

The Center for Excellence in Teaching and Learning

Tina Rettler – CETL Curriculum Consultant



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



**Tina Rettler – CETL
Curriculum Consultant**

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53704

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Tina's responsibilities include:

Support growth and development of learning experiences for MATC employees.

- Provide instructional design leadership and consultation services on both an individual and group basis to faculty in support of curriculum development efforts.
- Build and facilitate faculty/staff teams to maintain the process of curriculum design at the course and program levels.
- Create and deliver Certification Course #50, Curriculum and Course Construction.
- Provide support to requests for developing new curriculum.
- Identify and promote best practices for assessment, curriculum, and teaching strategies.
- Stimulate and reward innovative teaching, delivery, and content.

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.

- Maintain current knowledge of technology and alternate methods of course and program delivery support.
- Collaborate and participate in the development of flexible learning options.
- Suggest strategies, processes, and tools for curriculum development.
- Collaborate with CETL Curriculum Mentor Team to support curriculum development, delivery, and support.

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

- Develop and support cross-functional initiatives and systems to integrate curriculum design with assessment and evaluation, faculty development, technology, and student support functions.
- Provide support for development of new programs through research, content design and assessment.
- Initiate and participate in cross-functional activities related to curriculum.
- Serve as CETL contact to curriculum teams and other statewide organizations as directed
- Provide information about CETL services to faculty and staff.
- Promote CETL and its resources (build a positive culture).
- Collaborate with CETL staff in support and development of high quality, innovative, workshops and courses that support the learning of all faculty and staff.
- Provide communication and consultation on College wide committees, work teams and task forces as a representative of CETL
- Perform needs analysis and apply project management processes to requests for using assessment and curriculum.

Consultation Services offered by Tina:

- Designing and revising curriculum
- Development of learning activities
- Strategies to address different learning styles and modalities
- Development or revision of learning outcomes
- Approaches to online teaching and learning
- Modifying curriculum for learners with special needs.
- WIDS Software Support
- Course quality reviews
- Application of CQI Techniques-Six Sigma
- Classroom Management Techniques

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