

**PIEDMONT TECHNICAL COLLEGE**  
**INSTRUCTIONAL DEVELOPMENT INSERVICE**  
**July – September 2006**  
**July 27<sup>th</sup>, August 15-17<sup>th</sup>, August 21<sup>st</sup> – 22<sup>nd</sup>**  
**September 26th and 28th**

**Attendance:**

The total unduplicated headcount of faculty and adjunct that attended in-service sessions was **263**. Specific sessions attendance is shown in the table below.

**Evaluation and Attendance Results**

| <b>Session</b>                            | <b>Date</b> | <b>Session Attendance</b> | <b>Mean*</b> |
|---|-------------|---------------------------|--------------|
| Adjunct Banner Training                   | 7/27/06     | 51                        | N/A          |
| PEN Training                              | 8/14/06     | 14                        | 5.0          |
| NOMAD Training                            | 8/14/06     | 8                         | 5.0          |
| WebCT Facilitator Training                | 8/14/06     | 10                        | 5.0          |
| Adjunct Banner Training                   | 8/15/06     | 37                        | 5.0          |
| Smart Room/Response System                | 8/16/06     | 14                        | 4.4          |
| Smart Room/Response System                | 8/16/06     | 4                         | 5.0          |
| Full-time Faculty Banner Training         | 8/16/06     | 16                        | 4.0          |
| Full-time Faculty Banner Training         | 8/16/06     | 11                        | 5.0          |
| Adjunct Banner Training                   | 8/16/06     | 15                        | 5.0          |
| Library Information                       | 8/16/06     | 7                         | 5.0          |
| Classroom Management                      | 8/17/06     | 30                        | 4.4          |
| Adjunct Banner Training                   | 8/17/06     | 7                         | 5.0          |
| Adjunct Banner Training (Newberry Center) | 8/21/06     | 16                        | N/A          |
| Adjunct Banner Training (Laurens          | 8/22/06     | 10                        | N/A          |

|                            |         |   |     |
|----------------------------|---------|---|-----|
| Center)                    |         |   |     |
| WebCT Facilitator Training | 9/26/06 | 8 | 3.5 |
| WebCT Communication Tools  | 9/28/06 | 5 | 4.2 |

Participant comments were shared with presenters, and may be obtained from the Instructional Development Office upon request.

### **Workshop Objectives:**

- **Adjunct Faculty Banner Training**
  - Introduction to Pathway
  - Dissemination of PTC ID
  - Log into Pathway (reset PIN and security question)
  - Tour of Pathway
  - Email
  - College Intranet
  - Employee Self Service
  - Faculty Self Service
  - View class list - how to email students
    - Add office hours
    - Add syllabus
  - PTC polices on
    - Confidentiality
    - Grade Rosters
    - Reporting withdrawals
    - Grading-process and deadline
- **Nomad Training**

This session will demonstrate the use of technical equipment on a NOMAD cart. Any faculty unfamiliar with the functions with a NOMAD cart should attend this session.
- **PEN Training**

This session will demonstrate the use of the technical equipment in the PEN rooms, as well as offering some tips to make teaching on television more effective. Any faculty new to teaching on PEN should attend this session.
- **WebCT Facilitator Training**

This workshop is designed for faculty that will be facilitating an online course that has already been designed and piloted by a course developer.

The workshop is open to full-time and adjunct faculty. The training will include an orientation to WebCT navigation tools, the college's online course design template, the college's online course policies and procedures for students/faculty, and online course facilitation best practices.

- **Full-time Faculty Banner Training**

Agenda:

Tour of Pathway

Self Service Training

- as employee

- as faculty

Viewing student information

View class list - add office hours, syllabus, etc

Grading

Review of communications to students

- **Library Information Sessions**

*Each session will include:*

**Training** that introduces instructors to resources and services and utilizes the library's new smart classroom technology

A **sharing** time during which the librarians will turn to the faculty to ask for critical feedback on the instruction process that they have used.

*Expected training outcomes:*

Faculty leave the session feeling knowledgeable, empowered, and ready to frequently use information resources and library services with their students. Instructor feedback helps the library staff improve the new delivery method so that students get the best possible library instruction during fall term and beyond.

- **Smart Room Training**

- **Classroom Management “Handling difficult (or potentially difficult) classroom situations”**

Agenda:

Warm-up (and grouping) activity

Overview and rationale of workshop

Classroom scenarios (based on previously submitted issues)

Students' perspective(s)—PTK—David (15 minutes)

Break (10 minutes)

Q & A from faculty with issues addressed by Margaret, Beverly, Chuck, Jerry, Evelyn, students (25-30 minutes)

**Some of the issues we want to touch on include:**

Establishing acceptable standards from the beginning  
Defining “inappropriate” behavior  
Conflict avoidance  
College Code of Conduct

- **WebCT Communication Tools**

In an Online course, carefully selected and effectively utilized communication strategies help learners’ process content material and understand course expectations.

**Tools covered:**

- The **Discussion** Tool is an electronic area for posting, displaying and receiving information. Discussions areas are a useful way to make information available to a specific group or community.
- The **Calendar** tool is a calendar that is shared by the students and designer. Important information like test dates or assignment due dates can be placed in the calendar.
- The **Mail** tool is essential for private communication within the course. In WebCT the designers are able to send, read, and search for message in the mail tool.
- The **Chat** tool is a synchronous (real time) communication tool. There are six different chat rooms, of which the first four are logged (recorded and can be given specific topics for discussion.
- Editing Homepage announcements

**Workshop Evaluation  
Piedmont Technical College**

Workshop Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please rate each item below on a scale of 1 - 5 as follows:**

|                     |                |                |                     |                     |
|---------------------|----------------|----------------|---------------------|---------------------|
| <b>1 =Very Poor</b> | <b>2 =Poor</b> | <b>3 =Good</b> | <b>4 =Very Good</b> | <b>5 =Excellent</b> |
|---------------------|----------------|----------------|---------------------|---------------------|

**Training Content**

1. Training objectives/learning outcomes were stated clearly.

1       2       3       4       5

2. I can apply what I learned in my teaching.

1       2       3       4       5

3. The format of the manuals/handouts was clear

1       2       3       4       5

4. The exercises/lessons were a helpful learning experience.

1       2       3       4       5

5. Overall, I learned and benefited from this training.

1       2       3       4       5

Describe briefly how you will use the knowledge gained in this session to address student learning needs.

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**Comments or Suggestions:**

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