# The Center for Jeaching Excellence Society Seculty

### What's Inside:

Faculty Portfolios

By Michelle Lindquist, Editor

What's all the talk about creating a faculty portfolio? What exactly is a portfolio? Why do I need one?

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These, and many other questions, are being asked by members of the LCC faculty as a result of the 2005-2010 contract. According to the LCC Faculty contract, page 50, "For all continuing full-time bargaining unit members, there will be a system for fostering professional growth. Continuing adjunct faculty may participate on a voluntary basis. Every three (3) years, each full-time faculty member will present either a written or oral teaching/ service portfolio that will be discussed with the department full-time faculty and Chair. Any written comments resulting from the discussion will be given to the faculty member and will not become part of a permanent record. The p5 portfolio would include: participation in activities for professional growth, new teaching/ learning/service methods, curriculum vitae, statement of teaching/learning/service p6/7 philosophy and goals including any resources needed to achieve goals."

Sharon Hughes (left) facilitating her knowledge in a recent portfolio pilot session.

According to Sharon Hughes, CTE Faculty Portfolio Liaison and Social Science Professor, "Developing the portfolio for the first time is the bulk of the work. After that, it's just a matter of updating it."

I recently had the chance to sit down with Sharon to discuss the portfolio pilot program. When I asked her why faculty should have a portfolio, she replied, "Well, aside from the fact that it is required by contract for full-time faculty, it is also a good way to make yourself be reflective about your teaching. Basically, it is a structured way of focusing on what you do and why you do it." In my own research, I also found that it can be an invaluable tool for future use if you decide to seek employment at another college or university. It is also an opportunity to purposefully reflect on what you do that facilitates learning, why you do it, and what you could do to improve student learning.

Participants in the pilot are attending workshops facilitated by Sharon through the CTE, as well as spending additional time working on their own. A couple of different workshop formats have been available to pilot participants. In the spring, two threehour sessions were offered. This fall, in addition to the two three-hour sessions, a weekly one-hour series was offered over a six week time period. Last spring, there were 13

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Center for Teaching Excellence Technology & Learning Center, Rm. 324 Phone: (517) 483-1680 Mon. - Thurs. 8am - 7pm Fri. 8am - 5pm Visit us on the web at www.lcc.edu/cte

#### Faculty Portfolio's Continued...

faculty enrolled in the pilot program. This fall, 31 faculty are participating in the pilot program. According to Hughes, faculty members have found that there is an added benefit to attending one of the portfolio series. She says, "These gatherings have turned out to be a great opportunity to dialogue with colleagues about teaching and learning issues. In today's campus environment, where teachers are so spread out...some even teaching online...faculty members don't often get the chance to meet and exchange ideas with colleagues."

The first three hours of the program includes an overview of the portfolio process, specific requirements of the LCC portfolio, and time to begin working on the professional responsibilities section and the teaching/learning/service philosophies section. During the second three hours, methodology, appendices, and plans for improvement or professional development are addressed.

Hughes begins each session by providing an overview of the portfolio process and then hands out questions for reflection. Participants are then paired or grouped so that they can share and discuss their responses to the questions. These questions and discussions offer time for reflection and guide the writing process.

In addition to the required sessions, pilot portfolio participants are required to participate in a debrief session with members of MAHE, Human Resources, and the Academic Affairs Office to share their experiences and make recommendations regarding the process. Beginning next year, one-third of LCC's full-time faculty will be expected to complete the requirements, with another third in 2009, and the remaining third in 2010. Then, the rotation begins again, with an updated portfolio being shared every three years.



Transforming Learning
Through Teaching:
A 12 Week Seminar
for Faculty
and Interested Staff

Tuesdays, January 22 through April 15 2:00 to 4:00 PM, TLC 326

For more information, and to register, see the CTE website at www.lcc.edu/cte/workshops/tltt.html

#### **Get the Grades Out Week**

The CTE staff offers grade entry support on a drop-in basis in TLC 324. We offer the following \*extended hours during "Get the Grades Out Week."

Monday – Wednesday, December 10, 11, 12:

8:00 a.m. until 7:00 p.m.

\*Thursday, December 13

8:00 a.m. until 8:00 p.m.

Friday, December 14

8:00 a.m. until 5:00 p.m.

\*Monday, December 17

8:00 a.m. until 8:00 p.m.

Tuesday, December 18

8:00 a.m. until 5:00 p.m. (grades due by 8 a.m.)

Wednesday - Friday, December 19, 20, 21

8:00 a.m. until 5:00 p.m.

Additionally, TLC 326 is reserved during "Get the Grades Out Week" for you as a quiet place where you can "spread out" and work on end-of-the-semester grading, paperwork, etc.

The CTE will be Closed over break during the week of December 24-28 and will reopen Wednesday, January 2.

#### Online Training for Grade Entry:

Organizational Development (OD) offers an online training for entering grades: Faculty Class Lists and Grading (Online): This training includes information on accessing the Faculty Self Service System, viewing class lists, and entering grades. Registration for this online training is available in iLearning.

To register for Faculty Class Lists and Grading (Online) in iLearning:

- 1. Select iLearning from the LCC eToolBox in Star Port
- 2. Select your job category (Administrative, Faculty, Student Staff or Support Staff)
- 3. Select the Technology: Student System subcategory
- 4. Select the Faculty Class Lists and Grading (Online) offering title
- 5. Select the Enroll button to enroll in this offering and select the Play button to view the training.

#### **Grade Entry Support at West Campus**

West campus faculty may either visit the CTE, or utilize the online training described above. In addition, assistance will be provided by the Technical Careers Lead Support staff, as well as through the Instructional Office from 8 am until 5 pm at West Campus in M103.

# Focus on Faculty:

Toba Kaplowitz is a faculty member in the Child Development Program and teaches several different child development courses.

Toba was born and raised in the Detroit area, where she attended Oak Park High School. She went on to receive her Bachelor of Arts degree from the University of Michigan and her Master of Science in Teaching degree from Bank Street College of Education in New York.



After graduating from college, Toba taught pre-school for over twenty years. In Lansing, she taught at both Community Nursery School and at the co-op nursery at Foster Community Center. She began to work for LCC in 1987 as a field advisor, and started teaching classes in 1992.

Toba says that she chose teaching as a profession because, "I am passionately committed to the idea that early childhood education is a noble profession. Those who are in this profession have the potential to have a substantial positive impact on both children and their families. However, in order to realize this potential, it is important that those who become teachers of young children work to become the best teachers that they can be. I believe that by challenging my students, I will help them achieve the goal of being highly competent professionals."

She also adds that her favorite thing about teaching is "The great satisfaction that I get from working closely with students. I find it both exciting and challenging to help them put child development theory into practice as they work with children, and to see them grow professionally. As I work with students, I also learn from them."

When asked for a bit of teaching wisdom, Toba stated, "I believe strongly that a teacher should be responsive to the different needs, cultures, and abilities of different pupils and students. I try very hard to try to model these behaviors in my own teaching."

Toba and her husband Stan, who is a professor of Sociology at MSU, have two grown children who are both married. Their daughter lives in the DC area and has followed in her mother's footsteps by becoming a teacher. Their son lives in the Ann Arbor area and is currently finishing law school. Toba and Stan are very excited about the upcoming arrival of their first grandchild, due in January of 2008.

César Potes is a faculty member in the Humanities and Performing Arts Department, where he teaches classes in Music Theory, Music History, and Music Technologies.

Born and raised in Colombia, South America, César received his Bachelor's Degree in Music Education from the Universidad del Valle, in Cali, Colombia. He then came to the United States where he earned his Master of Arts from the Aaron Copland School of Music in Queens College, City University of New York. He later earned his PhD in Composition from the University of California at San Diego.

According to César, he chose teaching "...because the academic environment gives a musician with my creative and research interests the opportunity to explore musical worlds that go hand in hand with the process of discovery experienced by young, inquisitive minds." He loves his chosen profession and says, "One of my favorite things about teaching is when one discovers the right way to make students learn something they still miss as part of their own formation, while respecting their own musical tastes. I believe that teaching in the arts generates a special human dimension within which the instructor and the students can learn from each other in a kind of leveled, common ground."



Prior to teaching at Lansing Community College, César was a member of the Music Faculty at Universidad del Valle, Conservatorio Antonio Maria Valencia, and Instituto Popular de Cultura in Cali, Colombia, from 1984 to 1989. In 2000 and 2001, he worked as a Music Instructor at the University of San Diego, Cuyamaca College, and Southwestern College in San Diego, California.

In November of 2006, César attended the world premiere of his orchestral piece "Vaivén" in Popayán, Colombia. In the same visit, he gave presentations on his own compositional works and methods at the Universidad Nacional, Universidad Javeriana, and Universidad Pedagógica in Bogotá. César, through the CTE's workshop programs, will give a presentation on "Vaivén," including a recording of its premiere, this Spring.

Obviously, César has a passion for music. When asked what he enjoys doing in his free time, his response was compose music.

When it comes to teaching tips, César states, "Think of the teaching environment as a space where everyone, including the instructor, learns at the same time."



The Center for Teaching Excellence is pleased to announce several professional development opportunities available 24/7 to LCC faculty, staff, and students through STARLINK including:

- Monthly Features and Previously Broadcasted Streaming Videos which include Faculty Development Programs and Leadership/Motivational Presentations for students, faculty, and administrators.
- 2. A Web-Based Library with 60-90 Minute Professional Development Seminars available 24/7 on topics such as Anger in the Classroom, Are We Testing What We Are Teaching?, Critical Topics in Distance Education, Developmental Education, Discipline Specific Teaching Skills, and an I Taught it But They Didn't Learn It series, Ideas for Using Technology in the Classroom, Teaching Critical Thinking Skills, and more!
- 3. Ideas A series of short 3-10 minute videos on classroom strategies presented by master teachers on topics such as Active Classroom Strategies, Assessment Techniques, Civility in the Classroom, Collaborative Learning Techniques, Online Teaching Strategies, a series entitled Small Teaching Changes = Big Learning Gains, to mention a few.

To access the Web-Based Library and Ideas 24/7:

- Obtain the required password by calling the CTE at (517) 483-1680. You will be asked for your Employee Number and TUID to verify your employment at LCC.
- Go to www.starlinktraining.org
- Click on the Library link at the top of the page to access previously broadcasted Monthly Streaming Videos, Annual Streaming Videos, or Ideas.
- Click on the title you want to watch.
- You will then be prompted for the case sensitive password. (See bullet one or, for some videos, try the password <u>biblioteca</u>)

To view the Monthly Streaming Videos 24/7:

- Watch for CTE emails or obtain the required password by calling the CTE at (517) 483-1680. You will be asked for your Employee Number and TUID to verify your employment at LCC.
- Go to www.starlinktraining.org
- Click on the title of the monthly video near the Members Only section of the homepage.
- You will then be prompted for the case sensitive password. (See bullet one)



# Software Grants Available Through the CTE

Is there a software package you are interested in but haven't pursued due to cost constraints and/or because it isn't currently available through the college? If you answered yes, read on and apply online for an Academic Software Grant. There are **no application deadlines**. Academic Software Grants provide an opportunity for faculty to "try out" new and/or innovative software that support teaching and learning. Your findings and evaluations may lead to the adoption of programs that could have a departmental or even college-wide impact. Academic Software Grants are limited to a maximum of \$600 each, and the total number of grants awarded per year is based on available funds.

#### **Guidelines for software grants:**

Usage must be consistent with new software copyright laws, license agreements, and the LCC acceptable use policy. The software should support teaching and learning initiatives at LCC.

- 1. The initial use of this software is not for public LCC computing labs and/or student use.
- 2. Software maintenance, training, upgrades, and documentation are the responsibility of the grantee.
- 3. These grants are intended to provide seed money for innovative software applications that further teaching and learning. Therefore, once the educational worth of a specific software package is determined, the CTE may not fund the purchase of further copies. (These purchases need to be considered by the departments, divisions or college as a whole e.g. Purchase of Adobe Acrobat for document posting.) Please click the following link <a href="http://www.lcc.edu/cte/services-support/grants/unavailable-software.html">http://www.lcc.edu/cte/services-support/grants/unavailable-software.html</a> to find out what software is not available through the CTE based on this criteria.

**To submit an application** for an Academic Software Grant, see the CTE's website at <a href="http://www.lcc.edu/cte/services\_support/grants/softwaregrantform.html">http://www.lcc.edu/cte/services\_support/grants/softwaregrantform.html</a>. The approval process averages one to two days, and the software usually arrives within 3 to 10 working days.



The CTE is pleased to continue sponsoring Teaching Circles.

Teaching Circles are groups of 4 to 10 faculty who meet several times throughout a semester, or an academic year, to work together on a specific issue concerning their teaching or students' learning. Each group receives up to \$500 from the Center for Teaching Excellence to support the group's activities. This money can be used for books or materials, a guest speaker, to reimburse part-time faculty participation in meetings, or other expenses that further the group's goals.

#### Teaching Circles are an opportunity for faculty to ...

- collaborate with other faculty on a specific topic or project that will have an impact on learning and/or your curriculum,
- **learn together and share ideas** around a common theme or question in teaching and learning, and
- **continue to develop professionally** with other colleagues.

According to Tracy Price, CTE Faculty Director, "The Teaching Circles (TC) are quite popular. I think faculty appreciate the opportunity to meet with other interested colleagues on a semiformal basis to discuss teaching, learning and curricular issues. Teaching can be a fairly isolating experience, so the TC's are also an opportunity to connect with other colleagues. Since part of the TC funds may be used to compensate part-time faculty who participate in the TC's, it's an opportunity for more part-time faculty to participate in curricular discussions, etc. It is also a vehicle for faculty from across disciplines to discuss issues they have in common – important on a campus as large and diverse as ours."

**Possible topics** for a Teaching Circle include, but are not limited to, the following:

- Issues in online teaching
- Learning styles
- Ethical issues in teaching
- Active learning: theory and methods
- Incivility in the classroom: dealing with difficult students

## Since the program's inception in 2002, the following **Teaching** Circles have formed at LCC:

- Critical Evaluation of Current Teaching Practices in Dance
- Documenting Your Teaching Journey
- Implementing the Lexical Approach
- Faculty Training in Teaching Pronunciation, Speaking and Listening Skills to ESL Students
- The Capital City Writing Institute Using the History of Mathematics and Physics in Teaching
- Developing an ESL Orientation
- Developing Portfolio for Office Systems Program and Electronic Office Lab Simulation
- Teaching/Learning/Managing/Leading in Ensemble and Circle
- Writing Across The Curriculum
- Online Teaching Issues
- Teaching Hybrid Classes
- Adapting PDA Technology in Healthcare Education
- Course & Syllabus Design
- Strategies for Helping Under prepared ESL Students
- Bringing Soul Back Into the Higher Education Classroom
- Intersections in Mathematics, Music and Art
- Globalization and the Flat World
- Innovative Approaches to Teaching ESL Reading and Speaking
- Foreign Language Pedagogy
- Qualitative Research in the Department of Language Skills
- Seeking Support for LCC's ESL Program

For more information and the online application, go to <a href="http://www.lcc.edu/cte/services">http://www.lcc.edu/cte/services</a> support/teachingcircles/index.html



#### Goodbye Fer, Hello Cucu!



Those of you who visit the CTE on a regular basis may have noticed a change in faces. Maria Velasco, CTE support staff, more commonly known as "Fer" has recently left the CTE to start a new chapter in her life. Fer's husband, Hector, was recently accepted at a medical school in Santo Domingo, in the Dominican Republic.

Replacing Fer is Cucu Wangsawihardja. Some of you may recognize Cucu, as she comes to us after working in Parking and ID services as a student employee for the past four years. Cucu is a native of Indonesia. She came the United States eight years ago and has taken many classes here at LCC. Her husband also works at LCC, and both of her sons have taken classes here.

We bid farewell to Fer, and we welcome Cucu to the CTE!

# Noteworthy Accomplishments

#### **Merry Holthof, Nursing Careers -**

received the Robert Hilbolt Award from the Michigan Society for Healthcare Central Service Professions award in May at the MSHCSP annual meeting. The Hilbolt Award is the Michigan Society for Healthcare Central Service Professionals' highest award. Merry is past president of this Society, and has served in many different roles throughout her career. She was active in helping to start and stabilize this society in its infancy. Merry was elected to the presidency three times. She has been an educator for many years, and was appointed chairperson of MSHCSP's Education Committee several times. Additionally, she was instrumental in teaching several Sterile Processing preparatory classes throughout the State of Michigan for the National Certification exam. Merry is a past member of the American Society for Healthcare Central Service Professionals, parent organization of the Michigan group. David Wise, District 3 Director of MSHCSP states, "We are proud to give this highly honored award to a person of Merry's caliber. We are also grateful for her leadership in the Sterile Processing field and this society." Merry has taught at LCC in the CHSE department (CHSE 145 Healthcare Central Service Technician) for 20 years.

#### **Dennis Hinrichsen, Communication -**

Recently had the following works accepted for publication:

- "I Can't Say Spirit Here" and "Window Shade (Blue over Orange)" in Controlled Burn (Kirtland Community College)
- "Little Odysseus" in Redivider (Emerson College)
- "Kurosawa's Dog" and "Does Not Sleep" in FIELD (Oberlin College).

Dennis teaches Creative Writing and other courses at LCC.

**Terry Libey, Nursing Careers** - joined a team of four faculty in taking 18 students to Ankaase, Ghana, West Africa May 12 - June 2 this year. Students took part in vari-

ous service learning projects. Terry worked with both Dental and Nursing students to provide dental hygiene education in several area schools. Nursing Students screened 374 adult residents for hypertension as well as cariovascular risk factors. The screening was used to fund national health insurance for all of the high risk individuals identified. The nursing team also provided adult education on hypertension and lifestyle changes to enhance cardiovascular wellness. Education students taught topics in geography, US & Ghana history, and hosted the approval Ouiz Royal

the annual Quiz Bowl. Computer students taught basic computer classes for nurses and others at the Methodist hospital. Construction plans were developed for next year's trip as a project for Technical Careers construction trade students. All students participated in an hour of cardiovascular exercise daily with community residents. Each student also spent a day in the home of an Ankaase resident, which included going to market and preparing a meal in traditional Ghana

**Lisa Whiting Dobson, Media, Art, & Information Technologies -** Lisa will be stage managing *The Nutcracker* at MSU's Wharton Center this Thanksgiving Weekend for the Children's Ballet Theatre of Michigan.

immersion project was a great success!

style. This cultural

Laura Shears, Math and Computer

Science – During the summer of 2007 and early fall, Laura was dedicated to mastering SCORM (sharable content object reference model). Now she can make learning objects record scores in the ANGEL gradebook (as well as other LMS gradebooks). Note an LMS is a Learning Management System. Laura gave a presentation on this at the ETOM conference. Feel free to contact her if you have questions.

#### Louise Paquette, Math and Computer

Science- along with researchers in the College of Engineering, Michigan State University (MSU), and personnel from Corporation for a Skilled Workforce (CSW), are the recipients of a \$450,000 two-year NSF CISE (Computer & Information Science & Engineering) Pathways to Revitalized Undergraduate Computing Education (CPATH) grant titled "Computing and Undergraduate Engineering: A Collaborative Process to Align Computing Education with Engineering Workforce Needs." This grant provides an opportunity for MSU, LCC, and CSW to design and implement a process to create a collaboratively-defined undergraduate computing education within the engineering and technology fields aligning with the computational problem-solving skills needed to transform mid-Michigan's economy and workforce.

#### Kim Cohen, Humanities

and Performing Arts - A section of her dissertation chapter entitled, "You don't know what a good manager I should be: Managing Class and Consumerism in Catherine Owen's Cookbook Novels," will be published in a forthcoming set of collected essays, Culinary Aesthetics and Practices in 19th-Century American Literature. Also on September 8, Kim gave birth to a son, Logan Cohen Keller, who weighed 8 lbs 12 oz and was 21 inches long!

#### **Noteworthy Continued...**

**Gina Przybyl, Nursing Careers -** Was nominated to be included in the 11th edition of *Who's Who Among American Teachers & Educators*, July 2007.

Brian W. Pickford, Health and Human Service Careers - conducted a presentation titled "Study Strategies for Success" at the Michigan Society of Radiologic Technologist Annual State Meeting held in Midland, Michigan during September 12-14,2007. This conference was attended by over 350 registered technologist and students from around the state of Michigan, Ohio, and even some from Canada.

## David Haggadone, Media, Art and Information Technologies -

recently completed the *Emerging Leader-ship Academy* offered through BCI.

## Vern Mesler, Manufacturing Engineering Technologies -

had two articles published recently: "Five Historic Metal Truss Bridges" in *Bridge News* of the Historic Bridge Foundation (Summer 2007) and "Restoration of Historic Metal Truss Bridges" in the *Journal of Professional Issues in Engineering Education and Practice* of the American Society of Civil Engineers (October 2007). In addition, Vern presented two riveting workshops with Ohio blacksmith Doug Lockhart at the *10th Anniversary International Preservation Trades Workshop* in Frederick, Maryland, October 2007.

Nan Jackson, Math and Computer Sci**ence** – recently presented "Stair Layout: An Applied Context for Learning Mathematics" at the annual conference of the Michigan Mathematical Association of Two-Year Colleges, September 2007. The presentation was based on a project in stair layout for students in MATH 115 (Technical Math II) and WELD 120 (Structural Fabrication), a collaborative effort between faculty members Nan Jackson and Vern Mesler. Nan and Vern jointly shared this project in a presentation at the annual meeting of the Michigan Council of Teachers of Mathematics in August, 2007.

#### lvy Tagger, Physical Fitness and

**Wellness** – Announcing the birth of a beautiful baby boy, Paul Jordan Tagger on July 21, 2007 at 9:50am. He weighed 8 lbs, 4 oz and was 19 inches long!

#### Pat O'Meara, Tutoring Services –

Announcing the birth of a baby girl, Morgan Ella, born on September 24, 2007.

#### Robin Willner, Health and Human Service

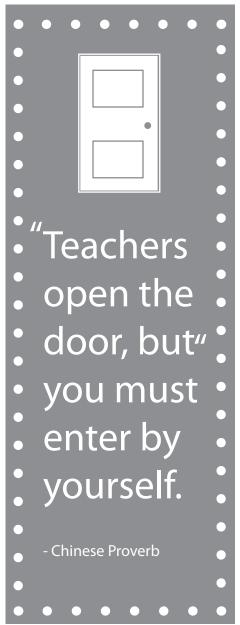
Careers - has taught Child Development courses at LCC for 10 years and recently earned the Michigan Association for Infant Mental Health endorsement for Culturally Sensitive, Relationship-focused Practice Promoting Infant Mental Health as an Infant Mental Health Specialist level III. Robin has also recently been hired by Shiawassee County Community Mental Health as an Infant Mental Health therapist as well as working for the Office for Young Children in the Child Care Expulsion Prevention Program in Shiawassee County.

Kate Darnell, Media, Art, and Information Technologies – has an exhibit of drawings and paintings, "Choosing Sides", at Mackerel Sky Gallery in East Lansing October 7 through Thanksgiving. Kate is also Illustrator of *The Pennsylvania Reader* released this month from *Sleeping Bear Press*.

Joe Long, Health and Human Service Careers - serves locally and nationally on the following:

- Board Member on The Commission on Accreditation of Allied Health Education Programs (which disseminates accreditation status to 20 Health Care Professions) as well as chair of the by-laws committee and Chair of the Planning and Development Committee.
- The Accreditation Review Committee on education in Surgical Technology: Past-Chair, present Board Member serving second 3-year term); this board makes recommendations to CAAHEP concerning accreditation actions/status relative to the 435 Surgical Technology programs across the Country, as well as commissioner to CAAHEP.
- The Government & Public Affairs Committee for MSA-AST (The Michigan State Assembly-for the

- Association of Surgical Technologists).
- Selected to the Fellows of the Association of Surgical Technologists. There are presently 21 persons, of the 60,000 Surgical Technologists in the United States, who belong to this group. "The Fellow of the Association of Surgical Technologists (FAST) designation recognizes those individuals who have upheld the highest standards and traditions of the surgical technology profession, and whose professional activities have been devoted to the advancement of the profession toward improving the quality of surgical patient care.





# Watch your email for information on the **Professional Activity Days** scheduled for

Wednesday, January 9, & Thursday, January 10, 2008.