

The Center for Excellence in Teaching and Learning

Brant Kraemer – CETL Information Management



***Professional
Development for
Faculty and Staff***



**Brant Kraemer – CETL
Information Management**

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Madison, Wisconsin
53704

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Brant's responsibilities include:

Support growth and development of learning experiences for MATC employees.

- Support growth and development of all MATC employees
- Serve as referral agent for CETL services, providing information about services of CETL to college community
- Research issues related to teaching and learning as requested by CETL staff to provide current information and data
- Provide basic technology training for new employees
- Support college orientation and new employee programs
- Perform needs analysis and route customer requests to appropriate CETL staff

Collaborate with partners in the Center for Excellence in Teaching and Learning in support and development of high quality, innovative, workshops and courses that support the learning of all faculty and staff.

- Organize and maintain CETL Web Sites, Electronic Calendar, Data Base, Blackboard (LMS) sites and other electronic systems.
- Provide support and backup to CETL staff that will result in efficient and effective processes for faculty and staff training and development; specifically related to the use of technology in instruction.
- Provide support and backup to CETL staff that will result in efficient and effective processes for faculty and staff training and development.
- Assist in the development and organization of CETL resources available to faculty and staff

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Provide communication and consultation on College wide committees, work teams and task forces as a representative of CETL.

- Promote CETL and its resources (build a positive culture)
- Identify and promote best practices for CETL.
- Support CETL and Human Resources Web and Data management needs.



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Brant is always available for Technology Assistance; he has a large knowledge base in many software and hardware products. Some of these include:

- GroupWise
- Blackboard
- MS Word, Excel, Access, Publisher, Project, etc
- DreamWeaver
- Mozilla Firefox
- Roxio (CD Burning)
- Adobe Breeze
- Adobe Acrobat
- MATC Online Job Applications
- CETL Online Workshop Registration
- Etc.