

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

DEANS' PROFESSIONAL DEVELOPMENT PROGRAM

October 8, 2008

PURPOSE and SPONSORS

This program has been developed to provide professional development opportunities for academic administrators to support faculty in facilitating optimal student learning. The program is sponsored by the Center for the Advancement of Teaching and Learning, the Office of Organizational Learning Services, Florida Community College University (FCCU) and the Office of the Executive Vice President for Instruction and Student Services.

ELIGIBILITY, HONORARIUM and CERTIFICATE

This special voluntary certificate program is open to all Administrative and Professional Staff at Florida Community College, but has been particularly designed to meet the needs of Campus Presidents and Academic Officers at the level of Vice-President, Associate Vice-President, Executive Dean, Dean, Associate Dean, and Instructional Program Manager. It requires a commitment of approximately 46 hours for completion of the training. The college will provide a certificate to academic administrators who complete the program.

CREDIT FOR PRIOR TRAINING/SKILLS DEVELOPMENT

Training includes the courses listed below. Participants who have previously completed some of the required courses or who have attained the skills in other ways may receive credit towards the certificate by presenting appropriate documentation. FCCU will have sole authority to accept or reject requests for credit for prior training or skills attainment.

TRAINING PROGRAM/COURSES

Training programs are provided each fall, spring and summer terms and are listed in the FCCU online catalog of courses (see <https://artemis.fccj.edu/FCCUCatalog/FCCUCatalog.aspx>). Training includes the courses listed below, which provides training in supporting both full-time and adjunct faculty, facilitating interactions with students, faculty and staff, training in online platforms supported by the College, and knowledge and skills in applying the results of learning and motivation research to course development and teaching.

Communicating and Working with Faculty, Part 1 - 2 hours (face-to-face). In this workshop participants will examine how they currently work with and communicate with FT and adjunct faculty. Participants will brainstorm how to maximize such communications and interactions.

Communicating and Working with Faculty, Part 2 - 3 hours (face-to-face). In this workshop the focus will be on recruitment, selection, training and evaluating faculty for student success. It will include a discussion of the LOEP program.

Conflict Resolution, Part 1 - 2 hours (face-to-face). Participants in this course will deal interactively with typical scenarios involving conflict. Emphasis will be upon understanding the roots of conflict and how to respond and deal with conflict as it applies to working with faculty. Methods of instruction will be small group discussion and role playing using community college scenarios.

Conflict Resolution, Part 2 - 2 hours (face-to-face). Participants in this course will deal interactively with typical scenarios involving conflict. Emphasis will be upon understanding the roots of conflict and how to respond and deal with conflict as it applies to working with students. Methods of instruction will be small group discussion and role playing using community college scenarios.

Working with Diverse Students—2 hours (face-to-face). In this course, participants will focus on the experiences and challenges of diversity in the learning setting. Emphasis will be upon understanding the needs of students with diverse backgrounds and learning styles and how these needs can be met while working toward common goals. Methods of instruction will be small group discussion and role playing using community college learning scenarios.

MIS Reports and Orion to Support Teaching – 2 hours (face-to-face). In this workshop participants will learn how to access needed reports in MIS Dashboard and Orion. NOTE: Participants are encouraged to bring their administrative assistants to this session.

Learning Through Interactivity - 15 hours (online). The course “Developing & Teaching Interactive Online Courses” (an updated and revised version of “Developing Interactive Web-based Courses” provides an orientation to interactive pedagogy/andragogy. It includes an introduction to instructional design and uses of mastery, cooperative and constructivist learning, development of learning communities, development and use of effective discussion questions and the online Discussion Board, and reviewing courses for effective uses of interactive learning. Participants must complete a capstone requirement by developing a syllabus for an online or hybrid/blended course using the interactive methods modeled in the course.

Blackboard—12 hours (online or face-to-face). Blackboard basic topics covered will include logging on to Blackboard, overview of web resources, announcements, the calendar, tasks, staff information and changing course settings. Participants will also explore managing students and communication tools such as e-mail, discussions and chat. Additionally, participants will learn how to convert existing course documents into Blackboard, and how to add course information to their Blackboard course.

Capstone—Creative Course Design and Teaching—6 hours (face-to-face). This course provides participants with an orientation to the resources available through the College to support course design and teaching. It covers the services provided by the following areas: Libraries (including updates on educational copyright issues), Learning Centers and Learning Commons, Assessment Centers, Professional Development, Organizational Learning Services, Virtual College, ARTEMIS and Blackboard. It will also include in-depth interactive learning sessions on relevant topics. *Persons enrolled in the Certificate program must have completed or*

received a waiver for all other program training courses PRIOR to completing the Capstone Course in order to receive credit for it.

UPON COMPLETING THE TRAINING

PARTICIPANTS RECEIVE A CERTIFICATE OF COMPLETION

SIGNED BY

THE PRESIDENT OF FLORIDA COMMUNITY COLLEGE

AND PRESENTED AT AN AWARDS LUNCHEON