

MESSAGE FROM THE PRESIDENT

Dear Faculty and Staff:

I think it is clear that we have raised the bar at MCC when it comes to professional development. I'm convinced we have taken the lead in the system when it comes to developing new curricula, improving teaching and learning classroom strategies, delivering effective advising, and providing readily accessible student and academic support services. Key data show it—enrollment, retention rates, and graduation rates are climbing. Ours are among the highest in the system.

I remain committed to making the transition from a teaching to learning college. Putting student learning first in all that we do is important. And that involves staying abreast of research-based best practices. Whether it's processing a transcript request, delivering accurate financial aid advice, maintaining neat and pleasant classroom space, or designing a new and more effective learning activity for a course—each of us needs to remember that our number one goal is student success and that each of us contributes to that success.

Please take advantage of the professional development activities described in this brochure. Sit down with the brochure today, scan its offerings, and make the time to attend the workshops that matter to you and will help you do a better job of serving our students. But don't forget the next and most important step—implement what you learn. Simply attending a workshop is not professional development—putting into practice what you learn there is.

Sincerely,



*Judith L. Rhoads, Ed.D.
President*

2009-2010 PROFESSIONAL DEVELOPMENT PROGRAM

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Special Note

Updates will be made periodically and are accessible through the MCC Professional Development Website.
(<http://www.madisonville.kctcs.edu/faculty/profdev.html>)

Watch for professional development updates and announcements in your e-mail.

TRACK I – EMPLOYEE INFORMATION AND TRAINING

Part B

Workers' Compensation and the Family Medical Leave Act

Fri., August 21, 2009

12:15 p.m. – 1:00 p.m.

Presenter: May Wright

Room: JHG/303

Description:

When do I report a workers' comp injury? What if my injury worsens after a few weeks, can I report it as workers' comp after the fact? Is my surgery considered Family Medical Leave? Will I get paid for my days off? Get answers to these questions and more at this session. Workers Compensation and Family Medical Leave can be very confusing. I'll go through the process of reporting a claim or medical condition, your responsibilities and what to expect. Every supervisor needs to know this information.

PPE Outcomes: Section III Made Easy!

Wed., August 12, 2009

1:00 p.m. – 2:00 p.m.

Presenter: Savanna Garrity

Room: JHG/225

Description:

This will be a simplistic step-by-step approach to completing section III of the PPE. Savanna Garrity will show you how to navigate those confusing cells so that your numbers will add up and you can start keeping track of your time throughout the academic year. Focus will be placed upon excel and the basics of the PPE. There will be an opportunity to ask questions.

How to Get the Most out of Library Instruction

Fri., September 11, 2009

11:00 a.m. – 12:00 p.m.

Presenter: Colin Magee

Room: Trover Library

Fri., February 5, 2010

10:00 a.m. – 11:00 a.m.

Room: Trover Library

Description:

The library provides an active learning environment where students can develop critical thinking skills in order to "use appropriate search strategies and resources to find, evaluate, and use information" (General Education Competency III.1). This session will show examples of how library instruction has worked well in the past, along with a discussion of how faculty can collaborate with the library staff in order to create critical thinking experiences in the library that can address and help them assess students' success in meeting Gen Ed Competency III.1 for their courses.

MCC Website Orientation

Fri., September 25, 2009

10:00 a.m. – 11:00 a.m.

Presenter: Craig Dixon

Room: JHG/248

Description:

Having trouble directing your students to the proper location on the MCC web site? Curious as to what information is out there and where? The website has undergone two redesigns in as many years. If you're having trouble finding the links you used to use, have ideas about what ought to be posted, or are just curious about the MCC web site, come get answers straight from the horse's mouth.

Promotion and Tenure Process (Question & Answer)

Fri., September 25, 2009

11:00 a.m. – 12:00 p.m.

Presenter: Felecia Johnson

Room: JHG/303

Description:

This workshop is designed to assist faculty currently in the process of compiling a promotion review portfolio. An opportunity will be given for clarification of any areas related to submission of materials. All interested faculty are invited to attend.

TRACK II – WIDS

Worldwide Instructional Design System (WIDS) Training

WIDS is a total computer package for curriculum design. Performance-based learning is the foundation of WIDS. It incorporates well-established educational principles, including Bloom's taxonomy, learning styles, and multiple intelligence theory.

As a part of the package, instructors build courses to form a program or create just one course, produce syllabi and course outcome summaries for students and design learning plans and performance assessment tasks for students and teaching plans for instructors. The analyzer portion of the WIDS package can be used to give the faculty member a grid which shows the match of competencies to external and internal standards. Additionally, WIDS contains Wizards, which can be used to quickly produce the documents listed above with all required components.

WIDS training is an important feature of the second Title III grant, focused on technical program revision. However, it can be utilized in general education courses as well. The essential features of WIDS include four basic areas. Competencies are identified, verified and made public in advance. Performance-based learning requires the learner to perform the competency. The performance standards are explicitly stated in advance of assessment. Learning plans are created by the faculty member using learning activities and teaching strategies that allow the learner to develop the stated competencies.

The WIDS training is provided in a three-day format of comprehensive training on the complete WIDS software package.

If you are interested in participating in this WIDS Workshop or to schedule other possible dates, contact Beth Moore at 824-8610.

WIDS 1-Day Refresher Workshop:

Mon., December 14, 2009	8:30 a.m.—4:00 p.m. Room: JHG 214 & 213	Beth Moore Lynn Whitledge Kathy Ordal
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TRACK III – CRITICAL THINKING

QEP Goal: It is the goal of the MCC Quality Enhancement Plan (QEP) to improve critical thinking skills of students across the curriculum using active learning strategies.

Critical Thinking Definition: The faculty and staff of MCC understand critical thinking to be the practice of the skills of inquiry: to seek or encounter new knowledge, to analyze and synthesize in response to that knowledge, and to draw sound conclusions based upon acceptable reasons supported by objective evidence.

Critical Thinking and Active Learning Strategies in the Social Sciences

Fri., September 18, 2009

11:00 a.m. – 12:15 p.m.
Room: JHG/303

Presenters: Sonya Shockley,
Tim Davis

Description:

*“Critical Thinking” in [click here](#) and **type this**? Or when you’re given a list of **facts**? You bet! Even hands-on skills as those taught in Social Sciences can involve critical thinking and active learning. See what strategies are being used in CIS 100 and Criminal Justice, for example, and see if you can adapt them into your discipline.*

Solving Classroom Problems Using Troubleshooting Techniques

Fri., October 2, 2009

1:00 p.m. – 2:15 p.m.
Room: BBC/211

Presenter: Mike Deal

Description:

As is the case with a piece of manufacturing equipment, problems in the classroom can be diagnosed and corrected when efficient troubleshooting skills are implemented. Troubleshooting is the process of finding the cause of a malfunction, and this process can be used in the classroom as well as in business and industry. A malfunction is first detected by observing a symptom or symptoms. Then what – what comes next? This session will give you the tools to become a better troubleshooter as well as to implement trouble-shooting techniques with your students to improve their critical thinking skills.

Active Learning: A Case Study Approach

Fri., November 20, 2009

1:00 p.m. – 2:15 p.m.
Room: ACA/203 Health
Campus

Presenters: Karol Conrad,
Kelly Hayes

Description:

This session will provide examples of active teaching strategies using a case study approach designed to improve student learning outcomes.

TRACK III – CRITICAL THINKING

Teaching Students to Detect Media Bias and Propaganda

Fri., January 22, 2010

11:00 a.m. – 12:15 p.m.
Room: JHG/229

Presenters: Colin Magee,
Linda Winstead

Description:

The mainstream media portrays information to us in a narrow and simplistic way, based on many factors including cultural and commercial biases. All consumers of information must come to an understanding of how the mainstream media works before they can learn to read the news critically. This interactive workshop will explain media bias and propaganda and will provide faculty with activities to get their students to think critically about the information they consume.

Scientific Inquiry for the Inquiring Mind

Fri., February 26, 2010

11:00 a.m. – 12:15 p.m.
Room: JHG/303

Presenters: Roger Warren,
Pamela Smith

Description:

Scientific inquiry is not limited to the sciences! Deductive logic is a part of every discipline and can be used as an active learning strategy to engage your students and to help develop their critical thinking skills. This workshop will review the process of scientific inquiry, demonstrate applications of SI in the classroom, and help you develop SI activities for your students.

Active Learning Strategies for Nursing and Other Disciplines

Fri., March 26, 2010

1:00 p.m. – 2:15 p.m.
Room: Hatley/214-215;
Health Campus

Presenters: Judy Bogle,
Loretta Elder, Patty Simmons,
Chantay Stallins, Marsha
Woodall

Description:

This interactive session will feature a panel of nursing instructors presenting various active learning strategies utilized in course delivery. An open forum for questions and answers will be utilized. Active learning strategies will include Debate, Layered Learning, Role Play, Poster Presentation, One Minute Paper, Pair-Share, Discussion Boards, etc. This will be an awesome opportunity to learn about active learning strategies as well as to discuss the possibility of adapting them into other courses.

**You are also cordially invited and encouraged to attend the
Critical Thinking Seminars
on Thursday evenings throughout each semester.**

Watch for emails with more information.

TRACK IV – TEACHING/LEARNING

Icebreakers / Games in the Classroom

Thurs., August 6, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenters: Aimee
Wilkerson, Nancy McClearn,
Sonya Shockley

Description:

How do you get to know your students on the first day of class? Are you tired of your “same ol” activities? How do you divide your students into groups or review a concept? This session will introduce interesting icebreaker activities, review games, and strategies to divide your students into groups.

Utilizing Graphic Organizers in the College Classroom

Mon., August 10, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Mary Poole

Description:

“Quality of instruction accounts for 25 percent of your grade. Quality of instruction includes such things as classroom atmosphere, instructor’s teaching style, lab instruction, and textbook content and format.” (Nolting, 2000) Easy to create graphic organizers have been embraced by secondary educators who have been trained to present new information by scaffolding information in an organized way which formats the information for the learner. Attendees will see practical applications, receive a packet of examples, and receive a list of websites that take all the guesswork out of creating graphic organizers.

How the Mind (Really) Works

Fri., August 21, 2009

9:00 a.m. – 10:00 a.m.
Room: JHG/303

Presenter: Mary Janssen

Description:

This session will address recent- and more recent models of how the mind works, and a report of the most recent attempts to unite mind-body-environment in an extended mind. Empirical evidence of memory and barriers to problem-solving will be obtained through demonstrations.

Systems Approach Teaching

Fri., August 28, 2009

9:00 a.m. – 10:00 a.m.
Room: JHG/303

Presenter: Jake Hildebrandt

Description:

Having trouble getting off track while teaching? Do your students sometimes miss the big picture of why they are learning certain materials? The Systems Approach Teaching used in the Berlin Siemens Academy is a very structured approach to teaching that keeps both you and your students focused. Participants will learn this closed loop style of teaching in this session.

Bridging the Divide

Fri., September 4, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Natalie Cooper

Description:

This session will describe methods for increasing the comfort level of students who have a fear of the technology. Participants will experience the fears that some students feel and will then learn methods for decreasing those fears.

TRACK IV – TEACHING/LEARNING

Is the Hybrid Classroom a Sterile Mule When It Comes to Student Learning?

Fri., September 11, 2009 9:00 a.m. – 10:00 a.m. Presenter: Pamela Smith,
Room: JHG/303 Marlena West

Description:

Online learning is increasing in popularity with students for a variety of reasons, but are the students really learning in an environment where most of the work is done outside of the classroom? The results of a classroom research project conducted in a hybrid Introduction to Biology course during the spring 2009 semester will be presented. The experiences of teaching in a blended format will be shared from two different perspectives – the experienced on-line teacher and the neophyte that needs persuasion.

How to Get the Most out of Library Instruction

Fri., September 11, 2009 11:00 a.m. – 12:00 p.m. Presenter: Colin Magee
Room: Trover Library
Fri., February 5, 2010 10:00 a.m. – 11:00 a.m.
Room: Trover Library

Description:

The library provides an active learning environment where students can develop critical thinking skills in order to "use appropriate search strategies and resources to find, evaluate, and use information" (General Education Competency III.1). This session will show examples of how library instruction has worked well in the past, along with a discussion of how faculty can collaborate with the library staff in order to create critical thinking experiences in the library that can address and help them assess students' success in meeting Gen Ed Competency III.1 for their courses.

Building Relationships with Students Through Trust

Fri., September 18, 2009 10:00 a.m. – 11:00 a.m. Presenter: Savanna Garrity
Room: JHG/303

Description:

When the relationship between faculty and students is great, trust is built, students feel validated, and the instructor is more fulfilled. This statement will be explored and other ideas will be discussed for ways to build better relationships with students. Come prepared to have a great time, share ideas, and be involved in a hands-on session.

Focus on Terminology for Allied Health Majors

Fri., October 30, 2009 11:00 a.m. – 12:00 p.m. Presenter: Mary Poole
Room: JHG/303

Description:

Sixty percent of test questions have a basis in content specific terminology. In Allied Health, that percentage is much higher. This presentation will provide easy to implement strategies to support a deeper understanding of complex terms. These strategies can be used in the classroom, as outside assignments or in study groups. Although the examples are focused on Allied Health content, these strategies can be used across the curriculum.

TRACK IV – TEACHING/LEARNING

Conceptual and Quantitative Aspects of ISO Management Systems

Fri., November 6, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Daniel Nance

Description:

*This session covers the recently defined technological tool of ISO-type management systems - a dynamic structure for systems of all sizes, including classrooms and the workplace, as an organized set of processes by which goals are to be achieved. Encyclopedia Britannica notes in a "history of technology" article that **technology is the development over time of systematic techniques for ... processes and ideas.** Examples of the technological aspects of ISO-type management system structures for the classroom and the workplace will be discussed. All examples consist of the same four components: goals with implementable objectives and well defined acceptance criteria, the key steps, measurement of the results, and corrective action to reduce any error(s) (differences) between the objectives and results.*

Developing an Integrated Systems Curriculum

Fri., November 6, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Joey Jones

Description:

To address the current and future employment needs of a wide variety of industries, MCC developed the Advanced Industry Integrated Technology (AIIT) program. This informative session will highlight how this program evolved and why it is truly integrated both in content and design.

Absolute and Relative Rates of Change, Exponential Growth: Understanding Health Statistics

Thurs., January 7, 2010

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenters: Mary Janssen,
Gail Hawkins

Description:

Health statistics are often reported to the public in terms of "relative risk reduction." Statements in terms of relative risk reduction are more dramatic and less clear than the same numbers expressed as absolute risk reduction. Often the difference may be critical in the decision to accept treatments that are less beneficial than their side effects are harmful. Statistical illiteracy extends to exponential growth of disease, and switching to expressions of rates of growth of disease based on initial numbers of cases can be misleading. The PD session will present a few examples of health statistics and how they may be clarified through alternative means of expressing the numbers involved.

The Five Commandments of Using Technology in the Classroom

Fri., January 22, 2010

10:00 a.m. – 11:00 a.m.
Room: JHG/229

Presenters: Lisa Lee, Sonya
Shockley, Craig Dixon

Description:

Are you smarter than a SmartBoard? Is your blog "blah"? And now they're telling you to get a Second Life? The mere presence of technology in the classroom doesn't automatically make your students learn better, but by following these Five Commandments, you can create technology-based activities that will get your students engaged in the learning process. Thou shalt not be confused about technology in the classroom any longer!

TRACK IV – TEACHING/LEARNING

PERKINS: Considering Submitting a Proposal for Perkins Funding? Here's How!

Fri., April 9, 2010

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenters: Valerie Wolfe,
Lisa Howerton

Description:

How is Perkins Reauthorization going to affect your proposal for funding? We will discuss changes in legislation that will affect funding, as well as the steps to complete the new forms and the timetable for completion.

Modeling the World in Which We Live

Fri., April 16, 2010

10:00 a.m. – 11:30 a.m.
Room: JHG/303

Presenter: Daniel Nance

Description:

*This session is for anyone who appreciates the technological advances of da Vinci-class art, shoes, formal education, running water, writing an essay, eyeglasses, musical instruments, etc. But what is "technology" anyway? An Encyclopedia Britannica article on "history of technology" notes that **technology is the development over time of systematic techniques for ... processes and ideas**. Math is an essential part of the analysis and communication of these technological advances, regardless of the nature of the system being described. Modeling supports an understanding of the current state of a system (now) and those attributes which we can and cannot impact (the future). The system is not here restricted in any way. It could be all manner of things to which quantitative thought is considered by some as inappropriate or useless, but math is more than just arithmetic. In this session we will explore the technological aspects of math literacy with examples of math modeling for the classroom and the workplace.*

TEACHING ENHANCEMENT CENTER OFFERINGS

Blackboard Series: Gradebook

Tues., August 11, 2009

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

This session will concentrate on the grade book. Learn all the options available in this section of Bb. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: Exams

Wed., August 12, 2009

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

Learn how to upload exam files from the publisher, how to prepare files for upload, types of questions available and how to pool questions. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: Wimba

Fri., October 2, 2009

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

In this session you'll learn how to use Wimba's voice email, voice presentation and the interactive classroom. Please bring a headset with microphone to this class. (There are 6 sets available for use). The session will last about an hour with the last 30 minutes for individual help and practice.

TRACK IV – TEACHING/LEARNING

TEACHING ENHANCEMENT CENTER OFFERINGS

Blackboard Series: Beginning SoftChalk

Fri., November 20, 2009

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

This session will introduce you to SoftChalk. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: Online Teaching

Fri., January 29, 2010

9:30 a.m. – 11:00 am
Room: JHG/248A

Presenter: Debbie Wright

Description:

This session will look at best practices for online teaching. Bring your best ideas for this discussion period. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: Assignments

Fri., February 26, 2010

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

This one-hour demonstration will illustrate how to add assignments, safe assignments and self/peer assignments to your course. You will also see how to grade these assignments through the grade center. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: Adaptive Release

Fri., March 26, 2010

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

This session will discuss what these features are and how they can be used in the course. It will demonstrate how to add Adaptive Release to course content and how to create rules through the Early Warning System. Session will last about an hour with 30 minutes for individual help and practice.

Blackboard Series: eCommunity

Fri., April 23, 2010

9:30 a.m. – 11:00 a.m.
Room: JHG/248A

Presenter: Debbie Wright

Description:

This will show how to create an organization within the Blackboard system for use with committees, student organizations, faculty clubs etc. You'll also learn how to manage enrollment of your organization. Session will last about an hour with 30 minutes for individual help and practice.

TRACK V – TECHNOLOGY IN THE WORKPLACE

PPE Outcomes: Section III Made Easy!

Wed., August 12, 2009 1:00 p.m. – 2:00 p.m.
Room: JHG/225 Presenter: Savanna Garrity

Description:

This will be a simplistic step-by-step approach to completing section III of the PPE. Savanna Garrity will show you how to navigate those confusing cells so that your numbers will add up and you can start keeping track of your time throughout the academic year. Focus will be placed upon excel and the basics of the PPE. There will be an opportunity to ask questions.

Microsoft Outlook 2007 Tips and Tricks

Thurs., August 13, 2009 10:00 a.m. – 11:00 a.m.
Room: JHG/248 Presenter: Tim Trice

Description:

Learn the fundamentals of Outlook. In this session we will cover the basic functions in Office 2007. Some advanced features will also be presented. We will also cover the tasks you can do in the Outlook Web Access client as well as the desktop program.

Microsoft Office Communicator and Live Meeting

Thurs., August 13, 2009 12:00 p.m. – 1:00 p.m.
Thurs., January 7, 2010 Room: JHG/248 Presenter: Tim Trice

Description:

Come learn how you can hold meetings right from your desk. Office Communicator also allows you to use Instant Messaging with other coworkers, without the delay of email.

Internet2

Fri., September 11, 2009 10:00 a.m. – 11:00 a.m. Presenter: Susan Lancaster
Room: JHG/248

Description:

Internet2 is a non-profit membership of 208 universities working in conjunction with government and industry to operate a private national protocol (IP) network reserved for the exclusive use of the US research and education (R & E) community. The internet2 network is an advanced, high-performance network that supports advanced or complex applications that do not work on the commercial Internet or do not work well. As the national R & E backbone, the internet2 network provides connectivity between institutions and connectivity to international research and education networks thereby providing access to the global research and education community. Internet2 advanced applications are helping instructors develop new teaching techniques, enhancing the learning experience for students, and extending universities beyond their geographical boundaries. By bring together learning communities and removing barriers to information retrieval and learning resources-Internet2 applications are changing the ways we learn and teach.

MCC Website Orientation

Fri., September 25, 2009 10:00 a.m. – 11:00 a.m.
Room: JHG/248 Presenter: Craig Dixon

Description:

Having trouble directing your students to the proper location on the MCC web site? Curious as to what information is out there and where? The website has undergone two redesigns in as many years. If you're having trouble finding the links you used to use, have ideas about what ought to be posted, or are just curious about the MCC web site, come get answers straight from the horse's mouth.

TRACK V – TECHNOLOGY IN THE WORKPLACE

Conceptual and Quantitative Aspects of ISO Management Systems

Fri., November 6, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Daniel Nance

Description:

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Best Practices: Information Security

Fri., February 19, 2010

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Steve Payne

Description:

An overview of things you can do as a user to keep information safe. From simple password care to identity theft prevention, there are simple habits you can form now to help lower the risk of a security disaster in the future.

Excel 2007 Advanced

Fri., February 19, 2010

11:00 a.m. – 12:00 p.m.
Room: JHG/214

Presenter: Chet Cunningham

Description:

This workshop will tackle some of the more advanced topics of Excel 2007. Beginning level of Excel 2007 is assumed. This workshop will include reviewing the following functionality of Excel 2007: Functions, Formatting cells, Sorting, Filtering, Freeze and split panes, Using multiple worksheets, Totaling across multiple worksheets, and other topics as requested.

Modeling the World in Which We Live

Fri., April 16, 2010

10:00 a.m. – 11:30 a.m.
Room: JHG/303

Presenter: Daniel Nance

Description:

*This session is for anyone who appreciates the technological advances of di Vinci-class art, shoes, formal education, running water, writing an essay, eyeglasses, musical instruments, etc. But what is "technology" anyway? An Encyclopedia Britannica article on "history of technology" notes that **technology is the development over time of systematic techniques for ... processes and ideas.** Math is an essential part of the analysis and communication of these technological advances, regardless of the nature of the system being described. Modeling supports an understanding of the current state of a system (now) and those attributes which we can and cannot impact (the future). The system is not here restricted in any way. It could be all manner of things to which quantitative thought is considered by some as inappropriate or useless, but math is more than just arithmetic. In this session we will explore the technological aspects of math literacy with examples of math modeling for the classroom and the workplace.*

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

How the Mind (Really) Works

Fri., August 21, 2009

9:00 a.m. – 10:00 a.m.
Room: JHG/303

Presenter: Mary Janssen

Description:

This session will address recent- and more recent models of how the mind works, and a report of the most recent attempts to unite mind-body-environment in an extended mind. Empirical evidence of memory and barriers to problem-solving will be obtained through demonstrations.

Ergonomic Workshop

Fri., August 21, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Mike Melton

Description:

This workshop will be designed for secretarial staff. It will look at work stations and cumulative trauma disorders that occur when ergonomics are not in use.

Weekend Warrior Workshop

Fri., August 28, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Mike Melton

Description:

This workshop will be designed for the weekend warriors in all of us. The presentation will deal with pre-activity warm-up to sprains, strains, and how to treat them.

The Going Green Gig

Fri., September 18, 2009

9:00 a.m. – 10:00 a.m.
Room: JHG/303

Presenter: Don Lomache

Description:

A practical interpretation of the "green" movement and how we may modify our habits in a way that will support the environmental greenhouse.

Immediate Medical Assistance in the Classroom

Fri., September 18, 2009

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenters: Loretta Elder,
Ann Hofmann, Michelle
Quisenberry

Description:

Do you have concerns about what you need to do should a student collapse in your classroom or if you come upon someone in the hallway? What if a student has a seizure or complains of chest pains? Would you know what to do? Here are a few lessons on how to handle an emergency situation knowing that you are not a health professional but need to provide preliminary assistance.

Heart-Healthy Diet

Fri., September 25, 2009

1:00 p.m. – 2:00 p.m.
Room: Hatley/217 Health

Presenters: Chantay Stallins,
Patty Simmons

Description:

This session will focus on diet in relation to reducing the risk of heart disease. We will discuss the effect of food choices on levels of cholesterol, triglycerides, sodium, and fat. Learn how to eat your way to a healthy heart.

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

Biodiesel and Other Alternative Fuels

Fri., October 23, 2009

9:00 a.m. – 10:00 a.m.
Room: JHG/303

Presenter: Jake Hildebrant

Description:

This session will introduce the participants to the advantages and disadvantages of Alternative Fuels and will explain the process of manufacturing Bio-Diesel.

Blood-Borne Pathogens

Fri., October 30, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenters: Shannon Allen,
Chantay Stallins, Kay Vespie,
Michael Rager

Description:

This offering provides the necessary information for non-healthcare workers in light of requirements by OSHA. Protocols for handling spills as well as storage of protective equipment will be included.

Healthy Eating Through the Holidays

Fri., November 13, 2009

10:00 a.m. – 11:00 a.m.
Room: JHG/303

Presenter: Toni Wortham

Description:

The family is getting together for the Holidays. All the family members are fixing their favorite traditional foods. Everything is so tempting. Are there ways to reduce the calories and still enjoy the food, your family, and friends? Come and let's investigate some possibilities?

Let's Get Moving: Increase Your Opportunity to Exercise Everyday

Fri., January 22, 2010

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Stephanie Taylor

Description:

Although evidence has shown that incorporating more physical activity into a person's day will improve their health status, there are approximately 25% US adults that are not active at all. This session will explore what qualifies as "physical activity" and discuss several creative ways to incorporate more activity into a busy lifestyle.

Caring for Quilts

Fri., February 5, 2010

1:00 p.m. – 2:00 p.m.
Room: JHG/303

Presenter: Kathy Ordal

Description:

Have you ever wondered how to store your quilts or care for the ones passed on from your grandmother? We will cover care for new and old quilts and ways to store them. If you have an old quilt you would like to share please bring it along for us to look at.

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

CULTURAL DIVERSITY SESSIONS

A Walk in Their Shoes: How Does Life, Wealth and Status Impact MCC Students?

Fri., August 28, 2009

10:00 a.m. – 11:30 a.m.

Room: JHG/303

Presenters: Amy Elmore,
Diane Garrard

Description:

Identify the mindsets and patterns that students use to survive in different economic environments. Recognize strengths and resources already used by our students. Understand economic diversity as a resource and tool for student success. Encourage the development of strategies to incorporate all mindsets of economic status.

Diversity: “What’s the Buzz?”

Mon., September 14, 2009

3:00 p.m. – 4:15 p.m.

Room: JHG/303

Presenters: MCC Diversity
Committee and MCC
Multicultural Student
Association

Description:

Attendees are encouraged to: examine the state of diversity within the college, their department, and themselves; address the area(s) that need attention; offer realistic ideas to improve diversity; provide opportunities and situations where these ideas could be implemented; and be mindful of who may lead this action within the college and/or department.

Internationalizing MCC

Fri., October 23, 2009

10:00 a.m. – 11:00 a.m.

Room: JHG/303

Presenter: Scott Vander Ploeg

Description:

MCC and the community have several initiatives in play concerning international connections. The specific nature of the presentation will depend on the status of these plans. Among them will be the Chinese Visiting Scholar Program (two Chinese scholars/students will be on our campus for 6 months, starting in August), Madisonville’s Sister Cities arrangements (in the process of city selection and negotiations), the Felix Martin grant proposal to take a class to Mexico for nine days involving Spring Break in 2010, and/or the Midwest Institute on International/Intercultural Education (MIIE: teaching modules for infusing into courses, Fulbright trip(s), summer seminars, etc.). A more specific plan for the presentation will be advertised in the weeks immediately preceding the presentation date.

Religion Through the Lens of Worldview Questions

Fri., October 30, 2009

1:00 p.m. – 2:15 p.m.

Room: Hatley/217, Health

Presenter: David
Trementozzi

Description:

The ultimate questions of life determine a person’s “worldview.” Every religion offers answers to these most basic questions. To understand a religion is to understand how it answers these questions, and to understand conflict between religions is to understand the difference in answers to these questions. This presentation will address five prominent worldview questions and relate them to Christianity, Judaism, Islam, and Buddhism.

TRACK VI – SAFETY, WELLNESS, AND PERSONAL ENRICHMENT

CULTURAL DIVERSITY SESSIONS

Diversity: “It’s in the Numbers”

Fri., November 20, 2009

11:00 a.m. – 12:00 p.m.
Room: JHG/303

Presenter: James Bowles

Description:

Building a case for diversity is important as we increase our efforts in enhancing diversity and inclusions. Specific profiles and processes related to diversity will be highlighted.

Diversity: “How Do People with Disabilities Fit In?”

Fri., March 19, 2010

10:00 a.m. – 11:30 a.m.
Room: JHG/303

Presenter: Valerie Wolfe

Description:

This session will examine how and why people with disabilities fit into a college diversity plan.



ON-LINE PROFESSIONAL DEVELOPMENT RESOURCES

Track 1 – Employee Information and Training

<http://www.kctcs.edu/employee/index.htm> - Employee Information

http://www.kctcs.edu/prodev/tlss_resources.cfm - KCTCS Teaching and Learning Support Services (Professional Development Resources)

<http://www.madcc.kctcs.edu/> - Madisonville Community College Website

Track II – WIDS

<http://www.wids.org> - (WIDS) Worldwide Instructional Design System

Track III – Critical Thinking

<http://www.umsl.edu/> -- Critical Thinking (type in search window)

<http://www.criticalthinking.org/> -- The Critical Thinking Community

<http://www.criticalthinking.net> - Critical Thinking Net

<http://www.asa3.org/ASA/education/think/critical.htm#logic> - Critical Thinking Skills in Education & Life

<http://www.philosophy.hku.hk/think/>-- Critical Thinking Web

Track IV – Teaching/Learning

<http://www.madisonville.kctcs.edu/faculty/advising.html> - Advising Resources, Madisonville Community College

<http://www.psu.edu/dus/mentor/> - (Academic Advising Journal Online) The mentor.

<http://www.aacc.nche.edu/> - American Association of Community Colleges

<http://www.myacpa.org/> - American College Personnel Association (for Student Affairs Professionals)

<http://www.copyright.gov/> - Copyright information

<http://www.cpb.org/grants/grantwriting.html>- Grant Proposal Writing Tips

<http://www.proposalwriter.com/grantwriting.html> -- Grant Writing

<http://www.npguides.org/> -- (Web-based) Grant Writing Tools

<http://www.ntlf.com/html/lib/assoc/index.htm> - Higher Education Associations

<http://cpe.ky.gov/> - Kentucky Council on Postsecondary Education

<http://www.kyvae.org/> or <http://kyae.ky.gov/educators/> - Kentucky Virtual Adult Educators

<http://www.league.org/welcome.htm> - League for Innovation in the Community College

<http://www.nacada.ksu.edu/> - National Academic Advising Association, type **Resources** in search window

<http://www.nces.ed.gov/> - National Center for Education Statistics

<http://www.sc.edu/fye/> - National Resource Center for the First-Year Experience & Students in Transition

<http://www.servicelearning.org/> - National Service-Learning Clearinghouse

<http://www.umuc.edu/virtualteaching/> - Virtual Resource Site for Teaching with Technology

Track V – Technology in the Workplace

<http://www.skillpath.com> - Business, Professional, and Computer Skills

<http://www.madisonville.kctcs.edu/ced/training/computer.html> - Computer Training

Track VI – Safety, Wellness, and Personal Enrichment

<http://www.safetypages.com/> - Category Guide to Various Safety Internet Websites

<http://www.cdc.gov> - Centers for Disease Control and Prevention

<http://www.disastercenter.com/kentucky/kentucky.htm> - Disaster Center Kentucky Page

<http://homelandsecurity.ky.gov/> - Kentucky Department of Homeland Security for Disasters or Emergencies

<http://www.emergency.cdc.gov/Snaps/> -- Local-Level Community Profile Information Nationwide (search by zip code)

<http://www.osha.gov/SLTC/etools/hospital/hazards/sharps/sharps.html> -- OSHA needle-sticks, sharps injuries

<http://www.allaboutosha.com/> - Resources to help comply with OSHA regulations and to implement safety training programs

<http://www.kychamber.com/> - Safety and Health, Human Resources

<http://www.ilpi.com/msds/> - Safety Links: Material Safety Data Sheets

<http://www.kctcs.edu/wellness/> - Wellness

<http://www.troverfoundation.org/> - Wellness, click on **News & Events**

ANNUAL CONFERENCE ANNOUNCEMENTS

The following is a listing of conference announcements that were distributed through the PD Committee last year. Many of these conferences are held at approximately the same time each year. Hopefully, this will assist you in planning your time and funding allocated to professional development. When a Call for Proposals is issued, the PD Committee will also send out that announcement. Many of the KCTCS websites that have valuable information for KCTCS employees are located at <http://legacy.kctcs.edu/wsj>.

September

Kentucky Communication Association - The conference theme this year is *KCA: Keeping Communication Active: A Look at the Future of Communication Education* and will be held at KenLake State Resort Park, September 11-12, 2009. www.kycommunication.com

President's Leadership Seminar - The KCTCS President's Leadership Seminar (PLS) is a professional development experience designed for the participants to explore topics such as leadership traits, national issues and trends, professionalism, media relations and customer service. PLS participants learn first-hand about cutting-edge issues in leadership from national experts by interacting with these leaders in a collegial, small-group setting while focusing on real-life leadership issues and challenges.
http://legacy.kctcs.edu/prodev/tlss_initiatives.cfm

October

The Master Teacher Seminar - Designed for experienced faculty to share successful/innovative teaching practices in which they have been involved and to explore a teaching challenge for which they are seeking a solution.
http://legacy.kctcs.edu/prodev/tlss_master.cfm

Council on Technology Teacher Education (CTTE) - <http://teched.vt.edu/ctte/>

The Kentucky Association of Educational Opportunity Program Personnel (KAEOPP) Fall Conference - KAEOPP is an organization with members committed to helping students succeed. Check out the website for more information and announcements of conference dates. <http://www.geocities.com/~kaeopp/>

2009 Assessment Institute in Indianapolis, October 25-27, 2009- Conference includes sessions with national assessment leaders, a Best Practices Fair, and additional learning opportunities emphasizing accreditation, all major fields, assessment methods, community colleges, and general education.
<http://www.planning.iupui.edu/conferences/national/nationalconf.html#about>

ANNUAL CONFERENCE ANNOUNCEMENTS

November

Conference on Information Technology - <http://www.league.org/index.cfm>

National Communication Association – 95th Annual Convention in Chicago, IL, Nov. 12-15, 2009. www.natcom.org

Kentucky Association for Developmental Education Conference – November of each year. <http://www.geocities.com/kade0001/>

Madisonville Community College Conference for Student Research – Students in the region display posters and presentation research using the scientific method.

Annual Kentucky Academy of Science Meeting – The objectives of the Academy shall be to encourage scientific research, to promote the diffusion of scientific knowledge, and to unify the scientific interests of the Commonwealth of Kentucky. <http://www.kyacademyofscience.org/index>

KCTCS Science Faculty Meeting – Annual meeting of KCTCS science faculty held in conjunction with the Annual Kentucky Academy of Science Meeting.

Kentucky Association for Career and Technical Education Conference - <http://www.acteonline.org/>
November 19-21, 2009, Nashville, TN

December

Association of College & Technical Education

February

Kentucky's American Association of Women in Community Colleges Conference

Kentucky Music Educators Association Annual In-Service, Louisville, Ky

Southeastern Association of Educational Opportunity Program Personnel (SAEOPP) Spring Conference - The purpose of the Southeastern Association of Educational Opportunity Program Personnel Inc. shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. For more information and announcements regarding the conference, visit the website: <http://saeopp.org/>

ANNUAL CONFERENCE ANNOUNCEMENTS

March

Illinois Online Conference for Teaching and Learning - link to last year's conference will provide general information about the nature of the conference. <http://www.ilonlineconf.org> , March 2009

The League for Innovation Conference on Information Technology
(<https://www.league.org>) Innovations 2010, March 28-31 in Baltimore, MD.

Mid-South Instructional Technology Conference - Middle Tennessee State University, (regional conference with the latest information on educational technology). March 29-31, 2009, www.mtsu.edu/itconf/

Come Together Kentucky - The conference seeks to reach out to Gay, Lesbian, Bisexual, Transgender, and Straight-allied (GLBTQS) students, faculty and staff in the state of Kentucky as a means of offering education about GLBTQS communities, upholding a functioning GLBTQS college network, providing a safer space for building fellowship and unity, and fostering a harmonious environment absent of discrimination and intolerance. March 18-20, 2010.

International Technology Education Association Conference - A professional organization conference for technology, innovation, design, and engineering educators. The mission is to promote technological literacy for all by supporting the teaching of technology and promoting the professionalism of those engaged in this pursuit. <http://www.iteaconnect.org/>

Conference on College Composition and Communication (CCCC) - <http://www.ncte.org/cccc/about>

National Association of Developmental Education Conference-
<http://www.nade.net/>, 2010 NADE Conference, March 10-13.

Annual E-Learning Conference in Louisville - conference features best practices for all E-Learning formats: Internet, interactive television and telecourses

Kentucky Philological Association For more information, contact Dr. Scott Vander Ploeg.
<http://thekpa.org/>

ANNUAL CONFERENCE ANNOUNCEMENTS

April

Annual Telecommunications/Information Technology Conference

AAHE (American Association for Higher Education)

KABHE (Kentucky Association of Blacks in Higher Education) The purpose of KABHE is to promote the advancement of blacks in higher education by articulating needs and concerns; promoting unity and cooperation; and enhancing the personal and professional growth of its membership. The annual conference is hosted each April in a different region of KABHE.

Southern States Communication Association <http://ssca.net/> April 7-11, 2010, Memphis, TN

May

New Horizons Teaching & Learning Conference -
http://legacy.kctcs.edu/prodev/2009_nhpod/

Council on Postsecondary Education/Kentucky Virtual University/New Horizons Conference

KyAHEAD – Kentucky Association on Higher Education & Disability Spring Conference <http://louisville.edu/disability>

NISOD Annual Conference – May 24-27, 2009
<http://www.nisod.org/conference>

June & July

Technical Upgrade Training (This training is sponsored each year by the Department for Technical Education and covers a wide range of technical fields.)

Ashland Community and Technical College Staff Learning Conference -
<http://www.ashland.kctcs.edu/en/slc.aspx>

International Conference on Critical Thinking - Provides an opportunity for improving one's understanding of critical thinking, and deepening one's ability to foster it in the classroom and apply it in one's life.
<http://www.criticalthinking.org/ABOUT/index.cfm>

National Center for Developmental Education Kellogg Institute - The Kellogg Institute for the Training and Certification of Developmental Educators is the nation's oldest continuous advanced training program for developmental educators and learning skills specialists.
<http://www.ncde.appstate.edu/kellogg.htm>

ANNUAL CONFERENCE ANNOUNCEMENTS

June and July cont.

National Schools-that-Work Conference

Shelly-Cashman Institute - The Shelly Cashman Institute is a unique opportunity for like-minded education professionals to come together in a community setting to advance their understanding of technology.

<http://www.course.com/events/shellycashmaninstitute/default.cfm>

CALL FOR SUBMISSIONS

A call for submissions to the Kentucky Journal of Excellence in College Teaching and Learning will be issued in the fall. This is primarily an electronic journal for teaching and learning with a hard-copy printed each year. If you are interested in preparing an article for submission, guidelines will be distributed with the call. To preview published articles: (<http://www.uky.edu/tlc>)

OTHER OPPORTUNITIES

Date: Summer

Title: The British Experience in Learning and Living (BELL) program provides an opportunity to study/research in England. Through this agreement with Georgetown College, KCTCS may send three faculty for a two-week study in England. Any KCTCS faculty member is eligible to apply for this prestigious scholarship. A flat in Regent's Park College will be available to accommodate three people at no cost to the participants. KCTCS will provide a scholarship of \$3000.00 for each BELL Scholar to cover air and land travel, living expenses and a modest flat cleaning fee. Applications for the summer are due in January. Contact David Murphy or Scott Vander Ploeg, previous participants, for more information.

Date: Summer

Title: Opportunities for faculty to travel abroad for educational/professional development. Faculty may already have a project they would like to pursue and may want to request funding.

SOURCES OF FUNDING

Several sources of funding are available for professional development activities. In some cases there are certain criteria and limitations attached to the funding. If you require more detailed information about a particular source, please consult the contact person identified for each. The following table outlines the two categories of funding and the appropriate sequence for funding requests.

<p>TUITION/BOOKS</p> <p>Primary Source: Tuition Waivers</p> <p>Secondary Source: Professional Development Endowment</p>	<p>OTHER PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES*</p> <p>Primary Source: Perkins Grant (Technical only) Professional Development Endowment</p> <p>Secondary Source: Academic Division and/or Unit</p> <p>Tertiary Source: Professional Development Committee</p>
<p>*To include, but not limited to: Conferences, Workshops, Research, and related travel</p>	

TUITION WAIVERS

Amount – Tuition will be waived for up to six credit hours per semester.
 Access – Submit a KCTCS Tuition Waiver Form (located in Appendix).
 Contact – Immediate supervisor or May Wright in HR for questions.
 Eligibility – All employees

PROFESSIONAL DEVELOPMENT ENDOWMENT

Amount – Depends on expense of the activity and other constraints on the endowment at the time of application, up to a maximum of \$1,200. Competitive requests may be funded completely, partially, or not at all.
 Access – Submit a Professional Development Endowment Proposal form (located in Appendix) to the Office of Development. Deadline for Academic Year '09 – '10 is April 1, 2009.
 Contact – John Peters (john.peters@kctcs.edu)
 Eligibility – All employees

PERKINS GRANT

Amount – Depends on expense of the activity and need for that activity to promote and support *technical* programs. Competitive requests may be funded completely, partially, or not at all.
 Access – Submit a Planned Use of Funds form (located in Appendix) through Valerie Wolfe or Lisa Howerton for Academic Dean’s review. Deadline for submission may be early in the spring semester.
 Contact – Discuss with your Division Chair prior to submitting a request.
 Eligibility – Technical program faculty only

ACADEMIC DIVISION ALLOTMENT

Amount – Varies by Division
 Access – Discuss your professional development request with your Division Chair.
 Contact – Division Chair
 Eligibility – Faculty only

UNIT BUDGET

Other units of the College may access professional development funds through their unit by discussing the PD activity with their immediate supervisor.

Amount - Varies by unit, depending on budgetary constraints

PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of this committee is to provide funding for professional development and associated fees in the event funding is not available through any other source.

Amount - Since funds are limited through this source, at the discretion of the committee, \$100 per employee will be awarded per academic year based on availability of funds. Funding requests will be considered on a first-come, first-served basis.

Access - Memo request - deadline for 09/10 academic year is February 1, 2010.

Contact - Shannon Allen, Sonya Shockley, or Stephanie Taylor, Co-Chairs, Professional Development Committee

Eligibility - All employees

OTHER SOURCES OF FUNDING

SABBATICAL

A sabbatical is offered to faculty for the purpose of extending their education, to complete a research project, or for another approved professional development experience. The length of time requested should reflect the scope and needs of the activity for which you have been approved.

Amount - There are two formats approved for sabbatical leave. You may elect to take one semester at full pay reassigned for your activity or you may receive ½ salary for an entire year. Requests reviewed in light of budget projections.

Access - Memo request to the President

Contact - Initial contact should be a consultation with your Division Chair. Decisions on sabbatical will be made by the President in consultation with the Dean of Academic Affairs.

Eligibility - Consult your Division Chair for eligibility guidelines.

KCTCS

Occasionally, the System will fund faculty and staff to attend system-sponsored or regional workshops or training sessions. When this information becomes available, it will be posted on the PD web page (<http://www.madisonville.kctcs.edu/faculty/profdev.html>) and transmitted via e-mail.

ACADEMIC DEAN

Each year, the Dean's Office sponsors a variety of professional development experiences. For example, the Dean has covered travel and registration expenses for a limited number of faculty and staff attending Elizabethtown Community College's Distance Learning Conference. You should work with your Division Chair or Unit Supervisor to inquire about this source.

OTHER GRANT FUNDS

Each year, the College applies for and receives grants for different purposes. Some of these grants will include professional development funds. Watch for announcements from the President's office about funding sources such as these and inquire with the contact for that grant or your immediate supervisor.

CONSERVATION OF FUNDS

Please remember that regardless of the source, limited funds are available for any professional development activity. It is imperative that we work to extend our funds as far as possible by:

- Checking on the availability of a college vehicle through Keith Whitfield in the Business Office;
- Identifying others who might be attending the same meeting or conference and plan to share a ride;
- Identifying others who might be attending the same meeting or conference and plan to room together where appropriate. There are instances when travel expenses might not be reimbursed when coordination of rooms and travel has not been taken into consideration; and

Plan ahead of time in order that your supervisor might make the best use of available funds for your training or professional development activity.

APPENDIX

- ★ Professional Development Endowment Guidelines
- ★ Professional Development Endowment Proposal Form
- ★ Perkins Planned Use of Funds Form
- ★ Tuition Waiver Form
- ★ Professional Development Activity Log – July, 2009 - December, 2009
- ★ Professional Development Activity Log – January, 2010 - June, 2010
- ★ Chronological Listing of 09-10 Sessions



MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL GUIDELINES

Proposal Developers: All full-time employees of Madisonville Community College are eligible to submit proposals or requests for support; collaborative projects are strongly encouraged.

Focus

1. Projects must be focused on one or more of the following:
A. Improving instruction, B. Student learning, C. Continuing education
2. Generally, NO equipment will be purchased for specific individual projects.

Proposal Categories

1. Instructional Application. Projects that are designed to put innovative classroom teaching methods into practice.
2. Instructional Research. Projects that are designed to conduct organized research for the purpose of determining answers to questions related to classroom teaching and/or institutional advancement.
3. Educational Materials. Projects that are designed to develop and field-test educational materials that improve classroom teaching and learning, thus enhancing student learning.
4. System-wide Workshops. Workshops that are designed to assist faculty to implement methods that improve classroom learning.
5. Continuing Education. Project should assist participant in attaining advanced educational goals at the bachelors or post-bachelors level. This area is to be used for credit applications ONLY, and is available for all employees of MCC.
6. Professional Development. Relates to academic conferences and seminars external to KCTCS.

Budget

1. Proposals that are approved will be funded up to a \$1,200 maximum.
2. Proposal funds may be used for educational materials that are not normally provided by existing college/division budget.
3. Funds MAY be used to support employees presenting at other Systems locations.

Proposal Review

1. Proposal form must be submitted by April 1 to the Office of Development to be considered for the next academic year.
2. A review committee co-chaired by the Academic Dean and the Director of Development will complete review of the proposals and make recommendations to the President for proposal acceptance or failure. The committee will consist of the Academic Dean, the Director of Development, Chair of the Faculty, Co-chairs of the Professional Development Committee and one classified staff member.

Project Reports

1. Project originators may be asked to prepare a final written project report to the review committee. This report will include evidence assessing the effectiveness of the project or include expectations of outcomes relating to instruction, student learning, or participant degree status. Depending on the nature and scope of the project, an in-progress report may also be required. No report will be required for trips to conferences or system meetings.
2. In addition to the written report, the originator(s) will be expected to communicate project results to other KCTCS faculty at a division, college, or system-wide meeting, or at some other appropriate forum.

Service Obligation

1. If an employee leaves MCC within 4 years of an award of professional development endowment funds, there will be a repayment obligation of 25% for each unfulfilled year of service. Repayment of the entire award will be required if the employee leaves MCC within 6 months of the award.

MADISONVILLE COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT ENDOWMENT PROPOSAL

Name: _____

Title: _____

Proposal Categories (check one):

- | | |
|--|---|
| <input type="checkbox"/> Instructional Application | <input type="checkbox"/> Instructional Research |
| <input type="checkbox"/> Educational Materials | <input type="checkbox"/> System-wide Workshops |
| <input type="checkbox"/> Continuing Education/Credit Application | <input type="checkbox"/> Professional Development/Other |

Activity Name: _____

Activity Location: _____

Activity Date: _____ **Amount Requested:** _____

Proposal Description & Justification: *Briefly explain your proposal and how it relates to your job/responsibilities. Attach additional sheet if necessary.*

Budget:	Description	Amount Requested
Tuition/Book Costs	_____	_____
Transportation	_____	_____
Lodging/Subsistence	_____	_____
Registration Fee	_____	_____
Software Purchase	_____	_____
Other Expenses	_____	_____
Total:		_____

-- FOR USE BY REVIEW COMMITTEE --

Date Received: _____

Received By: _____

Approved - Amount: _____

Disapproved

Signatures – Professional Development Endowment Co-chairs

	<i>Date:</i> _____
<small>Dean of Academic Affairs</small>	<i>Date:</i> _____
<small>Director of Development</small>	

**CARL D. PERKINS CAREER & TECHNICAL EDUCATION IMPROVEMENT ACT
LOCAL FUNDING APPLICATION
Fiscal Year 2010**

<i>PLANNED USE OF FUNDS</i>

Objective:

Program(s) Affected: _____ **Enrollment:** _____ **Amount Requested:**
\$ _____

JUSTIFICATION

1. Identify the performance indicator for which this funding will be directed.
2. How will this expenditure impact or improve the performance indicator?
3. How did you determine that this expenditure was a relevant need in the program?
4. Are articulation agreements in place for this program(s)? _____ Yes _____ No

BUDGET SUMMARY

Using the line item budget below, identify how requested dollars will be spent to achieve the objective for which funding is being requested. Refer to the INSTRUCTIONS section for detailed instructions and examples of each entry.

CATEGORY/DESCRIPTION	HOW ITEM WILL BE USED TO MEET OBJECTIVE	COST		
Curriculum/Program of Studies/Assessment 1.				
Professional Development Activities 1.				
Instructional Materials 1.				
Stipends/Salaries 1.				
Support Services 1.				
Equipment/Software 1.				
Other: Describe 1.				
			TOTAL	

USES OF FUNDS

Required Use (Identify Use)

Permissible Use (Identify Use)
