Convocation Highlights

★ 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.

★ Convocation will begin with an opening session in the Mitby Theater at 8:30 AM.

★ All sessions are first come – first seated. The largest rooms 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, unless otherwise noted.

★ If you don’t work at Truax and need a place to hang your hat and coat, come to CETL (Room 219). We’ll have coat racks set up. While we won’t have anyone to guard your coat, it will be in a place with lots of activity.

★ Please be sure to complete convocation session assessments on paper or online.

★ If you require special accommodations during Convocation, please contact Robin Craig at (608) 246-6646 or rlcraig@matcmadison.edu so that we may assist you.

Meal Service at the Truax Campus

7:45 AM Cafeteria
Complimentary Continental Breakfast:
Bagels, Fruit, Health Bars, Juice, Water, & Coffee

11:00 PM – 1:00 PM Lunch Marketplace Cafe

Complimentary Chair Massages Today
Go to your next session relaxed and refreshed….enjoy a complimentary chair massage
10:30-12:30
142C, Student Lounge

Provided by students in the Madison College Therapeutic Massage program
March 2011 Convocation

“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.

Thursday, March 10th

Evening Program for Part-time Faculty

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>5:30 PM-6:00 PM</td>
<td>Opening Session</td>
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<tr>
<td>6:15 PM-7:15 PM</td>
<td>Breakout Session I</td>
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<tr>
<td></td>
<td>Blackboard: Understanding Your Content Options-Room 359</td>
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<td>Copyright Basics-Room 278</td>
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<td>Have PowerPoint, Will Travel- Room 274 A/B</td>
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<tr>
<td>7:30 PM-8:30 PM</td>
<td>Breakout Session II</td>
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<tr>
<td></td>
<td>Have PowerPoint, Will Travel-Room 274 A/B</td>
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<tr>
<td></td>
<td>I Have My Outline of Instruction, But What Do I Do in Class on Tuesday?- Room 256</td>
</tr>
</tbody>
</table>

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 assessment forms for each session 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 is also available online:

http://matcmadison.edu/in/cetl-course-workshop-training-assessment-form

As always we welcome your feedback and suggestions through the CETL Suggestion Box:

http://matcmadison.edu/in/suggestion-box
# March 2011 Convocation

“Constructing New Opportunities for Learning”

Friday, March 11th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:45 AM</td>
<td>Continental Breakfast in the Café</td>
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<tr>
<td>8:30 AM</td>
<td>Opening Session in the Mitby Theater</td>
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<td>Welcome</td>
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<td>President’s Address, President Bettsey Barhorst</td>
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<td>Keynote Address: Thriving Under Chaos, Tracy Knofla</td>
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<td>Announcements</td>
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<td>9:45 AM-10:45 AM</td>
<td>Breakout Session I</td>
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<td>Best Practices: File Management Using Windows-Room 270</td>
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<td>Compass Scores-Placement Updates Effective Summer 2011-Room 337</td>
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<td>CCSSE Administrator Training-Invitation Only-Room 207</td>
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<td>Create Branded Marketing Materials Using Templates-Room 277</td>
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<td>Eating for Better Stress and Weight Management-Room 384 A/A</td>
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<td>Financial Aid 101-Room 367</td>
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<td>Information Security – What Every Employee Needs to Know!-Room 274 A/B</td>
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<td>Intro to Excel- Room 255</td>
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<td></td>
<td>Position Requisition Processing-Invitation Only – Room 217</td>
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<td></td>
<td>Retirement Workshop-Room 237</td>
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<td>Thriving Under Chaos, Keynote Follow Up Room-142 A/B</td>
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<td>TRIO/Student Support Services Program- Room 239</td>
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<td>Unit Planning Information Session- Room 383</td>
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<td>Using the ClassPad 330 to See the Beauty of Mathematics- Room 240</td>
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<td>Wisc-Online.com: Learning Activities/Games that Help People Succeed-Room 353</td>
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<tr>
<td>9:45 AM-11:45 AM</td>
<td>Breakout Session II</td>
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<td>Classrooms for the 21st Century-Room 219</td>
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<td>Discovering Common Ground: Building Strong Relationships Using the Mutual Learning Mindset-Room 377</td>
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<td>Working Session: Outlines of Instruction and Course Portfolios-Room 359</td>
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<td></td>
<td>World Languages Training Session – Room 141</td>
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<tr>
<td>11:00 AM-12:00 AM</td>
<td>Breakout Session III</td>
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<td>CCSSE Administrator Training-Invitation Only-Room 207</td>
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<td>Connect Math, Blackboard, and ALEKS-Room 264</td>
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<tr>
<td></td>
<td>Effective Media Communications-Room 272</td>
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<td></td>
<td>Excel: Forms and Functions-Room 255</td>
</tr>
</tbody>
</table>
11:00 AM-12:00 AM  **Breakout Session III, Continued**
Have PowerPoint, Will Travel-Room 350
Keys to Financial Success-Room 380 A/B
Multi Ethnic Support Network-Room 256
P-Card Process and Guidelines-Room 354
Overview of the PeopleSoft 9.0 Upgrade-Room 321
Retirement Workshop-Room 237
Thriving Under Chaos, Keynote Follow Up, Room-142 A/B
Safe Zone 101-Room 313
What Does Teaching Have to Do With Learning?-Room 262
Why Stress Matters and How to Manage It!- Room 101
Wisc-Online.com: Learning Activities/Games that Help People Succeed-Room 353

**11:00 AM-1:00 PM  Lunch - Marketplace**

1:00PM-2:15PM  **Breakout Session IV**
Best Practices: Outlook Inbox-Room 270
Copyright Basics- Room 237
Excel: Pivot Tables-Room 255
I Have My Outline of Instruction, But What Do I Do in Class on Tuesday?-Room 262
Information Security-What Every Employee Needs to Know! -Room 274 A/B
Mail Center Security-Suspicious Packages, Powder Substances and More-Room 313
MindLeaders- Room 218
PeopleSoft Budget Financials-Running Budget Reports-Room 353
Unit Planning Information Session-Room 383
Why and How People Change Behaviors-Room 384 A/B

1:00 PM-3:00 PM  **Breakout Session V**
Discovering Common Ground: Building Strong Relationships Using the Mutual Learning Mindset-Room 377

2:30 PM-3:45 PM  **Breakout Session VI**
Business Contracts 101- Room 237
Cisco IP Phone Training-Room 220A
Excel: Creating Effective Charts- Room 255
Identity Theft- Room 313
iPod Touch Basics-Room 350
Keys to Financial Success-Room 380 A/B
Overview of the PeopleSoft 9.0 Upgrade-Room 321
Professional Development Training for PSRP Employees-Room 209
Math Summit Schedule – Room 238

Rescheduled from January, 2011

8:30 AM-9:30 AM – Opening Session: Introduction of Yasser Hassebo, participants, O.F.S. Panel Discussion, Room 238

9:45 AM-10:45 AM – Session #1: GSCC, Room 238

11:00 AM-12:00 PM – Session #2: Math Anxiety, Room 238

12:00 PM-2:00 PM – Break for lunch and Social Time

2:00 PM -2:30 PM – Session #3: Pedagogy: Best Practices, Room 238

2:30 PM-3:45 PM– Quantum Leap and Activities, Room 238

3:45 PM- 4:30 PM – Conclusion, Room 238

This Convocation day is our “curriculum review day.” Full-time faculty members are expected to join their colleagues at Truax to engage in curriculum work. This time is provided for faculty teams to work on projects focused on:

- Development and revision of Outlines of Instruction
- Development of Course Portfolios
- Curriculum projects as defined by the faculty and Learning Centers

There will be a working session for Outlines of Instruction and Course Portfolios, 9:45AM-11:45AM in room 359 on Convocation day.

Please contact the CETL Team before March 11th, if your team is in need of additional support and resources for your work on Course Portfolios or Outlines of Instruction during Convocation.

A New Course Portfolio Dashboard website [http://matcmadison.edu/in/course-portfolios-madison-college](http://matcmadison.edu/in/course-portfolios-madison-college) includes the following resources: Revised Course Portfolio Guidebook, Quick Start Guides for Faculty, Deans, and Associate Vice President for Learner Success.

Nancy Woodward 246-5210 nwoodward@matcmadison.edu – Blackboard, Instructional Media

Tina Rettler-Pagel 243-4506 rettler@matcmadison.edu – Outline of Instruction, Curriculum, Online, Hybrid and Accelerated Instructional Formats

Mary Vlisides 246-6413 mvlisides@matcmadison.edu – Course Portfolios, Assessment, LOAD
## Friday, March 11th  Center and Department Meetings; Special Events

**Arts & Sciences**, Rooms are available for use by departments throughout the day

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>English</td>
<td>1:00-3:45</td>
<td>Room 386</td>
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<tr>
<td>Humanities</td>
<td>1:00-3:45</td>
<td>Room 276</td>
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<tr>
<td>World Languages</td>
<td>1:00-3:45</td>
<td>Room 241</td>
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<tr>
<td>World Languages Training Session</td>
<td>9:45-11:45</td>
<td>Room 241</td>
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<tr>
<td>Math</td>
<td>12:45-2:00</td>
<td>Room 240</td>
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<tr>
<td>Biology</td>
<td>1:00-3:45</td>
<td>Room 336</td>
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<td>Chemistry</td>
<td>1:00-3:45</td>
<td>Room 390</td>
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<td>Business Technology</td>
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<td>Room 142A</td>
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<td>Child and Family Center</td>
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<td>Room 156</td>
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<td>Committee on Evaluation of Probationary Faculty Meeting</td>
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<td>CPAAC Meetings</td>
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<td>Room 310</td>
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<td>Writing</td>
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<tr>
<td>Reading</td>
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<td>ESL Faculty</td>
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<td>ESL Unit</td>
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<td>Room 357</td>
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<td>ESL Lab</td>
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<tr>
<td>South Madison Lab/IA/DCJ</td>
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<td>Counseling &amp; College Success Meeting</td>
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<td>Room 272</td>
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<td>Disability Resources Meeting</td>
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<td>Room 277</td>
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<tr>
<td>Facilities: Engineering Services</td>
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<td>Room 382</td>
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<td>Learner Development</td>
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<td>Mitby Theater</td>
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<tr>
<td>Learner Development VP Office Meeting</td>
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<td>Room 141A</td>
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<td>Learner Success - Staff Meeting</td>
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<td>Room 337</td>
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<tr>
<td>Phi Theta Kappa Faculty Luncheon</td>
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<td>Gourmet Dining Room, 120 A/B</td>
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<td>Retention &amp; Student Services</td>
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<td>Room 256</td>
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<td>Student Life Faculty Meeting</td>
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<td>Room 133</td>
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<td>Student Life Club Faculty Advisors</td>
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<td>Room 156</td>
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<tr>
<td>Technology Services</td>
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<td>Room 322</td>
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<tr>
<td>Writing Center</td>
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<td>Room 278</td>
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### Business Technology
- **Room 142A**
  - 1:00-3:00

### Child and Family Center
- **Room 156**
  - 10:00-1:00

### Committee on Evaluation of Probationary Faculty Meeting
- **Room 278**
  - 1:00-2:15

### CPAAC Meetings
- **Writing**
  - Room 310
  - 11:00-12:00
- **Reading**
  - Room 351
  - 2:30-3:30
- **Part Time ESL Faculty**
  - Room 217
  - 2:45-3:45
- **ESL Unit**
  - Room 352
  - 9:45-11:45
- **ESL Lab**
  - Room 357
  - 10:45-11:45
- **South Madison Lab/IA/DCJ**
  - Room 310
  - 2:15-3:45

### Counseling & College Success Meeting
- **Room 272**
  - 2:30-4:00

### Disability Resources Meeting
- **Room 277**
  - 2:30-4:00

### Facilities: Engineering Services
- **Room 382**
  - 10:30-12:30

### Learner Development
- **Mitby Theater**
  - 1:00-2:30

### Learner Development VP Office Meeting
- **Room 141A**
  - 2:30-5:00

### Learner Success - Staff Meeting
- **Room 337**
  - 12:45-3:00

### Phi Theta Kappa Faculty Luncheon
- **Gourmet Dining Room, 120 A/B**
  - 12:00-1:00

### Retention & Student Services
- **Room 256**
  - 2:30-4:15

### Student Life Faculty Meeting
- **Room 133**
  - 2:30-4:00

### Student Life Club Faculty Advisors
- **Room 156**
  - 4:00-5:00

### Technology Services
- **Room 322**
  - 12:00-4:00

### Writing Center
- **Room 278**
  - 11:00-12:00
Thursday, March 10th Breakout Sessions

Blackboard: Understanding Your Content Options  
Belinda Prahl, Technology Training Coordinator and Tina Rettler-Pagel, Curriculum Consultant  
6:15 PM - 7:15 PM    Room: 359  
This session will be an overview of available content items in Blackboard. We will demonstrate how to use common Blackboard content items such as assignments, external links, items, surveys/tests & folders as well as introduce you to the other content options like blogs and wikis.

Copyright Basics  
Carolyn Jarrett, Legal Counsel  
6:15 PM - 7:15 PM    Room: 278  
Are you wondering if you need copyright permission to use a copyrighted work? Are there exceptions to obtaining permission? Come to the Copyrights Basics workshop and learn copyright basics, including the exceptions to obtaining copyright permission such as the public domain, the TEACH Act, and the fair use doctrine. Learn how to apply these exceptions using case scenarios, online classes, and emerging technologies such as digital streaming.  
This workshop is geared toward faculty, but anyone interested in Copyright Basics is welcome. Please bring a copy of the training PowerPoint presentation by going to the copyright information page at http://matcmadison.edu/in/policy-regulation-library.

Have PowerPoint, Will Travel  
Alan Natachu, Technology Training Coordinator  
6:15 PM - 7:15 PM; 7:30 PM - 8:30 PM  Room: 274 A/B  
Having difficulty sharing your PowerPoint Presentations? Other people complaining that they can't hear any audio or see any video? In this demonstration workshop, learn why this occurs and how you can package a PowerPoint Presentation so that it will travel well.

I Have My Outline of Instruction But What Do I Do in Class on Tuesday?  
Patrick Barlow, CETI Director; Nancy Meyer, Coordinator of PT Faculty Support  
7:30 PM - 8:30 PM    Room: 256  
Participants will explore tips for Lesson Planning connected to Course Outcomes. Everyone will learn 2 distinct models for Lesson Planning and participate in an Accelerated Learning activity that will lead to concrete ideas for creating improved Lesson Plans.
Friday, March 11th Breakout Sessions

**Best Practices: File Management using Windows**
Belinda Prahl, Technology Training Coordinator, CETL
9:45 AM - 10:45 AM    Room: 270
This hands-on session will ask you to think about the files you have and create a custom folder structure that will best serve your purposes. This session assumes a very basic working knowledge of file management and is a repeat of a session titled, "Where the heck's that file?!".

**Best Practices: Outlook Inbox**
Belinda Prahl, Technology Training Coordinator, CETL
1:00 PM - 2:15 PM    Room: 270
Together, we will discuss and try simple ways to efficiently process the multitude of information that comes to you via Outlook. We will learn about folders, tasks as well as creating custom categories.

**Business Contracts 101**
Carolyn Jarrett, Legal Counsel
2:30 PM - 3:45 PM    Room: 237
Are you a manager entering into business contracts with vendors? Would you like to know how to read a standard business contract and identify vendor traps? In this workshop, participants will learn how to interpret boilerplate contract language, how to make changes to a template, and how to renegotiate common vendor traps. This workshop is open to all managers who enter into business contracts. Please bring a copy of the Madison College Contracts Manual to the workshop. It can be found at http://matcmadison.edu/in/templates-forms.

**CCSSE Administrator Training**
Zong Her, Deryl Davis Fulmer, Ali Zarrinnam, Linda Nellen, Cindy Treige-Onofrey, Tom Heaney
9:45 AM - 10:45 AM; 11:00 AM -12:00 PM    Room: 207
By Invitation Only: For CCSSE Survey Administrators.
The College will be conducting the Community College Survey of Student Engagement (CCSSE) Survey from March 28, 2011 - April 8, 2011. These sessions provide training for all survey administrators. If you have been assigned to administer the survey, please attend one of the two training sessions. Class packets will be handed out during these sessions. We appreciate your partnership in this effort.

**Cisco IP Phone Training**
Kevin Crow, Technology Training Consultant, CETL
2:30 PM - 3:45 PM    Room: 220A
This course 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, like using multiple lines, conferencing, and transferring; full details on your new voicemail and its integration with your email; and explanations of several other state-of-the-art services and features.

**Classrooms for the 21st Century**
9:45 AM-11:45 AM    Room 219
This session is an open, informal opportunity to ask questions, provide feedback, and discuss the ideas on 21st century classrooms. Participants can voice their ideas to members of the committee, provide written input, or just ask questions.
Friday, March 11th Breakout Sessions

Compass Scores-Placement Updates Effective Summer 2011
Ann DeArmond, Bernie Hoes
9:45 AM - 10:45 AM    Room: 337
Ann and Bernie will discuss changes and updates to the Compass Placement Sheet effective Summer 2011. All Counselors and Advisers are invited to attend this informative session.

Connect Math, Blackboard, and ALEKS
Tim Maruna, Senior Account Manager with McGraw-Hill publishers
11:00 AM -12:00 PM    Room: 264
This session will demonstrate McGraw-Hill's new Connect Math program, and how it integrates with Blackboard and with ALEKS.

Copyright Basics
Carolyn Jarrett, Legal Counsel
1:00 PM - 2:15 PM    Room: 237
Copyright Basics
Are you wondering if you need copyright permission to use a copyrighted work? Are there exceptions to obtaining permission? Come to the Copyrights Basics workshop and learn copyright basics, including the exceptions to obtaining copyright permission such as the public domain, the TEACH Act, and the fair use doctrine. Learn how to apply these exceptions using case scenarios, online classes, and emerging technologies such as digital streaming.
This workshop is geared toward faculty, but anyone interested in Copyright Basics is welcome. Please bring a copy of the training PowerPoint presentation by going to the copyright information page at http://matcmadison.edu/in/policy-regulation-library.

Create Branded Marketing Materials Using Templates
Andrew Kuruzar, Robin Gee
Marketing Department staff. Andy is a graphic designer and Robin is Marketing Publications Specialist
9:45 AM - 10:45 AM    Room: 277
Save money and expand your program by creating branded marketing material using resources available on our website. Aimed at anyone on college staff or faculty who may be creating flyers, posters or brochures.

Discovering Common Ground: Building Strong Relationships Using the Mutual Learning Mindset
Jeffrey Russell, Co-Director of Russell Consulting, Inc.
9:45 AM - 11:45 AM, 1:00 PM-3:00 PM    Room: 377
When people disagree they tend to focus on “winning,” not losing, and work to reassert control over their situation and sometimes control over others. This Unilateral Control Mindset, however, actually undermines what people say they want. This workshop explores the downsides of the Unilateral Control Mindset and introduces a powerful alternative: the Mutual Learning Mindset. By focusing on mutual learning vs. unilateral control, people are more likely to discover common ground and move closer to their personal goals all while strengthening their relationships with others. Attend this seminar to learn a set of transformational tools that will enhance all of your personal and professional relationships.
Friday, March 11th Breakout Sessions

Eating for Better Stress and Weight Management
Deborah B. Roussos, MS, RD, CD, Registered Dietician
9:45 AM - 10:45 AM    Room: 384 A/B
Come learn how nutrition and the act of eating can be helpful for stress and weight management.

Effective Media Communications
Bill Bessette, Media Relations Coordinator; Erin Thornle
11:00 AM -12:00 PM    Room: 272
Do you dread talking to the media? Do you want to use the media to get more publicity for your program? Want to learn the secrets of a great media interview? If you said "yes" to any of those questions; then you will want to attend this session!

Excel: Forms and Functions
Belinda Prahl, Technology Training Coordinator, CETL
11:00 AM -12:00 PM    Room: 255
In this hands-on training, you will learn how to get started with formulas and functions in excel, use cell references and learn to compute simple formulas by using functions.

Excel: Pivot Tables
Alan Natachu, Technology Training Coordinator, CETL
1:00 PM - 2:15 PM    Room: 255

Excel: Creating Effective Charts
Belinda Prahl, Technology Training Coordinator, CETL
2:30 PM - 3:45 PM    Room: 255
This hands-on training will cover creating a chart using the new Excel 2007 commands and making changes to a chart after you create it. We will also cover understanding basic chart terminology.

Financial Aid 101
Kate Sopha, Financial Aid Advisor
9:45 AM - 10:45 AM    Room 367
This session will provide a brief overview of financial aid for staff and faculty, including the most important things for all Madison College employees to know. The presentation will include an overview of Standards of Progress.

Have PowerPoint, Will Travel
Alan Natachu, Technology Training Coordinator, CETL
11:00 AM -12:00 PM    Room: 350
Having difficulty sharing your PowerPoint Presentations? Other people complaining that they can’t hear any audio or see any video? In this demonstration workshop, learn why this occurs and how you can package a PowerPoint Presentation so that it will travel well.

I Have my Outline of Instruction But What Do I Do in Class on Tuesday?
Patrick Barlow, CETI Director; Nancy Meyer, Coordinator of PT Faculty Support
Participants will explore tips for Lesson Planning connected to Course Outcomes. Everyone will learn 2 distinct models for Lesson Planning and participate in an Accelerated Learning activity that will lead to concrete ideas for creating improved Lesson Plans.

**Identity Theft**
Rodney Hopkins, US Postal Inspection Service
2:30 PM - 3:45 PM Room: 313
Identity theft—find out how to prevent, protect, and recover from this crime. This session will focus on mail security and hard copy documents.

**Information Security - What Every Employee Needs to Know!**
Bruce Coulter, Chief Information Security Officer
9:45 AM - 10:45 AM; 1:00 PM - 2:15 PM Room: 274 A/B
This session presents an overview of Information Security at Madison College. Focus is on helping everyone understand their part in protecting the College's information assets—especially the confidential information that has been entrusted to us by students and staff.

**Intro to Excel**
Alan Natachu, Technology Training Coordinator, CETL
Technology Training Coordinator
9:45 AM - 10:45 AM Room: 255
This is a hands-on introduction into Excel 2007. This workshop is designed for people who are new to Excel in general or new to Excel 2007.

**iPod Touch Basics**
Alan Natachu, Technology Training Coordinator, CETL
2:30 PM - 3:45 PM Room: 350
In this demonstration workshop, learn the basics of operating an iPod Touch. We'll cover system settings, mail and web, as well as have a show and tell on what apps people are using at Madison College.

**Keys to Financial Success: Credit, Budget, and Identity Theft**
Susan Fortenberry, Tim Virnig
UW Credit Union Financial Specialists
11:00 AM - 12:00 PM; 2:30 PM - 3:45 PM Room: 380 A/B
You're busy. That's why managing the financial part of your life should be easy. We're here to help. Join us for a free seminar where our financial experts will give you tips on the following topics: budgeting, building a solid credit history, and how to avoid identity theft and scams. Our experts will also be available to answer your questions and set up one-on-one appointments after the event. Block off some time on your schedule today!

**Mail Center Security - Suspicious Packages, Powder Substances and More**
Rodney Hopkins, US Postal Inspector
1:00 PM - 2:15 PM Room: 313
Friday, March 11th Breakout Sessions

Protect yourself from suspicious packages, powder substances and other potential hazards to the college or yourself arriving through the mail.

MindLeaders
Kevin Crow, Technology Training Consultant, CETL
1:00 PM - 2:15 PM    Room: 218
MindLeaders is a company out of Dublin, Ohio, that offers over 3,000 online courses with topics ranging from Conflict Management to CISCO network administration.
Currently, the college has several licenses for the Business and Soft Skills catalog. This catalog contains courses that range from Customer Service and Leadership Training to Microsoft Access and Photoshop.
In this session participants will explore the possibility of utilizing an on-demand e-learning service in order to provide technical and soft skills training to employees. Come and see if MindLeaders may be able to help you get the special training that you have been looking for.

Multi Ethnic Support Network
Maria Banuelos, Ana Turk, Scott Beard, Zong Her, Malika Monger, Deryl Davis Fulmer
11:00 AM -12:00 PM    Room: 256
This session is open to all Madison College employees, but is designed with a focus on providing an opportunity for ethnic minority PSRP staff to network and learn about various diversity initiatives in the college.

Overview of the PeopleSoft 9.0 Upgrade
Roxanne Zetzman, Ann Neuberger, Sandy Brendemuehl
11:00 AM -12:00 PM; 2:30 PM - 3:45 PM    Room: 321
The PeopleSoft 9.0 Upgrade is fast approaching. Please join us for an overview of the changes affecting the Student Center, Faculty Center, and Advising Center. Learn how these changes will impact you.

P-Card Process and Guidelines
Amy Dudley, Purchasing Manager; Jennifer Servoss
11:00 AM -12:00 PM    Room: 354
This session will cover p-card (purchasing card) guidelines, processes and resources. Preview new p-card training webinars and discuss how the p-card program can best meet your needs.

PeopleSoft Budget Financials
Sarah Hart McGuinnis, Roger Thompson, BJ Landgraf, Amy Brown, Bonny Laufenberg
1:00 PM - 2:15 PM    Room: 353
Training regarding how to set up, process and run reports in PeopleSoft Finance that aid in budget management. Attendee requirements: Participants must have PeopleSoft Financial access, log in ID and password to participate in the training session.

Position Requisition Processing
Sarah Hart McGuiness, Jennifer Bentley, Amy Krumenauer
9:45 AM - 10:45 AM    Room: 217
This session is by invitation only.
Friday, March 11th Breakout Sessions

Professional Development Planning for PSRP employees
Patrick Barlow, CETL Director
2:30 PM - 3:45 PM    Room: 209
Participants will have a chance to develop their own version of a Professional Development Plan (PDP). Then using the plan they will have an opportunity to see how the CETL registration and Transcript Data base can be used as a tool to demonstrate progress on the plan. This will be helpful information when approaching your annual review with your supervisor.

Retirement Workshop
Kristin Gebhardt
9:45 AM - 10:45 AM, 11:00 AM - 12:00 PM   Room: 237
Come to this session to learn about the current Madison College retirement options available for Administrators, Faculty, and PSRP.

Safe Zone 101
Jamesetta Fousek, Jeff Galligan
11:00 AM - 12:00 PM    Room: 313
Safe Zone 101 is a comprehensive session. The attendee will learn about the LGBTQ (Lesbian, Gay, Bisexual, Transgender and Questioning) community on campus and how to maintain a safe environment for the LGBTQ college community on the Madison College Campuses through raising awareness and identifying his/her own biases.

Thriving Under Chaos
Tracy Knofla, High Impact Training
9:45 AM - 10:45 AM, 11:00 AM - 12:00 PM    Room-142 A/B

TRiO/SSS Program
Sandy Blumer, Tia Murray
9:45 AM - 10:45 AM    Room: 239
TRiO Student Support Services (TRiO/SSS) is a federally funded grant program focused on increasing retention, graduation and transfer rates of the 140 students served in the program. This informational session will give participants an overview of the program and student eligibility.

Unit Planning Information Session
Ali Zarrinnam
9:45 AM - 10:45 AM; 1:00 PM - 2:15 PM    Room: 383
Target Audience: Administrators, Program Directors, Department Chairs, Unit Planners.
Come learn about the College’s new assessment and unit planning process. This session will provide information about the process, who will be involved with assessment and planning, the pilot group and the timeline for this new process.

Using the ClassPad 330 to see the Beauty of Mathematics
Diane Whitfield, Product Manager for Marketing, Research & Design, Casio Education Technology M.R.D. Center
9:45 AM - 10:45 AM    Room: 240
Friday, March 11th Breakout Sessions

The audience will participate in hands-on activities to explore the basic features of the ClassPad 330 handheld calculator with examples from Basic Algebra through Calculus. This will be an introductory workshop. No experience needed!

What Does Teaching Have to Do with Learning
Nancy Meyer, Coordinator of Part Time Faculty; Chris Page, Full Time Faculty and CETL Fellow
11:00 AM -12:00 PM    Room: 262
Using a “Fishbowl” format, a group of new faculty members will discuss their challenges in the classroom. Experienced faculty members will listen then replace new faculty in the fishbowl to discuss “tricks of the trade” in their own experiences. They will address some of the challenges described by new faculty, and what helped to develop their own teaching expertise along the way. The session will conclude with a facilitated discussion of all participants in attendance regarding teaching and learning. This session is for part time faculty in the Mentoring Program but is open to all who want assistance with their teaching.

Working Session: Outlines of Instruction and Course Portfolios
Tina Rettler-Pagel, Jennie May
9:45 AM-11:45 AM   Room 359
Need help getting started with your program/department’s Course Portfolio? Seeking a WIDS file so you can update an old Outline of Instruction? Come to this open lab to work on Outlines of Instruction and Course Portfolios. CETL staff will be on hand to offer support, electronic files, and other resources needed to work on Outlines and Portfolios. Feel free to stop in for the entire session or drop by for a few minutes. We are here to help!

Why and How People Change Health Behaviors
Sarah Wood, Health Promotion Specialist and Wellness Coach at WPS Health Insurance, with a Bachelors in Kinesiology and a submajor on exercise and fitness from UW-Milwaukee.
1:00 PM - 2:15 PM    Room: 384 A/B
Based on the book “Why and How People Change Health Behaviors: A Collection of Success Stories”, by Joseph Leutzinger, PhD and John Harris, MED. This presentation offers insight from success stories for individuals who are contemplating a healthy behavior change. It provides support for individuals currently in the process of making a healthy behavior change. Ultimately the presented information may serve as “the spark” for those who have attempted to make a healthy behavior change and experienced failures in the past.

Why Stress Matters and How to Manage it!
Barb Lazaris MS LPC, is a licensed counselor and health educator from GHCSCW
11:00 AM -12:00 PM    Room: 101
Barb will present on the physiology of stress and its effects, stress signals and sources, and lifestyle stress. Come experience aromatherapy, learn some easy stretches, and leave refreshed after a powerful two minute relaxation exercise!

Wisc-Online.com: Learning Activities/Games that Help People Succeed
Chad Blohowiak, Multimedia Developer; Ann K. Del Ponte, Editor of Wisc-Online.com
9:45 AM - 10:45 AM; 11:00 AM -12:00 PM    Room: 353
Wisc-Online.com was started 10 years ago by a consortium of colleges in the WTCS system. The website is essentially an electronic library that houses over 2,500 learning objects and 15 game templates that can readily be used by students and teachers all over the world. These tiny bits of content come to life through videos, 3-D
applications, animations, simulations and interactive self-check exercises to enhance learning. Instructors from all 16 colleges have written learning objects, and about 300,000 unique individuals visit Wisc-Online.com each month. The learning objects are free to access, although only WTCS faculty can author the learning objects and build games free of charge.

World Languages Training Session
Linda Schlessinger, Vista Higher Learning
9:45 AM - 11:45 AM Room: 241
Training and Q&A session regarding new editions of Vistas and Imaginez. Room 241 Truax. Snacks provided! 9:45-10:40 French; 10:45-11:45 Spanish. World Languages Faculty only.

Looking ahead- mark your calendar!

Learning Academy
Monday-Friday, May 23rd – May 27th
8:30 AM-4:30 PM
All of the seven certification courses are offered this week; you choose one course to complete. Learning Academy offers a wonderful way to connect with your colleagues from across the college while enjoying the downtown atmosphere. Those who would like to work at the Learning to Learn Camp can take these sessions to prepare for the camp.

Part-time Union Faculty Pay for Convocation
We encourage part-time faculty participation in Convocation activities.

- Only part-time union faculty members scheduled to teach in the same semester as the Convocation are eligible for payment.
- For August and January Convocation days, part-time union faculty will be paid for the number of hours they attend Convocation activities. These payments shall not exceed seven hours per day.
- For mid-year Convocation activities, typically held in October and March, part-time union faculty will be paid for the number of hours they attend Convocation activities. These payments shall not exceed a total of seven hours.
- Lunch is not paid for any Convocation Day and should not be included on time submitted.
- The faculty member is responsible for submitting hours of attendance using the college’s Time & Labor System.
**Wisconsin Great Support Staff Seminar**

April 11 - 13, 2011

**The Reason** - In striving for professional excellence, we need to broaden each participant’s perspective by learning more about other people and their jobs, and thereby improving communication and enhancing performance in and among support areas.

**The Participants** - All support staff—office, clerical, secretarial, lab assistants, administrative assistants, maintenance, custodians, experienced and inexperienced—are invited to take advantage of this unique professional development opportunity. The seminar is not limited to the already “great” rather; it is designed to attract all those who are striving to be great. We recommend that all support staff would benefit from and contribute to this search.

**The Host** – Rita Lease, founder of the Wisconsin Great Support Staff Seminar, will direct the retreat assisted by experienced support staff alumni.

**The Purpose** -

- To identify and share specific successful techniques and innovations used by support staff.
- To identify and analyze unsolved problems encountered on the job and to develop creative approaches to their solutions.
- To create new mixes of personnel to make them more aware of their potential as mutually supporting human resources.
- To cause participants to look beyond their own defined areas of responsibility for resources and ideas.
- To celebrate the continuing and future success of participants in and among support areas.

**The Site** – Sinsinawa Mound Center is located in the very southwest corner of Wisconsin. Guests will enjoy the facilities of an established retreat center. The setting is beautiful, quiet and serene. To find out more about our host site visit [www.sinsinawa.org/Moundcenter](http://www.sinsinawa.org/Moundcenter).

**Certificate** - The seminar will award a certificate for hours of attendance.

*Hosted by Wisconsin Great Support Staff Alumni!*

### Application

Wisconsin Great Support Staff Seminar

Name: __________________________

College: __________________________

Address: __________________________

________________________________

Position: __________________________

Phone: __________________________

Email: __________________________

Upon receiving an application and payment, more detailed seminar information will be sent to each participant.

### Registration Information

**Registration fee for arrival Monday morning,**

**April 11, 2011:** $375 includes seven meals, two overnights, materials, and tuition costs.

**Registration fee for arrival Sunday evening**

**April 10, 2011:** $425 includes eight meals, three overnights, materials, and tuition costs.

Please make checks payable to Wisconsin Great Seminars

**Address inquiries, applications, etc., to:**

Rita Lease, Wisconsin Great Support Staff Seminar

1125 Garfield Street

Fennimore, WI 53809

Phone: 608-822-3812

FAX: 608-822-3812

Email: rlease@tds.net

Applications must be received by March 18, 2011. No refunds can be issued after March 18, 2011. The individual or college will be encouraged to send an alternate.
403b Vendor Fair

- **What:** Madison College will be holding the first annual 403b Vendor Fair. This will be your opportunity to meet with Madison College approved vendors to get your questions answered about 403b plans and retirement planning in general.
- **When:** During Convocation on Friday, March 11th. Vendors will be on-site between 9:30am and 2:30pm.
- **Who:** Confirmed attendees include: American Funds, Ameriprise Financial, Fidelity, ING, Lincoln National Life, Mass Mutual, Metlife, Thrivent Financial, and Valic.
- **Where:** Vendors will have tables set up in the Gourmet Dining hallway.

Any questions, contact Human Resources

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Visit the GHC and WPS tables March 11th

Do you have questions about your GHC or WPS health insurance?

Are you thinking about switching carriers during the dual choice period in June?

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**GHC & WPS representatives are on-site**

to answer your questions.

9:30 a.m. - 1:00 p.m.

**Gourmet Dining Room Hallway**

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Blood pressure and body fat screenings are also available.

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Sponsored by the Benefits Committee
Classrooms of the 21st Century

The Learner Success Classrooms of the Future work teams have done research relating to the physical environment of learning spaces. These include important aspects such as infrastructure design, furniture, room layout, technology and aesthetics. Additionally, the team is developing a decision rubric based on learning and teaching styles, psychological environments and communication models.

Come join us at our open house
   Room 219 (CETL)
   Friday, March 11th, Convocation Day
   9:45 AM - 11:45 AM
   to learn more and share ideas!

Did you know?

Madison College Enrollment and Student Development Centers
   are pleased to announce

“? Did you know?” - a new regular feature of our annual Convocations. The feature is an opportunity to introduce and alert you of relevant information from our areas that we believe important that College personnel know. Information will be shared in various formats: through looping messages flashed on the screen prior to the start of the general sessions; printed information in the convocation program or an occasional interactive “clicker” exercise. This feature is designed to be both fun and informative. So be on the lookout for the blue question mark, coming to a convocation session near you!
Convocation Presenters

Please thank our presenters for sharing their time and talents

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<td>Sandy Brendemuehl</td>
<td>Carolyn Jarrett</td>
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<td>Amy Brown</td>
<td>Tracy Knofla</td>
<td>Jennifer Servoss</td>
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<td>Kevin Crow</td>
<td>Amy Krumenauer</td>
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<td>Amy Dudley</td>
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<td>Robin Gee</td>
<td>Tim Murray</td>
<td>Roxanne Zetzman</td>
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Please excuse us if we have missed someone

*Denotes an external presenter

★★★★
Tracy Knofla: High Interaction, High Impact

Inspiration and humor all wrapped up in one! Who could ask for more? Tracy's entertaining and energizing style is sure to bring your audience to their feet. No snoozin' during one of her presentations!

For more than 25 years, Tracy Knofla has conducted hundreds of outstanding presentations, seminars and workshops. Tracy is a co-owner and a featured presenter for High Impact Training, a nationally recognized training and development company.

Tracy feels she was born to be an educator - in the very broadest sense of the word. Her classrooms are all across the country and with students of all ages and backgrounds. Profoundly grateful for the opportunity, Tracy loves to share her talents and inspires others to change their lives.

Tracy received her bachelor's and master's degrees in Recreation and Leisure Studies from Southern Connecticut State University. She spent 11 years working at Indiana University Southeast, initially as Coordinator of Student Activities and later as Director of the University Center. In addition to the facility management, Tracy provided training and support to more than 50 student groups, where she developed and taught the freshman leadership course. Following her career at Indiana University Southeast, Tracy served as Director of Therapeutic Recreation at several long-term care facilities in Connecticut.

Tracy and her business partner, Mark Geller, opened High Impact Training in 1995 in order to fill a substantial training need within the higher education marketplace. Over time the company has expanded to include audiences within the business and non-profit worlds as well. As a business owner, Tracy understands the challenges that organizations face today. She knows that under-prepared or unproductive employees can affect all aspects of a business, particularly the bottom line.

A strong believer in volunteerism, Tracy has devoted hundreds of hours to the National Association for Campus Activities. Tracy received the Janet Carl Smith Award, the Mid-America Region's highest honor. In addition, she has devoted time to the Connecticut Association of Therapeutic Recreation Directors, the Senior Games of Southern Indiana, Easter Seals and the American Lung Association.

Tracy's broad educational and professional background contributes to her inspirational, interactive and highly motivational training style. She has an uncanny ability to draw out even the most reluctant workshop participants. The numerous “a-ha” moments she creates motivate and inspire Tracy on a very personal level. She's one of those rare individuals who appeals to young and old alike by bringing laughter and learning together.

MORE ABOUT TRACY KNOFLA

PO Box 833, St. Coud, MN 56302-0833  Telephone: 320.259.8222  Email: info@hit4you.net  Website: www.HighImpactTraining.net
Convocation Attendance for Five Year Certification Renewal

Date:  
Name:  

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<th>Title of Session</th>
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<td>Opening Session</td>
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Total number of hours:

Instructions for entering Convocation attendance:

These instructions are also available online:

1. Scan your Convocation Attendance form and save it (assistance is available in CETL).
2. Visit the CETL website (http://matcmadison.edu/cetl/)
3. Select “Check Your Certification Status/Course History”
4. Log in to the CETL database, follow the instructions on this page
5. Select “Add Pro Dev. Activity”
6. Enter the name of the event and select the start and end date.
7. Select Activity Type
8. Enter a location
9. Select Hours and enter a value
10. Attach your scanned Convocation Attendance Form
11. Select “Send for Approval”
12. HR is informed that you have submitted your Professional Development Activity and will approve it if all the supporting documents are in their possession.