</td>
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<tr>
<td>Counseling &amp; College Success</td>
<td>10:00</td>
<td>313A</td>
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<td>Criminal Justice Department</td>
<td>1:00</td>
<td>FS24 FSEC</td>
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<td>Early Childhood Education</td>
<td>1:00</td>
<td>FS15 FSEC</td>
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<td>Emergency Medical Services Dept.</td>
<td>1:00</td>
<td>FS23 FSEC</td>
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<td>ESL Department</td>
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<td>Fire &amp; Emergency Management</td>
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<td>Human Services</td>
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<td>Information Technology Dept.</td>
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<td>Marketing Faculty</td>
<td>2:00-4:00</td>
<td>313A</td>
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<td>AD &amp; Practical Nursing Curriculum</td>
<td>10:00-12:00</td>
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<td>Paralegal Faculty Meeting</td>
<td>10:00-11:30</td>
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<td>Reading Horizons Software Training</td>
<td>2:30-4:00</td>
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<td>School of Health Education-TB Testing</td>
<td>9:00-12:00</td>
<td>Student Health Services Facility</td>
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<td>Writing Department</td>
<td>1:00</td>
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<tr>
<th>Additional Wednesday Meetings</th>
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<tr>
<td>Academic Advancement Regional Lab Coordinators</td>
<td>10:15-12:15</td>
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<tr>
<td>Academic Writing Work/Question and Answer- Session</td>
<td>10:15-12:15</td>
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<td>AFT Local 243 General Membership</td>
<td>3:30-6:00</td>
<td>142C</td>
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<td>Center for International Education</td>
<td>10:00-12:30</td>
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<td>ESL Learning Center</td>
<td>2:30-3:45</td>
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<td>ESL TABE-E Training</td>
<td>10:15-12:15</td>
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<tr>
<td>Learner Development -Spanish Ahora!</td>
<td>11:15-1:00</td>
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<td>Reading Horizons Software Training</td>
<td>1:00-2:15</td>
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<td>SAA Math Restructuring</td>
<td>1:00-3:00</td>
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<td>Writing Center Staff</td>
<td>10:15-12:15</td>
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In Four Steps

1. Faculty/Staff
2. Students
3. Arts
4. Science (Arts majors)

Welcome to BlackBoard and other CETL handouts. TheTruax Room has been reserved for the morning of Tuesday, Aug 21.

Tuesday: 10:00 AM – 1:00 PM
Full-time/Part-time
Location
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For Information on syncing your new @madisoncollege.edu address to your mobile device, visit:
http://madisoncollege.edu/email-mobile
**Wednesday, August 22nd Breakout Sessions**

**Academic Integrity & Final Grade Disputes: A 2012 Update**
Anne Schacherl, Holly Kerby
10:15 AM-11:15 AM Room: 384 A/B
*Full-time Madison College Faculty*

Join "Spoon" and "Fork" for an update on current Academic Integrity and Final Grade Dispute policies. Bring your questions, dilemmas, and scenarios, and we will problem solve them based on the current policies.

**Ask the Experts-Accelerated Learning**
Trey Mireles, Faculty
11:30 AM-12:30 PM Room: 209
Faculty

Attendees will have the opportunity to ask the expert as well as talk amongst themselves to share ideas and best practices, ask for advice and collaborate.

**Ask the Experts: Bicycle Maintenance and Commuter Tips**
Trek Bicycle Stores of Madison
11:00 AM-1:00 PM Room: Lower Cafeteria

*At Trek, we believe you can change the world. The more you ride, the healthier you’ll be. And the less you drive, the healthier our planet will be. Pretty good payback for a little pedaling.*

Expert bike mechanics will share tips & tricks to help you get optimal performance out of your bike. Stop by anytime over lunch to ask questions and check out hot new commuter gear. Short clinics on bike maintenance will be held at 11:15 am, 12:00 pm, and 12:30 pm.

**Ask the Experts - Hybrid Learning**
Kathryn (Kate) Grovergrys,
11:30 AM-12:30 PM Room: 238

Attendees will have the opportunity to ask the experts as well as talk amongst themselves to share ideas and best practices, ask for advice, collaborate.

**Authorization for Enrollment - What's new with Class Permissions?**
Nicole Soulier (Learner Success Operations Hub),
11:30 AM-12:30 PM, 2:30 PM-3:45 PM Room: 359

Authorization for Enrollment enhancements will be in place for Fall 2012. This session is meant to provide faculty and staff who support faculty a background and understanding of the class permissions process.
Blackboard: Create Exams Quickly with Respondus 4.0
Nancy Woodward, Mary Vlisides
2:30 PM-3:45 PM  Room: 208
Respondus 4.0 is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. Exams can be created offline using Microsoft Word and then uploaded to Blackboard. Find out how Respondus 4.0 can save you hours when creating your tests.

Blackboard: Creating Assignments in Blackboard
Sonja Noble,
10:15 AM-11:15 AM  Room: 264
Faculty and Blackboard Mentor
Do you want to be able to create assignments quickly and easily in Blackboard and have students be able to submit those assignments directly to your course Grade Center? This workshop will show you how to create, deploy, and grade your assignments online, without sending emails and without exchanging paper copies.

Blackboard: Creating or Fixing Links To Library Resources in Blackboard
Donna Marconnet, Madison College Librarians
1:00 PM-3:30 PM Drop-In  Room: 230C (Library)
Drop-in anytime between 1:00 PM - 3:30 PM Our librarians will help provide some tips and guide-at-your-side help with adding or updating persistent links to library resources in your Blackboard courses using the new college domain. Check now to make sure your links to articles, publications, databases, e-books, Films on Demand, research guides and more will continue to work on-campus and off-campus after the domain change is complete.

Blackboard: Drop-In Help
Blackboard Mentors, Assessment & Curriculum Mentors, Nancy Woodward, Mary Vlisides and Tina Rettler-Pagel
1:00 PM-3:30 PM (This is also offered Tuesday 10:00-1:00)  Room: 220A
Stop in anytime on Tuesday, 10:00-1:00 or Wednesday, 1:00-3:30 for help with Blackboard, syllabus, outlines of instruction or other teaching and learning related items.

Blackboard: Getting Started with Blackboard
Garlyn Truttschel,
10:15 AM-11:15 AM  Room: 218
This session is for new users of Blackboard. Some of the key features to be overviewed include course menu, announcements, faculty contact information, use of the discussion board, assignments and tests, and use of the grade center.

Blackboard: Getting Started with Blackboard
June Sarbacker and Ana Turk,
2:30 PM-3:45 PM  Room: 218
Blackboard Mentors
This session is for new users of Blackboard. Some of the key features to be overviewed include course menu, announcements, faculty contact information, use of the discussion board, assignments and tests, and use of the grade center.
Blackboard: Go Mobile with Blackboard!
Lawrence Bechtel,
11:30 AM-12:30 PM Room: 273
Find out how to access what you want to know about Madison College on your mobile device through Bb Mobile Central. Also, explore how students can interact with your Blackboard class through Blackboard Mobile Learn with new mobile tests, push notifications and much more! Participants are welcome to bring their mobile devices to the session.

Blackboard: Grade Center Basics
Sonja Noble,
1:00 PM-2:15 PM Room: 208
Faculty and Blackboard Mentor
This workshop will introduce instructors to the basics of the Blackboard Grade Center. Creating, modifying and grading assignments, giving feedback, and creating categories are some of the topics to be covered.

Blackboard: Using SafeAssign in Blackboard
Cori Thompson,
10:15 AM-11:15 AM Room: 265
Faculty and Blackboard Mentor
SafeAssign is a plagiarism detection tool available to you in Blackboard. In this session, learn how to:
- Create a SafeAssign assignment in Blackboard for students to access
- Submit papers using Direct Submit for SafeAssign to review
- View and interpret Originality Reports

CETL Updates - New Services for Faculty Development and Support
Patrick Barlow, Brant Kraemer
10:15 AM-11:15 AM Room: 207
Director of CETL
Come find out what's new at CETL including updates to our calendar, new online services, and changes to programs.

Classroom Management - What to do when all **** breaks loose?
Geraldo VilaCruz, Sandy Hall, Marty Crabbs
10:15 AM-11:15 AM Room: 313
Both instructors and students have a right to an educational environment which is conducive to learning and free from disruptions and distractions. Share your experience, challenges, ideas and best practices with your colleagues. Learn about college systems.
Developing Leadership Skills through Independent Learning
Doug Kirchberg, Renee Alfano
11:30 AM-12:30 PM Room: 278
Student Life Senior Program Coordinator

A co-curricular Leadership Certification Program will be launched this fall by the Center for Student Life. This first year will be a pilot effort—we’ve asked our Student Ambassadors and Student Leaders to participate and give us feedback about the program before we make it available for the entire college community. As part of this testing phase, we’re interested in getting feedback on our plans from faculty and staff at a convocation breakout session. People who attend this session will be given a short presentation about the program and then be asked to offer their thoughts and suggestions. Any help you can provide is appreciated.

Drop-In Help
Blackboard Mentors, Assessment & Curriculum Mentors, Nancy Woodward, Mary Vlisides and Tina Rettler-Pagel
1:00 PM-3:30 PM (This is also offered Tuesday 10:00-1:00) Room: 220A
Stop in anytime on Tuesday, 10:00-1:00 or Wednesday, 1:00-3:30 for help with Blackboard, syllabus, outlines of instruction or other teaching and learning related items.

Enhancements to the Unit Plan Tool
Jennie May, Ali Zarrinnam
1:00 PM-2:15 PM Room: 240
Program Coordinator in IRE

We have made several enhancements, to the unit plan tool, since last planning year. Come to this session to find out what the enhancements are. Short, 20-30 minute sessions will take place at 1pm and 1:45pm with time for questions in between. Please stop by!

Everything You Need To Know About Risk/EHS, and How It Benefits You
Joshua Cotillier
11:30 AM - 12:30 PM Room: 240

This presentation will discuss topics that directly impact faculty and staff to help them prepare for the unexpected. Topics of discussion include incident report, workers compensation, housekeeping, driving for college business, ergonomics, emergency evacuation/shelter in place, insurance coverage, and misc. resources.

Faculty Advising at Madison College
Carlotta V. Calmese, Patrick Barlow
1:00 PM-2:15 PM Room: 380 A/B

This session will introduce Faculty Advising as an extension of teaching and its benefit to student retention. A panel of skilled faculty advisors from across the college will share their successes and experiences in this high impact retention activity.
Faculty Drop-In: Coffee-Break-Out @ the Library
Matthew Coan, Donna Marconnet, Julie Gores, Renee Anhalt, Jennifer Varshal-Cash, Mark Perkins
10:15 AM-11:15 AM Room: 230C (Library)
Library Information Literacy Coordinator
Hey, faculty! Come chat with your favorite Madison College Librarians over a cup of hot coffee. Find out what's new, give feedback, talk information literacy, hear about our new space, or just put a name to a face! Love to see you!

Faculty Mentor Meet and Greet Session
Nancy Meyer, Kathy Sorensen, Phil Gasper, Patrick Barlow
11:30 AM -12:45 PM Room: 120 A/B Gourmet Dining Room
This session is for all mentors who are currently participating in the Faculty Mentor program or for those interested in participating as a mentor in the future. You can discuss experiences, ask questions of the experts and meet other mentors in the program. A light lunch will be provided.

Faculty: How to Use Advising Reports (Degree Audits)
Annie Neuberger
1:00 PM-2:15 PM, 2:30 PM-3:45 PM Room: 270
If you advise students, one of the major tools you need is the advising report (which used to be called a degree audit). Last year with the upgrade to PeopleSoft, there were many enhancements to the advising report that will assist you in better utilizing this tool. If time permits and it there is a need, other functions of the Faculty Center and Advisor Center will be addressed. (This session is for faculty only as the access in PeopleSoft is different for other staff. Morning sessions are intended for advisors and staff).

Faculty to Faculty Connections
Jonathan Pollack
2:30 PM-3:45 PM Room: 274 A/B
Anyone who's been a student, TA, or faculty member at UW-Madison knows that many of our students could thrive there.
However, even some of our strongest students are intimidated by the University's image, and elect not to go.
What to do? If you are a UW alum, or if you have other connections to UW, come to this session to discuss how Madison College faculty and staff can use our connections to help our students succeed at the state's flagship campus.

Financial Aid 101
Marcia Forbes
11:30 AM-12:30 PM Room: 350
Marcia Forbes - Financial Aid Manager
This session will provide an overview of the financial aid processes and policies for staff and faculty, including the most important things for all Madison College employees to know. This presentation will also provide an overview of the Standards of Academic Progress and how the Financial Aid Office is working towards greater success and retention rates for our students.
A First Look at the New Buildings
Mike Stark, Fred Brechlin
10:15 AM-12:15 PM, 1:00 PM-3:00 PM Room: Begins in 142C
Mike Stark is the Director of Facility Services

Have you seen the construction on campus and wondered what it really is all about? Join us for a short presentation about the new building plans and construction process. We will take a walking tour to each of the new buildings. Due to safety concerns, we will only be viewing the outside of the projects. Please wear comfortable clothing and be prepared for hot weather as we walk around outside. **Limited space is available for the walking tour.**

How to Engage your Donors / Alumni
Tricia Weisheipl, Robert Dinndorf
2:30 PM-3:45 PM Room: 217

Need money to buy equipment, provide scholarships for your students, attend a professional conference, etc.? Learn how you can partner with the Foundation to develop donors for your program, project or special request.

How will the Domain Name Change Impact Me?
Kassy Ritter, Meredith Hobrala, George Matykowski
1:00 PM - 2:15 PM, 2:30 PM - 3:45 PM Room: 350

The GL Insight Team will be discussing the Domain Name Change that is occurring at Madison Area Technical College. We will be discussing the key dates and timeline of the project and the impact the project will have on Faculty and Students. Additionally, we will review the communication plan to address the changes. We will also review the requirements faculty will need to address to be sure their course materials are appropriately updated. Demonstrations will provide a hands-on view of how to achieve the manual changes, which will be followed by a Q and A forum.

Human Stem Cells & Regenerative Medicine at Madison College
Thomas Tubon,
10:15 AM-11:15 AM Room: 176
Instructor, Biotechnology Program / Project Director NSF Stem Cell Education Initiative

Curious about what human stem cells are how applications of these cells are changing how we define medicine and regenerative biology? This session is designed to introduce basic principles of working with human stem cells and present educational initiatives that we are developing at Madison College to make these innovative technologies accessible to our students and community. Participants will be given a tour of our new Advanced Cell Culture Education Suite and have the opportunity to use facility microscopes to visualize living animal and human stem cells in culture. This educational initiative is supported by a grant from the National Science Foundation, Advanced Technological Education program.

I Have My Outline of Instruction, But What Do I Do in Class on Tuesday?
Patrick Barlow and Nancy Meyer
2:30 PM-3:45 PM Room: 262

This session is for new instructors who are wanting to learn strategies for lesson planning and student engagement activities. Those in attendance will receive a handout of 90+ student engagement activities.
Introducing SoftChalk!
Nancy Woodward, Mary Vlisides
10:15 AM-11:15 AM (1 hour) Room: 208
Simplify your work-life with an easy to use platform that meets the needs of 21st century learners and educators! With SoftChalk Cloud you can create, manage and share interactive online learning content to be delivered anywhere, anytime, on any device. Create activities, quizzes, and integrate media to engage the digital learner and increase learning outcomes. Manage and track student learning as well as share content and collaborate with colleagues – all from the Cloud.

Introduction to Flexible Formats
Jennifer Lewis, Trey Mireles, Faculty
Kate Grovergrys, Faculty
10:15 AM-11:15 AM Room: 262
For new or interested faculty. Attendees will have a general understanding of the differences/similarities of Online, Hybrid, and Accelerated Teaching and Learning and attendees will know the available resources for training in flexible formats at Madison College.

Introduction to Survey Monkey
Belinda Prahl,
11:30 AM-12:30 PM Room: 353
In this session we will learn about Survey Monkey accounts at Madison College. Design and collection of surveys will be covered, and a brief introduction to data analysis.

Journey from Dislocation to Re-Employment
Marjorie Cook, Megan Benish
11:30 AM-12:30 PM Room: 271
Through collaboration with the Wisconsin Department of Workforce Development, the Center for Adult Learning is here to help individuals who are an adult returning to work or school, underemployed, or a dislocated worker. The Center helps individuals gain the skills; they need to compete in this tight job market and meet their further educational goals. Please come and find out how the Center for Adult Learning helps individuals on their journey from dislocation to re-employment.

Launching a New Career Exploration Home Page
Madison College: Charles Cunningham & Rochelle Wanner, Career Coach: Matthew Halverson
10:15 AM-11:15 AM Room: 237
Charles is a Counselor and Rochelle is a Senior Advisor in the Career and Employment Center at Madison College. Matthew Halverson is a Client Services Administrator for Career Coach.

The college has teamed up with Marketing, the Center for College and Career Transitions, and the Career and Employment Center to create one website to link all of the career tools in one location. Come to this session to learn about the career tools available, such as career workshops, WisCareers, Career Interest Survey, Career Pathways, and the most recent supplement to our career resources, Career Coach!
**Learning Activity Design and the Active Learning Classrooms**
Holly Mercier, Tina Rettler-Pagel  
10:15 AM-12:15 PM  
Room: 256  
Holly - Marketing Faculty, Tina - CETL Faculty

This session will explore how to effectively design learning activities in the unique environment of the college's new Active Learning classrooms. We will also explore some of the innovative features of these classrooms and share experiences and best practices.

**Managing Change**
CQI Culture Team: John Alt, Mara Eisch-Sweitzer, Cary Heyer, Ellen Hustad, Jeff Luthanen, David Woolpert  
10:15 AM-11:15AM, 2:30-3:45 PM  
Room: 336

Learn about the new process that was developed to assist with communication efforts when change is being implemented at the college – whether a small change in an office or division or a major change that impacts all campuses throughout the district. Developed by the CQI Culture Team and endorsed by the Executive Team, the new “Change Guidelines” provide a clear and concise, documented process that managers and staff can use to plan, communicate and collaborate when implementing change at the college. The guidelines were presented to Leadership Council in June and are already being utilized and shared within college divisions. The guidelines encourage positive change through early planning and ongoing, two-way communication throughout the process, especially with employees who will be impacted.

**Meet and Greet, Hosted by the School of Online and Accelerated Learning**
Shawna Carter  
2:30 PM-3:45 PM  
Room: 142 A/B

Attendees will be able to put a face with a name, and know who they can go to/where they can go to for faculty resources/assistance. Attendees will also have the time to talk amongst themselves, perhaps continue their conversations from the Ask the Expert session they attended and collaborate with other faculty members.

**Meet and Greet Your Union**
PSRP Union 3872, PSRP Union Officers and Stewards  
10:15 AM-12:15 PM  
Room: 276

We are having a membership drive, sign up sheet for members who want to be stewards and also to be candidates for committees.

**Meet the New Faculty**
Patrick BArlow,  
2:30 PM-3:45 PM  
Room: 120 A/B Gourmet Dining Room

Come and meet the new full-time faculty. Refreshments will be provided.

**Mobile Device Updates- @madisoncollege.edu**
Quang Duong & Joe Hanson,  
10:15 AM-11:15 AM, 1:00 PM-2:15 PM  
Room: 272  
Help Desk Support Specialists

This session is for anyone who syncs their Madison College email with a mobile device. Learn how to set up your iPhone, iPad, iPod Touch, or Android device to sync with Madison College new Exchange 2010 server. Help Desk wizards Joe Quang will demonstrate setting up email for your device for the first 20 minutes, then they
will help anyone who needs it. FERPA issues will be discussed as well as procedures to follow if your phone is lost or stolen.
Outlook 2010
Belinda Prahl,
1:00 PM - 2:15 PM  Room: 353
For this hour, we will assess what you'd like to cover, then we will go in that direction. We can talk about the new Outlook 2010 features, Inbox management, and Calendaring- you vote!

Outlook 2011 for Mac
Alan Natachu,
10:15 AM-11:15 AM  Room: 296
Technology Training Coordinator
MAC COMPUTER BASED BREAKOUT SESSION -The email upgrade has effected Mac users who use Entourage to check their email. Entourage is no longer compatible with our email system. In this session, we'll walk through the setup and basic email and calendar features of Outlook 2011.

Part-Time Faculty Updates
Mike Kent
1:00 PM-2:15 PM  Room: 207
President Part-time Teachers' Union
President Kent will be updating faculty about the current status of Madison College part-time faculty employees.

PeopleSoft Budget Financials - Running Budget Reports
Roger Thompson, BJ Landgraf, Bonny Laufenberg, Sherrie Orcholski
10:15 AM-12:15 PM  Room: 368
Training regarding how to set up, process, and run reports in PeopleSoft Finance that aid in budget management.
Attendee Requirements: Participant must have PeopleSoft Financial access, log in id, and password in hand to be able to participate in the session. Contact the helpdesk prior to this session if you need access to PeopleSoft Financials.

Put Your Science Class Online!
HandsonLabs-LabPaq, Chris Irmiter, Regional Account Executive
Joyce Springer, Executive National Sales Manager
10:15 AM-12:15 PM  Room: 337 A/B
We are hoping to generate interest from Science faculty in putting their science classes online - this would be a demo of the products available, as well as a question/answer session.

Retention - Get Set, Ready, Go!
Carlotta V. Calmese,
10:15 AM-12:00 PM  Room: 380 A/B
This session will provide updates on the College's retention planning and activities and an opportunity to share promising/best retention practices and strategies for the development of the faculty retention "tool kit".
Retention Motivational Root Team Meeting
Sandy Hall, Patrick Barlow
1:00 PM-2:15 PM  Room: 237
Sandy Hall, Chair of the Retention Motivational Committee

Members of the Retention Motivation Committee will gather to continue their exploration of what steps Madison College should formally take to boost Retention via motivational efforts. The meeting is intended for members of the committee to discuss the current ideas on the table. Interested colleagues are welcome to listen and provide input as you choose.

Staff and Advisors: Advising Reports and Other PeopleSoft Functions for Success
Annie Neuberger,
10:15 AM-11:15 AM, 11:30 AM-12:30 PM  Room: 270
- Bring your questions and helpful hints. This session will answer questions like:
- How do I use or read an advising report?
- What is the difference between the different kinds of advising reports?
- How can I tell if a student has to have a C or better for a requirement to graduate?
- What can a student take as a substitute to a requirement?
- How can I tell if a student is no longer on a waiting list?
- How can I tell if a student is on the graduation list or has graduated?
- What do I do if something on the advising report does look right?

This session is not for faculty, as their access in PeopleSoft is different. The afternoon sessions are specifically for faculty.

Student-centered Classroom Scheduling: Managing the Puzzle
Classroom Management Team,
10:15 AM-11:15 AM  Room: 377
Due to increasing demand for classroom space, we have worked to improve access and efficiencies at the department level. Now, to better serve students, we are working to expand that approach with a college-wide, cross-discipline effort.

The Classroom Management Team has been focused on solving the puzzle by researching and defining best practices for general assignment classrooms while still recognizing the need for special purpose, departmentally managed classrooms. To address our current challenges, the team is looking at defining several new options for standardizing practices with the ultimate focus on building a student-centered classroom scheduling process. This panel discussion will focus on what we have learned and potential solutions. We are seeking faculty and staff input and feedback at this session.

Unit Plan Training: For New Unit Planners
Jennie May, Ali Zarrinnam
10:15 AM-11:15 AM, 2:30 PM-3:45 PM  Room: 255
Program Coordinator in IRE
Are you a new unit planner? If so, please attend this 1 hour hands-on session to learn about the unit plan tool used at the College. Please contact Jennie May (jmay@madisoncollege.edu) to setup access prior to the session.
VA Connections: New Support on Campus
Kristin Bull Lyon, LCSW, William (BJ) Ganem, Dane County Veterans Service Officer
Panel of Student-Veterans
1:00 PM-2:15 PM (75 minute) Room: 209
The goal of today’s presentation is to introduce VA Connections to faculty and staff, as well as to discuss how faculty/staff can help connect Student-Veterans with resources and support. This presentation will also include a panel of Student-Veterans to provide real-life perspectives.

Wellness Session: Aging Gracefully - Feel Strong & Vibrant at Any Age
Debra Lafler, MA, CWPD, CWWPC, Mark Huth, MD
10:15 AM-11:15 AM Room: 101
Mark Huth, MD is a family medicine doctor with Group Health Cooperative, specializing in Preventive Medicine and Sports Medicine. He works with each of his patients to help them develop the best strategy for themselves to maintain health and wellness across the lifespan.
Debra Lafler, MA, CWS is the wellness coordinator for Group Health Cooperative, specializing in personal and worksite wellness. He works with individuals and groups encouraging total wellness, using a body-mind-spirit approach to self-awareness and self-care.

Join us for a dynamic discussion about aging and wellness. In this session, we will review how aging affects the body and mind, and discuss what we can do to care for ourselves and live full, vibrant lives.

Wellness Session: Belly Dancing for Everyone
Lisa Rappaport Hendrickson, MA, Dr. Katherine Gaulke, PhD
1:00 PM - 2:00 PM Room: 101
Lisa Rappaport Hendrickson is a seasoned, creative, dynamic, and innovative scholar, lecturer, and dancer with over a decade of academic experience, and over four years of teaching experience. Lisa has been a belly dancer for nearly five years and has an extensive background in the performing arts.

Dr. Gaulke is an experienced professional, decision-maker, and educator with expertise in health, nutrition, health administration, nonprofit and for-profit management, e-philanthropy, e-commerce, social entrepreneurship, public service leadership, team-building, communication methods, advocacy, and managed care.

Learn how the gentle movements in belly dancing can improve balance, strengthen your core, and help you feel more vibrant. People of all ages, sizes, and fitness levels are welcome. In this session, we will introduce "The Great Shimmy Shake Off," a new pilot study coming this fall to the Truax campus. Come ready to learn, shimmy, and laugh. Please note that this session will be one hour.

What You need to know about Working With Students with disabilities
Sandy Hall,
2:30 PM-3:45 PM Room: 271
Director of Disability Services
Find out more about Disability Resource Services, what is a reasonable accomodation and what is not and how do you know?
What's All the Buzz About MOOCs?
Jennifer Lewis,
11:30 AM - 12:30 PM
Room: 262
Massive Open Online Courses or MOOCs are hitting the news daily and fast becoming the buzzword of 2012. During this session, Jennifer will present a short history of MOOCs, including the current growth of Coursera and EdX, and how they may (or may not) be changing online education. Jennifer will also share her experience taking MOOCs through Coursera and compare MOOCs to online classes offered at Madison College. Interested to know what all the buzz is about? Then this session is for you!

Windows 7 & Office 2010 Orientation
Belinda Prahl,
2:30 PM-3:45 PM
Room: 353
Technology Training Coordinator
Learn the best tips and tricks for Windows 7, understanding changes in file structures, and the changes in Office & Outlook 2010. Find an outline of the training topics here: http://matcmadison.edu/in/win-7-training. This training is highly recommended for any employees migrating to Windows 7 with no prior experience, but even experienced Windows 7 users will learn tricks specific to Madison College employees.

YouTube 101
Alan Natachu
Technology Training Coordinator
ON DEMAND EBOOK -Whether you watch videos or produce videos for YouTube, you'll want to check this out. It's everything you wanted to know about YouTube but were scared to ask!
Dr. Carol T. Mooney, a representative of UW-Stout Career and Technical Education (CTE) programs will be on Madison College's Truax campus Friday, August 24 from 11 a.m. to 1 p.m. Dr. Carol Mooney, director of the graduate programs in CTE will be available for consultation and program information.

No appointment necessary.

For program information to review prior to their visit, go to
http://www.uwstout.edu/programs/bscet/index.cfm
http://www.uwstout.edu/programs/mscte/index.cfm
http://www.uwstout.edu/programs/edscte/index.cfm

WTCS Certification – Immersion program
http://www.uwstout.edu/cec/immersion/index.cfm
http://www.uwstout.edu/programs/bsm/index.cfm

Questions? Contact Dr. Mooney
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