



# The Center for Excellence in Teaching and Learning Newsletter

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Editor

Robin Lee Craig

<http://matcmadison.edu/cetl>

## In this issue:

- **Spotlight on Sandy Philip** page 1
- **CETL Goes Green** page 1
- **CETL Advisory Board** Page 2
- **Stay Informed About CETL Events** page 3
- **Faculty Center Training** page 3
- **CETL Regional Campus Office Hours** page 4
- **NISOD Teaching Excellence Awards** Page 5
- **5 Year Certification Renewal Courses** page 6
- **Leadership Academy 2010** page 7
- **Assessment & Curriculum Mentors** page 8
- **New Technology Trainers** page 9
- **Connect/Captivate Mentors** page 10
- **Blackboard Mentors** page 11
- **CETL Online Learning Fellow** page 12
- **External Professional Development Opportunities** page 13
- **Unified Messaging** page 14
- **CETL Interns and Casual Staff** page 15

## SPOTLIGHT ON: Sandy Philip

Please join us as we say farewell to Sandy Philip, CETL Technology Training Coordinator, who will be retiring on January 4, 2010. Sandy has been involved with CETL from its beginnings, as a member of the design team and an original member of the Staff Development office which was then housed within Human Resources.



Known for her interests in student success and the development of sound technology skills, many MATC staff can thank Sandy for her patience and calm approach to teaching things that are often intimidating. She'll be missed by her closest colleagues for her careful planning skills, attention to detail, and ability to focus a discussion and facilitate difficult decisions. Sandy has tirelessly worked to enhance training opportunities for faculty and staff across the college. She has served on countless committees and collaborated on many special projects throughout her almost two decades in the college.

Sandy began working at MATC in 1991, as the Accounting Lab Coordinator. She also worked in the office of the Vice President for Instruction with Dr. Ed Clarke. In 1999 she moved to Human Resources to become the Technology Training Coordinator. In her role as Technology Training Coordinator, Sandy has touched nearly every MATC employee in some way. She has offered Technology Training Courses: like GroupWise (now Outlook), Microsoft Office, Blackboard, and Adobe Products. As a part of this role Sandy help to found and lead the MATC Tech Academy which is now in its 15<sup>th</sup> year. Along the way she developed an interest in Educational Diversity and became the coordinator/sponsor/facilitator of the Diversity and Practice Workshop and Faculty Certification class on Educational Diversity.

## CETL GOES GREEN

In keeping with the green revolution and sustainable practices CETL has decided to shift the publication of our newsletter entirely online with this issue. Since we know that many of you prefer to hold a copy "in your hands" we will print a limited number of copies that will only be available in/from our office on request. This practice will prevent those of you who want a printed copy from creating your own all around the college and still reduce the amount of printing significantly. To receive a printed copy via Interoffice mail call CETL @246-6646. We look for you to give us your comments on this new Online Newsletter throughout the year. Use the CETL suggestion box link on the website to send us your thoughts.

*(Continued on page 2)*

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As the Staff Development office grew and ultimately evolved into CETL, Sandy expanded her role to include leading the Learning Academy, facilitating the Learning to Learn Camp staff, recruiting and guiding the Blackboard and Connect/Captivate Mentors, and offering Faculty Center Training. She has continued to coordinate all of the technology training programs and on-demand training requests from around the college.



**Please help us send Sandy into retirement with a big hug and thanks!**

**Wednesday, December 16th**

**1:00 p.m.—3:00 p.m.**

**CETL, Room 219**

**Refreshments will be served**

"I'll never forget Sandy's sense of humor and fairness. She mentored me in new ways in managing a project. She helped me to realize that if you ask for help, people are more times than not willing to step forward and offer a helping hand."

*Karen Anderson*

## CETL Advisory Board

The Advisory Board for CETL consists of full time and part time faculty, support staff, administrators, and an external representative from a WTCS College. The board was created in fall of 2008 as a replacement for a Systems Integration Council (SIC) on Professional Development. The members felt that the SIC structure did not allow for timely feedback and quick responses to the professional development needs of faculty and staff. The Advisory Board meets 2-3 times each academic year to review CETL operations, unit plans, calendar planning, and the annual reports. They make recommendations for operational improvements, additions to programming, and communications with the college employees. Currently there are three open positions on the board. If you are interested in serving on the board please contact CETL at 246-6646. Employees can make recommendations to the representatives on our board at any time.

### **Full Time Faculty Representatives**

Christopher M Page – CETL Fellow for Teaching and Learning

Geraldo G VilaCruz

Kay A Parish

Teresa A Sprecher

Thomas J Curtis

### **PSRP Representatives**

Deborah A Diller

Diana J Paynter

Diana L Brandner

Susan J Pitts

***Vacant Seat***

### **Part Time Faculty Representatives**

Lynn M Baldwin

Raymond J Garcelon Jr

***Vacant Seat***

***Vacant Seat***

### **Administrators**

Turina R Bakken

John R Stransky

Todd H Stebbins

Nancy A Woodward

### **External WTCS Representative**

Kerry Hogan – Western Technical College in LaCrosse

## Stay Informed About CETL Events

There are many ways to stay informed about CETL events!

- **CETL Professional Development Calendar:** CETL courses for the 2009-2010 year are listed in the CETL Professional Development calendar, published in August. You can pick up a calendar in the CETL office, Room 219 at the Truax campus or we can also send you a calendar via interoffice mail. Just call the CETL office at 246-6646.
- **Online CETL Calendar of Events:** Is available online at <http://matcmadison.edu/in/cetl>.
- **CETL Newsblast:** Weekly updates about upcoming CETL events are posted in the CETL Newsblast, on MATC Matters
- **CETL Listserv:** Join this mailing list and be the first to find out about CETL events, <http://matcmadison.edu/in/cetl-listserv-subscription>

**Register** for CETL courses, workshops, and events via the CETL website. In the new MATC website you will need to follow one of these paths to find CETL:

- MATC Main Page
- On the A-Z index choose "C" then Center for Excellence in Teaching and Learning
- Select "Register for a Course"
- Follow the instructions to sign in using your OneCard number and a password

**OR**

- MATC Main Page
- Faculty/Staff Tab (on the top of the page)
- College Organizations (on the left navigation panel)
- CETL (on the left navigation panel)
- Select "Register for a Course"
- Follow the instructions to sign in using your OneCard number and a password

**Questions about registration?** Contact Brant Kraemer, 246-6956, [bckraemer1@matcmadison.edu](mailto:bckraemer1@matcmadison.edu)

## Faculty Center Drop-in Training

Need some help with PeopleSoft Faculty Center? You can find Tutorials in the Learner Success Blackboard site under Resources and Forms.

**\*Please remember that you must complete the FERPA Quiz in order to be granted access to the Faculty Center.\***

The Center for Excellence in Teaching & Learning will again have drop-in/phone-in help for Faculty Center

Monday - Thursday; December 14th - 17th, 8 AM - 5 PM

Friday; December 18th, 8 AM - 4 PM

Monday - Wednesday; December 21st -23rd, 8 AM - 4 PM

Questions? Please contact CETL at 246-6646.

## CETL Regional Office Hours

Need some assistance from CETL staff but can't make it to Madison?  
 Members of the CETL team will be visiting regional campuses to provide support to MATC faculty and staff. Following is a schedule of

Day	Date	Time	Campus	Room	CETL Team Members
Mon	10/26/09	4:00-6:30 pm	Commercial	270	Dennis James, Jennie May
Tues	10/27/09	4:00-6:30 pm	Watertown	105	Sandy Philip, Alan Natachu
Mon	11/02/09	4:00-6:30 pm	DTEC	232	Jennie May Jackye Thomas
Tues	11/03/09	4:00-6:00 pm	Fort	141	Tina Rettler, Brant Kraemer
Tues	11/10/09	4:00-6:30 pm	Reedsburg	Conf Room	Mary Vlisides, Alan Natachu
Wed	11/11/09	4:00-6:30 pm	Watertown	105	Tina Rettler, Patrick Barlow
Tues	11/17/09	4:00-6:30 pm	Portage	109	Alan Natachu
Tues	12/1/09	3:30-6:00 pm	West	431	Jackye Thomas, Brant Kraemer
Wed	12/02/09	4:00-6:30 pm	Fort	108	Belinda Prah, Brant Kraemer

## Collecting and Using Student Feedback

Wondering what your students think? Are they learning what you think they are?

If you would like ideas on how to collect this information, check out this resource available through CETL. Go to <http://matcmadison.edu/in/formative-assessment> and download a copy of **Collecting and Using Student Feedback**. This information includes ready to use, 1 page feedback forms for use with students.

For more ideas to collect feedback in your classroom (online and face to face) contact:  
 Mary Vlisides, CETL Assessment Consultant, 246-6413, [mvlisides@matcmadison.edu](mailto:mvlisides@matcmadison.edu) .

# NISOD Teaching Excellence Awards

## National Institute for Staff and Organizational Development (NISOD)

The Center for Excellence in Teaching and Learning sponsors this awards program to honor excellence in teaching at Madison Area Technical College. Each year distinguished faculty members will be honored with this award which includes attendance at the NISOD Conference in Austin, Texas.

## About NISOD

In 1989, in connection with a University of Texas national study of teaching excellence, NISOD hosted its first Excellence Awards ceremony, held in conjunction with our annual International Conference on Teaching and Leadership Excellence, honoring and naming the individuals featured in this study as recipients of the NISOD Excellence Award. The response to that ceremony was so positive that we decided to begin what has become a celebratory tradition. We are indebted to NISOD institutions for their continuing support of this annual celebration. Over the past 20 years, the Excellence Awards tradition has allowed us the distinct privilege of honoring more than 15,000 of the world's best in higher education.

## Teaching Excellence Awards

Please consider nominating one of your colleagues for these distinguished awards. The selection criteria and nomination process is clearly described on the two-page [NISOD Nomination Form](#). Successful nominees will have demonstrated teaching experiences that have led to enhanced student learning, have engaged colleagues in the sharing of best practices in teaching and learning in their content area, have demonstrated consistent leadership in faculty and/or staff development designed to enhance teaching and learning, have engaged in the development of innovative approaches designed to support the learning of all students and/or have demonstrated service to the college that has advanced the Learning College principles.

You can read more about [NISOD](#) and their awards program and conference.

More information on the [Excellence Awards](#) can be viewed here.

Download the [NISOD Nomination Form](#)

## Submission Instructions

[Submit the form online.](#)

Username: nisod | Password: awards | College ID: 241

Once the names are submitted, the college president/CEO will receive an email asking him/her to verify the names. The submissions will not be processed until that verification is received.

Note: Districts that are submitting nominations for the entire district are asked to submit recipients from each college within the district separately by college. This helps NISOD list recipients accurately by college within larger districts.

Please contact Patrick Barlow if you have further questions [wbarlow@matcmadison.edu](mailto:wbarlow@matcmadison.edu) .

## Five Year Certification Renewal Courses

Veteran faculty members, we heard your feedback and have worked over the summer to enhance our services and offer a menu of courses designed for veteran faculty members. We have enhanced the website to make it easier for you to load your non-CETL professional development activities into the data base. This should make it easier for you keep track of all of your activity for your Professional Development Plans and for Certification. We have added a link to the 5 Year Renewal Plan right on your personal page. Your personal CETL page now displays your Certification Status, ("5 Year") as well as the year your certification will expire (2011).

In addition to these enhancements CETL has created a new category of professional development courses designed for faculty working on their 5 year certification renewal. These courses seek to sharpen facilitation skills and engage faculty in innovation. They can be taken in any order in any combination depending on the needs of the faculty member. Several courses have been revised, new courses have been added to this list for 2009-2010, and more will be added throughout the next academic year. Brand new courses include: **Engage Students with Enhanced Delivery** and **Leadership and Supervision – WTCS #58**. The courses on this menu can be taken by any faculty member but they cannot substitute for Provisional Certification Courses. Some will be available for UW Platteville credit. Check the CETL Registration Database and online calendar for more information.

### Revised courses include:

**The Heart of Teaching: (2 credits)**

**Fearless Facilitation: (2 credits)**

**The 7 Habits of Highly Effective People: (2 credits).**

**On Course: Student Success Strategies: (2 credits)**

**Ethics in Teaching: (2 credits).**



**Preparing to Teach Online: (2 credits)**



**Engage Students with Enhanced Delivery: (2 credits)**



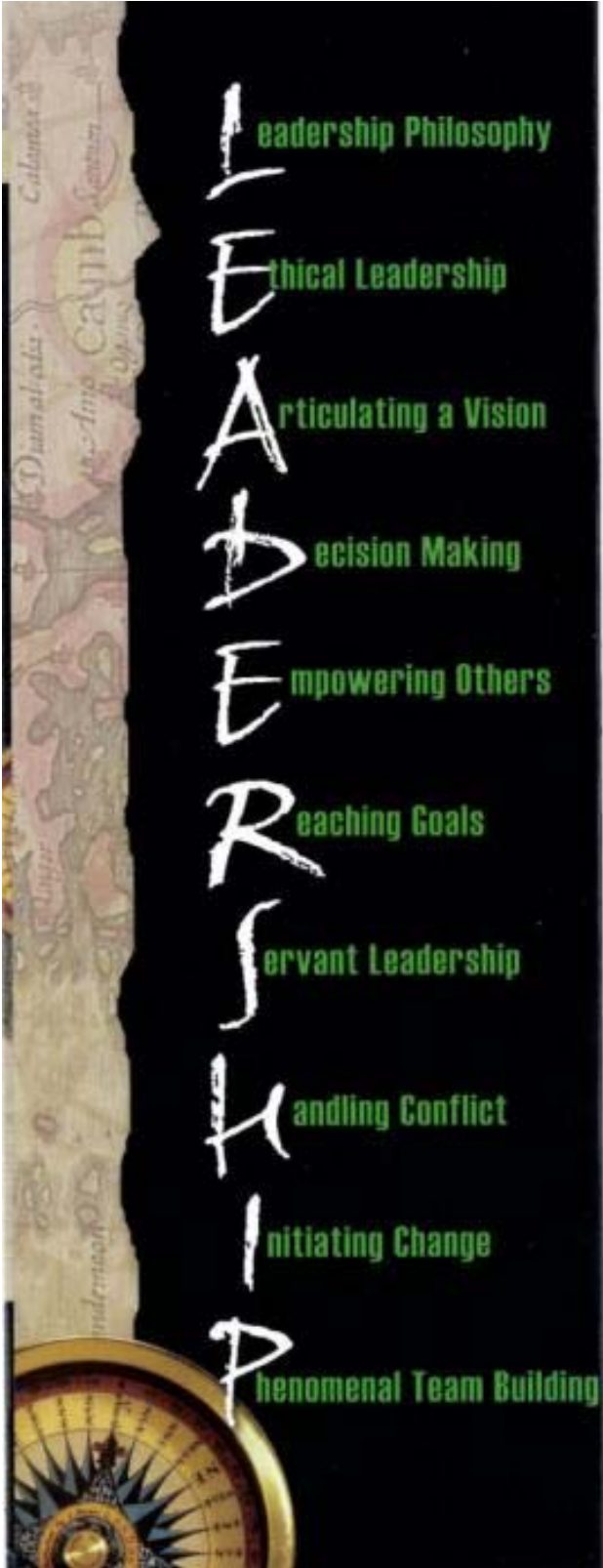
**Accelerated Learning Training: (2 credits)**



**Leadership and Supervision – WTCS #58 Certification Requirement \***

So join us, veteran teachers, and add to the growing community of MATC faculty focusing on Teaching and Learning as a part of their professional development.

## Leadership Academy 2010



It is that time of year to think about leadership development opportunities for 2010 through the CETL Leadership Academy.

The academy is made up of three groups. The “Basic” Leadership Academy, coordinated by Patrick Barlow, is made up of new administrators to MATC or college staff members who are new to an administrative role within the college. The “Fundamentals” group, coordinated by Jackye Thomas, is made up of MATC faculty, administrators, and PSRP staff interested in leadership development. Participants complete an application to participate. The “Advanced” academy is an individualized program designed to assess leadership development goals and options and then to match participants with the best external leadership programs and pursuits to meet those goals.

The 2010 Leadership Academy is a year long program. Both the Basic and Fundamentals groups work within a cohort attending training sessions or a leadership course during the year, work with a mentor of their choice, and develop plans for a project that will benefit the college and students in some way. Both groups create a capstone presentation for the College Council held in December.

Here is what some of this year’s participants say about the experience:

*What a wonderful opportunity to hone your own styles of leadership and learn about other styles used in and outside of MATC. Offering this class with faculty, administrators and PSRP offers such a wide range of personalities, it is an invaluable resource. Anyone trying to or needing to improve their leadership skills could benefit from this program.*

*Mick Conners, PSRP Union President*

*I have learned to try to "think outside the box" more. To listen to other people's interpretations of a situation before acting upon it. But the real treat for me was getting to know some really wonderful colleagues at the college -- what a fun/talented group.*

*Sherry Cunningham, Reedsburg Campus*

To learn more about Leadership Academy 2010 and how to apply, you may contact Patrick Barlow or Jackye Thomas in CETL or visit the CETL website: <http://matcmadison.edu/in/leadership-academy>

## Assessment and Curriculum Mentors

**Assessment and Curriculum Mentors provide support to faculty through these activities:**

- Identify various MATC contacts for Assessment and Curriculum support.
- Share curriculum and assessment best practices resources.
- Discuss with instructors successful strategies for teaching/learning.
- Assist with strategies and techniques to assess student learning outcomes.
- Support the use of CATS- Classroom Assessment Techniques
- Guide by your side for the use of WIDS software for outlines of instruction and LOAD (Learning Outcomes Assessment Database) for student outcomes assessment.

Name	Phone	email	Learning Center	Campus
Arena, Wendy	226-6399	<a href="mailto:warena@matcmadison.edu">warena@matcmadison.edu</a>	CPAAC	Truax
Bender, Mike	243-4417	<a href="mailto:mbender@matcmadison.edu">mbender@matcmadison.edu</a>	AET	Truax
Boeder, Vicki	920-206-8015	<a href="mailto:vboeder@matcmadison.edu">vboeder@matcmadison.edu</a>	Business & Applied Arts	Watertown
Dix, Aaron	246-6833	<a href="mailto:adix@matcmadison.edu">adix@matcmadison.edu</a>	C-MAT	Truax
Ferguson, Gregory	245-5881	<a href="mailto:gferguson@matcmadison.edu">gferguson@matcmadison.edu</a>	Human & Protective Services	Commercial Ave
Grovergrys, Kate	246-6929	<a href="mailto:kgrovergrys@matcmadison.edu">kgrovergrys@matcmadison.edu</a>	A & S	Truax
Hurd, Betty	246-6486	<a href="mailto:bhurd@matcmadison.edu">bhurd@matcmadison.edu</a>	Business & Applied Arts	Truax
Mercier, Holly	246-6558	<a href="mailto:hmercier@matcmadison.edu">hmercier@matcmadison.edu</a>	Business & Applied Arts	Truax
Mettauer, Janice	246-6174	<a href="mailto:jmettauer@matcmadison.edu">jmettauer@matcmadison.edu</a>	CPAA	Truax
Reinfeldt, Diane	608-524-7852	<a href="mailto:dreinfeldt@matcmadison.edu">dreinfeldt@matcmadison.edu</a>	CHASE	Reedsburg
Rettler, Tina	245-4506	<a href="mailto:rettler@matcmadison.edu">rettler@matcmadison.edu</a>	CETL	Truax
Schwer, Martha	246-6172	<a href="mailto:schwer@matcmadison.edu">schwer@matcmadison.edu</a>	A & S	Truax
Trace, Susan	258-2310	<a href="mailto:strace@matcmadison.edu">strace@matcmadison.edu</a>	CHASE	DTEC
Tweedy, Marsha	246-6685	<a href="mailto:mtweedy@matcmadison.edu">mtweedy@matcmadison.edu</a>	CHASE	Truax
Vlisides, Mary	246-6413	<a href="mailto:mvlisides@matcmadison.edu">mvlisides@matcmadison.edu</a>	CETL	Truax
Woodward, Nancy	243-4480	<a href="mailto:nwoodward@matcmadison.edu">nwoodward@matcmadison.edu</a>	Learner Success	Truax

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## CETL Welcomes New Technology Trainers

The CETL team is very happy to have added two experienced, energetic, and creative staff members as Technology Trainers who will work closely with CETL staff to design and deliver technology training programs that support all MATC staff and faculty. It is our pleasure to introduce these two talented members of the CETL team, Belinda (Lewis) Prah and Alan Natachu to our MATC community.

In a previous life, Belinda was a middle school technology & engineering teacher. She taught seventh and eighth graders about problem solving and band saws, being safe and creating physical solutions. Her family originated from all over, with a great-grandfather who was once the mayor of Pepin, Wisconsin before the Depression. Her ancient-relative Bathsheeba Ruggles was responsible for the most number of people hanged for a murder in Pennsylvania during the Revolutionary War (there was a total of five people hanged, rest assured that she has none of those instincts).

Belinda has some clear MATC connections and says she is most excited about "Working with people who make a difference. Career and technical education is something I believe in for so many reasons, I am proud to work for the college that provided the career-giving education for both my parents (accountant and machinist) and my sister (dental assistant)."

Recently married (thus the last name change) she hopes "to facilitate a healthy knowledge and understanding of the technologies that will allow faculty and staff to serve their community." When she isn't taking classes here in CISCO systems or working in CETL she can be found on the kickball field with friends, walking her dog Dig Dug, or kayaking on Starkweather Creek.

Alan Natachu has an eclectic background that doesn't cease to disappoint. Previously Alan worked for Apple, Inc as a "Creative," a personal technology trainer specializing in media and video production. He is an artist with "massive ADD, working in the disciplines of writing, acting, video and installation art." But at heart, he is an educator/trainer who has been chasing the education field



since his schooling at the Institute of American Indian Arts in Santa Fe, NM.

Alan lives in Madtown now, but as a youth, he lived in G-Town. Gallup, New Mexico is the home which he shared with 4 sisters and his mom (the official sibling count is 6 sisters and 1 brother). Alan and his family are members of the Zuni Pueblo, a tribe from the southwestern United States.

Alan says he is "SO stoked to be training again! I plan on dropping knowledge where ever I can and empowering professors and staff to utilize their technology, whether it be a Mac or PC, rather than fear their technology." In CETL, he plans on learning and exploiting the various applications we have to know to better serve our clientele. He is also looking forward to producing killer multimedia projects that will launch CETL to the next level. When he's not at work, Alan can be found at home, doing some cooking or hanging with the family; at the theater, checking out stage plays and films; or tangled up in the internet.

Belinda and her partner, Alan are working hard on a class for folks to advance their skills with programs they use most often, including Outlook, Microsoft Word, and Blackboard. Please join the CETL staff in welcoming Belinda and Alan to the MATC family.

## Connect/Captivate Mentor List for Fall 2009

Adobe Connect is an interactive software package that lets you visually and audibly communicate over the internet. The software is cost-free for all MATC Employees, and requires self-paced training to acquire an account to host meetings, classes, discussions, and PowerPoints over the internet in real time. Adobe Captivate is a tool for building and editing interactive software demonstrations, simulations, podcasts, screencasts, games, program demos and lessons. Following is a list of Connect/Captivate Mentors. You may contact them directly with questions about Connect or Captivate. The available times listed are guidelines; contact individual mentors for additional appointment times.

Mentor	Contact Information	Availability	Specialties
Loretta Brunell	Truax – Medical Coding Specialist <a href="mailto:lbrunell@matcmadison.edu">lbrunell@matcmadison.edu</a> 608-246-6511	Tues./Thurs.: 3:00-3:45 Or by appointment	
Maryann Dubree	Watertown – Psychology/Sociology <a href="mailto:mdubree@matcmadison.edu">mdubree@matcmadison.edu</a> 920-206-8012	By appointment	
Greg Ferguson	Commercial Ave Human & Protective Services <a href="mailto:gferguson@matcmadison.deu">gferguson@matcmadison.deu</a> 608-245-5881	Monday & Wednesday 12 - 2	
Kris Held	Fort Atkinson – Business Technol- ogy <a href="mailto:kheld@matcmadison.edu">kheld@matcmadison.edu</a> 920-568-7232	By appointment at the Fort Atkinson campus	Adding voice to Power Point and placing into Blackboard
Betty Hurd	Truax – Fashion Marketing <a href="mailto:bhurd@matcmadison.edu">bhurd@matcmadison.edu</a> 608-246-6486	Monday 1:00 – 2:00 and also by appointment	Adding voice to Power Point and placing into Blackboard
Ron Koci	Truax – Information Technology <a href="mailto:rkoci@matcmadison.edu">rkoci@matcmadison.edu</a> 608-246-6468	Friday or by appointment	Adding voice to Power Point and placing into Blackboard  Setting up a meeting room
Anna Purnell	Truax – English <a href="mailto:apurnell@matcmadison.edu">apurnell@matcmadison.edu</a> 608-246-6709	By appointment	Small one on one meetings  Using Connect to record feedback
Paul Short	Truax – Culinary <a href="mailto:pshort@matcmadsion.edu">pshort@matcmadsion.edu</a> 608-246-6392	Monday and Wednesday	Adding voice to Power Point and placing into Blackboard  Setting up a meeting room
Janice Weinberg	Truax – BICS <a href="mailto:jweinberg@matcmadison.edu">jweinberg@matcmadison.edu</a> 608-246-6705	By appointment	Hosting a Connect Meeting
Brant Kraemer	Information Specialist Human Resources?CETL <a href="mailto:bckraemer1@matcmadison.edu">bckraemer1@matcmadison.edu</a> 608/246-6956	M-F 9-5	Set up meeting room for users

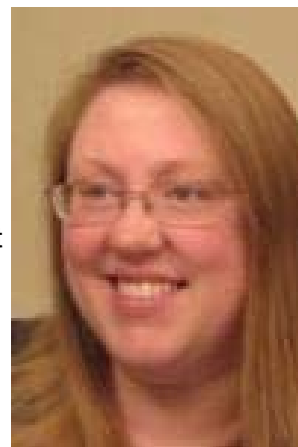
## Blackboard Mentor List for Fall 2009

Following is a list of Blackboard mentors. Feel free to contact these Mentors with your Blackboard projects, questions and problems. ***Due to changing schedules and to ensure that a mentor is available for you, please call in advance of utilizing the drop-in hours.***

Mentor	Contact Information	Availability	Specialties
Klein, Kristi	Downtown campus: (608) 259-2901 <a href="mailto:kklein@matcmadison.edu">kklein@matcmadison.edu</a>	Weds.: 9:00 – 12:00 p.m. Fri.: 9:00 - 12:00 p.m. Additional times by appt.	Grade Center, announcements, assignment feature, pool/test manager
Kosharek, Diane	Truax Campus: (608) 246-6655 <a href="mailto:Dkosharek2@matcmadison.edu">Dkosharek2@matcmadison.edu</a>	Tues/Thurs.: 7:30 – 9:30 a.m. Additional times by appt.	General Bb, discussion board, grade center, assignment feature, quizzes/tests
Noble, Sonja  *Mentor Coordinator	Truax campus: (608) 243-4570 <a href="mailto:srnoble@matcmadison.edu">srnoble@matcmadison.edu</a>	Mon.: 11:00 – 1:00 p.m. Tues.: 1:00 – 3:00 p.m. Additional times by appt.	General Bb, discussion board, grade center, assignment feature, managing groups
O'Connor, Pat	Truax campus: (608) 246-6591 <a href="mailto:poconnor@matcmadison.edu">poconnor@matcmadison.edu</a>	Mon.: 9:00 – 10:00 a.m. Additional times by appt.	General Bb use
Pace, Linda	West campus: (608) 246-5256 <a href="mailto:lpace@matcmadison.edu">lpace@matcmadison.edu</a>	Tues./Thurs.: 9:30 – 11:30 a.m. Additional times by appt.	General Bb, new course set-ups, grade center, assignments, tests
Rains, Devin	Truax campus: (608) 246-6259 <a href="mailto:drains@matcmadison.edu">drains@matcmadison.edu</a>	Mon./Fri.: 8:30 – 9:20 a.m. Mon.: 11:30 – 12:30 p.m. Additional times by appt.	General Bb, test pool
Sarbacker, June	Truax Campus: (608) 246-6727 <a href="mailto:sarbacker@matcmadison.edu">sarbacker@matcmadison.edu</a>	Weds.: 2:00 – 4:00 p.m. Additional times by appt.	General Bb, discussion board, grade center, assignment feature, quizzes/tests, groups

## Welcome to CETL Online Learning Fellow: Martha Schwer

This fall marks the kickoff of a recent faculty fellow position approved by Terry Webb, as the result of the CQI Faculty Flexible Learning Support Team. This group looked at various support needed for faculty teaching online and recommended the addition of a faculty fellow position dedicated to online teaching and learning. We are fortunate enough to have Martha Schwer, English Faculty, in this role. Her extensive experience in online design and teaching, along with her positive outlook and approachability, make her the perfect fit. To contact Martha with online teaching questions, please email her at [mschwer@matcmadison.edu](mailto:mschwer@matcmadison.edu).



**What do you teach and how long have you been at MATC?** I was hired full-time in 2002. That first semester, I was assigned two different online English courses not only to teach, but to develop from scratch. Despite this trial by fire, I survived, and now I've developed and taught online *English 1 and 2*, *Written Communication*, *Writing for the Web*, and *Technical Reporting*, which is probably my favorite because it's such useful information.

**Tell us about your online teaching experience. How did you get started?** I've been teaching writing using computers since 1988 or so. Before I came to MATC, I was interested in developing digital teaching materials for textbook companies, and took classes here in our own graphic design program to prepare for that goal. However, I was lucky enough to be a substitute for MATC online pioneer Anna Purnell for a number of months. After seeing her creative and fun approach to teaching online, I decided I didn't want just to develop teaching materials for others—I wanted to teach in that format myself.

**As the online teaching fellow, what are your primary responsibilities?** I really enjoy teaching a new professional development course "Preparing to Teach Online" each semester, along with the follow-up individual mentoring that occurs after that class is over. Bringing MATC fully online instructors together to discuss what works, doesn't work, and what the research says as they design and facilitate specific courses is really rewarding. I'm also working with lots of committees to support and shape the processes and procedures related to flexible learning. I'm working on ways to reach more online instructors to share ideas, resources, and best practices here at MATC.

**What top three pieces of advice would you give to a brand new online teacher?** 1) Find enjoyable ways to learn about how technology is used in virtual classrooms, and how to define online learning. For me, that means reading edublogs regularly and going to at least one conference a year. 2) Use a colleagues' online classroom and curriculum the first time you teach in a virtual format; it allows you focus on online pedagogy and communication rather than tools. 3) Take my *Preparing to Teach Online* course! It counts as recertification credit, it can earn you college credit from UW Platteville, and it connects you with MATC colleagues who may have innovative ideas to support your own goals!

**What have you found are the biggest misconceptions about online learning among faculty? students?** I think both students and faculty think online learning means *less* interaction between students and the teacher and fewer social skills. In fact, online learning at MATC means just the opposite. Students can't come to class unprepared, skip classes, or sit passively as they often can in face-to-face courses. Online learning **requires** preparation, collaboration, communication, connecting with the instructor and each other; it's really different from old-fashioned correspondence courses (and it's come a long way from the first generation of online courses, too!). Student contribution, communication, and effort *are* the course.

(Continued on page 13)

**Please share any personal information...likes, dislikes, hobbies, traveling, etc.** I enjoy watching flat-track roller derby (go Reservoir Dolls!), but would never try it myself, except maybe on the Wii. I think Marigold's Kitchen serves the best breakfast in town: chili poached eggs. I get really excited in the fall to see Romanesco broccoli at the farmer's market. My husband and I are enthusiastic but not terribly talented ballroom dancers, who appear as "party parents" in a local Oregon production of *The Nutcracker* every December. I'm a movie nut, and see at least one a week. I just finished Julia Child's *My Life in France* (great read about one of my heroines), and just started *IBM and the Holocaust: The Strategic Alliance Between Nazi Germany and America's Most Powerful Corporation* by Edwin Black. I love coffee, so if I'm not at my desk, check Ancora!

## External Professional Development Opportunities

### Upper Iowa University

Upper Iowa University Representative Cynthia West will be holding office hours to discuss the Masters of Higher Education Administration degree available through Upper Iowa University. Feel free to drop in at any time during these hours to learn more about this degree opportunity.

**Thursday, November 12**

**11:00 AM—1:30 PM**

**Truax Room 219**

Learn more about starting your degree at Upper Iowa University at [mhea@uiu.edu](mailto:mhea@uiu.edu) or by phone at 515-369-7778.

### Earn your MSED from UW-Platteville

UW-Platteville Continuing Education Representative Patricia Bromley will be at the Truax Campus to meet with anyone interested in pursuing the Masters in Education program She will also have information about other programs offered by UW-Platteville.

**Room 219A 11:00 a.m. - 2:00 p.m.**

**Wednesday, November 18**

**Wednesday, January 20**

Please feel free to stop in anytime during these hours. If you have transcripts of other College Courses please bring them with you. You may be able to transfer some credits into the MSED program. No registration is necessary. Call Patrick Barlow for more information-(608) 246-6910.

### NOVA Southeastern University

#### ***Interested in earning your doctorate?***

NOVA Southeastern University will be offering a doctoral program in the Madison area with classes to be held at MATC. For information about this program visit the NOVA Southeastern University website at:

<http://www.fischlerschool.nova.edu/news/infocal.htm>

Or contact:

Dr. Mary Lynn Vogel

Regional Director, Field Associate, Dissertation Chair/Member

NOVA Southeastern University

(920)563-2961

[vogelm@nova.edu](mailto:vogelm@nova.edu);

[vogelm@intaccess.com](mailto:vogelm@intaccess.com)

***Informational Meetings*** will be held:

**Tuesday, October 28<sup>th</sup>:** 12 noon to 2 PM; and 5 to 6 PM:  
SUITE 111

Lakeland College, Madison Center  
3591 Anderson Street  
Madison, WI 53704

**Friday, October 30<sup>th</sup>:** Interspersed all day with Convocation sessions: CETL ROOM 219

MATC Campus  
3550 Anderson Street  
Madison, WI 53704

**Tuesday, November 17<sup>th</sup>:** 12 noon to 2 PM, and 4 to 6 PM:  
SUITE 111

Lakeland College, Madison Center  
3591 Anderson Street  
Madison, WI 53704

## Unified Messaging Coming Soon

**A**s part of the telecommunication project currently underway at Madison Area Technical College, there are exciting new tools coming your way.

Technology Services is pleased to announce that Unified Messaging (UM) is coming to all MATC employees—including part-time faculty. UM will replace the current Audix voicemail system and will also deliver significant new functionality to help you be more flexible in the way you do your job.

Unified messaging lets you access communication services in the way that best meets your needs. Here's how it works:

When a call comes in that you don't answer, it will be saved as a message in your Outlook mailbox. You then have the ability to listen to that voicemail either through a phone or by selecting the audio file attachment within your email. Think about that for a second...that means you don't have to go to your phone or call into the voicemail system to know you have a voicemail. Your email becomes a 'one stop shop.' This now provides a viable alternative for faculty who provide their cell phone number to students as a method of contact.

You will also be able to call into your voicemail system to access your Outlook mailbox over the phone. The UM automated attendant will walk you through voice prompts and assist you by doing some of the following:

- Reading your emails and allowing you to send a voice response
- Accessing your contacts and allowing you to contact people directly
- Reviewing your calendar and allowing you to make or cancel appointments

More information on UM can be found at the Phone/Voicemail services web site. Items on the site include FAQs, Quick Reference Guides, the rollout schedule, site-based training/drop-in session schedules, and information on how to access the On-demand Training Videos. <http://matcmadison.edu/in/phonevoicemail-services>

In addition to UM, Technology Services is also rolling out new telephones to staff, full-time faculty, classrooms, and other shared spaces throughout all campuses. These telephones have many new features including the ability to allow your MATC phone number to "follow" you. For example, you can use Extension Mobility to log into the phone on the desk where you will be spending the day and all your calls (and Caller ID) will route appropriately.



## CETL Interns and Casual Staff for Fall 2009



*Kris Stuvengen, Teresa Doty, Katrina Simyab, and Connlann Myers*

**C**ETL Interns get much needed real world experience in data base management, administrative and office support, team collaboration and more. Each year we solicit applications for CETL interns from programs throughout the college. Please join us in welcoming our returning students and new students. We are proud of the work of the interns from this academic year. When you see them in CETL welcome them and give them a big thanks!

**Theresa Doty** began working for CETL in September 2009. She is a full-time student enrolled in the IT-Web Analyst Program. Her hobbies are gardening and watercolor painting.

**Kris Stuvengen** has been working for CETL since February 2009. He is a full-time student in the Liberal Arts Transfer Program and is planning to transfer to UW-Madison. He served in the US Navy for 4 ½ years as a Computer Technician. He plans to be a Computer Science Major at UW. His hobbies include all things sports and computers

**Katrina Simyab** is currently attending MATC in the Liberal Arts Transfer program. She plans on pursuing a career in film. Aside from working in CETL, Katrina is the manager of two bands and is a receptionist at a hair salon. Katrina really enjoys the opportunity to work close to her father, Ali, who is also an employee at MATC.

**Connlann Myers** is a recent UW-Madison graduate who has been working with CETL since March of 2009. As an English major, he has an interest in classic literature, and hopes to attend law school in the future.

## CETL Team Members

**Center for Excellence in Teaching and Learning**  
**Phone: (608) 246-6646 • Fax: (608) 246-6342**  
<http://matcmadison.edu/cetl>

**Patrick Barlow**  
CETL Coordinator of Employee Development  
(608) 246-6910 • [wbarlow@matcmadison.edu](mailto:wbarlow@matcmadison.edu)

**Robin Lee Craig**  
Clerical Assistant  
(608) 246-6646 • [rlcraig@matcmadison.edu](mailto:rlcraig@matcmadison.edu)

**Dennis James**  
Instructional Technologist  
(608) 243-4501 • [djames@matcmadison.edu](mailto:djames@matcmadison.edu)

**Brant Kraemer**  
Information Specialist  
(608) 246-6956 • [bckraemer1@matcmadison.edu](mailto:bckraemer1@matcmadison.edu)

**Jennie May**  
Data Support Technician  
(608) 243-4042 • [jmay@matcmadison.edu](mailto:jmay@matcmadison.edu)

**Alan Natachu**  
Technology Trainer  
(608) 246-6050 • [anatachu@matcmadison.edu](mailto:anatachu@matcmadison.edu)

**Sandy Philip**  
Technology Training Coordinator  
(608) 246-6361 • [sphilip@matcmadison.edu](mailto:sphilip@matcmadison.edu)

**Belinda Prah**  
Technology Trainer  
(608) 243-4380 • [brlewis1@matcmadison.edu](mailto:brlewis1@matcmadison.edu)

**Tina Rettler**  
Instructional Design Coordinator  
(608) 243-4506 • [rettler@matcmadison.edu](mailto:rettler@matcmadison.edu)

**Jackye Higby Thomas**  
Employee Development Consultant  
(608) 246-6044 • [jhthomas@matcmadison.edu](mailto:jhthomas@matcmadison.edu)

**Mary Vlisides**  
Assessment Consultant  
(608) 246-6413 • [mvlisides@matcmadison.edu](mailto:mvlisides@matcmadison.edu)

## Human Resources Team Members

**Laurel Anderson**  
Human Resources Specialist  
(608) 246-6907 • [lranderson2@matcmadison.edu](mailto:lranderson2@matcmadison.edu)

**Jennifer Bentley**  
Human Resources Records Supervisor  
(608) 246-6905 • [jbentley@matcmadison.edu](mailto:jbentley@matcmadison.edu)

**Rosemary Buschhaus**  
Human Resources Representative  
(608) 246-6904 • [RBuschhaus@matcmadison.edu](mailto:RBuschhaus@matcmadison.edu)

**Kristin Gebhardt**  
Human Resources Administrator  
(608) 246-6902 • [kgebhardt@matcmadison.edu](mailto:kgebhardt@matcmadison.edu)

**Carol Higgans**  
Human Resources Representative  
(608) 246-6914 • [chiggans@matcmadison.edu](mailto:chiggans@matcmadison.edu)

**Trish Kelm**  
Clerical Assistant  
(608) 243-4132 • [tmkelm@matcmadison.edu](mailto:tmkelm@matcmadison.edu)

**Malika Monger**  
Human Resources Administrator  
(608) 243-4449 • [MMonger@matcmadison.edu](mailto:MMonger@matcmadison.edu)

**Julie Pahl-Washa**  
Human Resources Representative  
(608) 246-6903 • [jpahlwasha@matcmadison.edu](mailto:jpahlwasha@matcmadison.edu)

**Rebecca Pigeon**  
Human Resources Specialist  
(608) 243-4452 • [rpigeon@matcmadison.edu](mailto:rpigeon@matcmadison.edu)

**Cindi Rutten**  
Employee Wellness Coordinator  
(608) 243-4133 • [CRutten@matcmadison.edu](mailto:CRutten@matcmadison.edu)

**Pade Thao**  
Clerical Assistant  
(608) 243-4734 • [pthao4@matcmadison.edu](mailto:pthao4@matcmadison.edu)

**Gwen Torkelson**  
Human Resources Director  
(608) 243-4137 • [gtorkelson@matcmadison.edu](mailto:gtorkelson@matcmadison.edu)

**Jane Wachira**  
Human Resources Representative  
(608) 246-6409 • [jwachira@matcmadison.edu](mailto:jwachira@matcmadison.edu)

**Barb Wise**  
Clerical Technician  
(608) 243-4202 • [bewise@matcmadison.edu](mailto:bewise@matcmadison.edu)