Professional Development Week
University of the District of Columbia
January 11 – 15, 2010

Mon., January 11th

Location: Building 46, Auditorium

8:45 a.m. – 10:00 a.m.  Continental Breakfast
Opening Session

10:00 a.m. – 12:00 p.m.  What’s Going On—Now and On the Horizon

- Allen Sessoms, President
- Jonathan Gueverra, CEO of CCDC
- Barbara Jumper, Associate Vice President of Facilities and Real Estate
- Dale Matthews, Project Manager, Office of Information Technology
- Alan Etter, Vice President of University Relations & Public Affairs
- Graeme Baxter, Provost and Vice President for Academic Affairs

12:00 p.m. – 1:00 p.m.  Break for Lunch on Your Own

1:00 p.m. – 2:15 p.m.  Internationalizing the Curriculum

- Denis Antoine, Director, Office of International Programs and Exchange, Office of the Provost

Location: Building 44-A03

2:15 p.m.  Interactive Discussion:

Colleague to Colleague—Why, What, and How About Learning Outcomes Assessment

- Guy Schroyer, College of Arts and Sciences
- Chigbo Ofong, School of Business and Public Administration
- Abiose Adebayo, School of Engineering and Applied Sciences

All faculty members are expected to attend the day’s events.
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**Wed., January 13th**

Location: TBD

2:00 p.m.  

*Water-Energy Nexis*

- Shahid Chaudhry, Water-Energy Efficiency Program Manager  
  California Energy Commission

**Thurs., January 14th**

Location: Bldg. 42-A06

2:00 p.m.  

*Early Faculty Careers at UDC*

A panel chaired by:

- Rachel Petty, Dean, School of Arts and Sciences
# Professional Development Week: School and College-Wide Meetings

**Tuesday, January 12, 2010**

<table>
<thead>
<tr>
<th>College of Arts &amp; Sciences</th>
<th>10:00 a.m. – 1:00 p.m.</th>
<th>Opening Meeting</th>
<th>Building 41/A03</th>
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<tr>
<td>5:30 p.m.</td>
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<td>Adjunct Meeting</td>
<td>Building 41/A03</td>
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| Community College         | 8:30 a.m. – 9:00 a.m.  | Continental Breakfast | Fireside Inn |
|                          | 9:00 a.m. – 9:45 a.m.  | Welcome and Plenary Speaker (TBA) | Fireside Inn |
|                          | 9:45 a.m.-10:00 a.m.   | Break               |                 |
|                          | 10:00 a.m. – 11:15 a.m. | Concurrent Sessions | Building 39 (Topics/rooms TBD) |
|                          | 11:15 a.m.-11:30 a.m.  | Break               | Building 39 (Topics/rooms TBD) |
|                          | 11:30 a.m. – 12:45 p.m. | Concurrent Sessions | Building 46, Auditorium Lobby |
|                          | 1:00 p.m. – 2:00 p.m.  | Closing Luncheon   |                 |

| Community Outreach & Extension Service | 10:00 a.m. – 1:00 p.m. | Opening Meeting | Building 44-A03 |

| Division of Learning Resources  | 9:30 a.m. – 10:30 a.m. | Opening Meeting | Building 41-201 |

| School of Business & Public Administration | 9:00 a.m. – 12:00 p.m. | Opening Meeting | IntelSat, 7th Floor, Conference Room |
|                                             | 12:00 p.m. – 1:00 p.m. | Lunch            |                 |
|                                             | 1:00 p.m. – 4:00 p.m.  | Departmental Meetings |               |

| School of Engineering & Applied Sciences  | 9:00 a.m. – 11:00 a.m. | Opening Meeting | Building 42-A06 |
|                                           | 2:00 p.m. – 4:00 p.m.  | Departmental Meetings |         |
|------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 10:00 | Workshop Session (Topic 1) Bb Basics (For Beginners) 10:00 am to Noon [Facilitator: Suzan Harkness] LOCATION: E-lab 41/105 | Workshop Session (Topic 3) Bb Grade Center 10:00 am to Noon [Facilitator: Ed Jones] LOCATION: 41/105 | Workshop Session (Topic 5) Bb Groups 10:00 am to Noon Facilitator: Ed Jones] LOCATION: 41/105 | Workshop Session (Topic 7) Bb Safe Assign 10:00 am to Noon [Facilitator: Ed Jones] LOCATION: 41/105 | Workshop Session (Topic 9) WIMBA Classroom 10:00 am to Noon [Facilitator: Ed Jones] LOCATION: 41/105 |
| 11:00 | Workshop Session (Topic 2) Bb Discussion Board [Facilitator: Ed Jones] LOCATION: 41/105 | Q & A Session 1 2:00pm to 3:00pm Bb Basics (For Beginners) [Facilitator(s): Ruth Lawrence, DeJohn Davis and Maria Washington] LOCATION: 41/201 | Workshop Session (Topic 4) Bb Assessment Tests and Surveys [Facilitator(s): Ed Jones] LOCATION: 41/106-b | Workshop Session 2 1:00pm to 3:00pm Bb Assessment Tests and Surveys [Melba Broome and Michael Fitzgerald] LOCATION: 41/105 | Workshop Session (Topic 10) Bb Assignment [Facilitator(s): External] LOCATION: 41/510 |
| Noon | | | | | |
| 1:00 | Workshop Session (Topic 11) Podcasting and video for the classroom [Facilitator: Suzan Harkness] LOCATION: 41/106-b | | Q & A Session 2 2:00pm to 3:00pm Bb Assignments [Facilitator: Suzan Harkness] LOCATION: 41/106-b | | |
| 3:00 | | | | | |
## UDC Professional Development Schedule – (Faculty J-Term)

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<th>Monday</th>
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<tr>
<td><strong>January 11, 2010</strong></td>
<td><strong>January 12, 2010</strong></td>
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<tr>
<td>9:00</td>
<td><img src="41/201" alt="LRD Meeting" /> 9:30am to 10:30pm</td>
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<td>2:00</td>
<td><img src="41/106b" alt="Workshop Session (Facilitator(s):)" />2:00pm to 4:00pm</td>
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<td>3:00</td>
<td><img src="41/510" alt="Serials Solutions" /> Facilitator(s): [Melba Broome and Michael Fitzgerald] LOCATION: 41/510</td>
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<td>4:00</td>
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LRD Descriptions of January-Term Workshops

WORKSHOP 1: Blackboard Basics (For Beginners)

Instructor: Suzan Harkness

Time & Location: Monday, January 4th - 10:00 am - Noon - E-Lab 41/105

In this hands-on workshop for beginners, participants will learn basic features of Blackboard. It will guide the participants through tasks and decisions for setting up a course site and include visual and course design, banners and menus, as well as some housekeeping tools.

Learning Outcomes:

- Log-in;
- Update Profile;
- Create & Modify Course Menu;
- Post Class Announcements;
- Upload Course Documents;
- Communicate with Students.

WORKSHOP 2: Blackboard – Discussion Board

Instructor: Ed S. Jones

Time & Location: Monday, January 4th - 2:00 pm - 4:00 pm - E-Lab 41/106b

The Discussion Board in Blackboard has many features that enable your students to be active participants in the construction of knowledge. This workshop will provide a hands-on introduction to the tool and the participants will learn to:

- Create discussion forums and email subscriptions;
- Manage discussions which includes: organizing forums, setting up dates and time, tagging threads, modifying or copying forums;
- Create and reply to a thread post and rate posts;
- Moderate discussions;
- Grade discussion participations;
- Rated discussions and posts;
- Best practices.
WORKSHOP 3: Blackboard – Grade Center

Instructor: Ed S. Jones

Time & Location: Tuesday, January 5th - 10:00 am - Noon - E-Lab 41/105

The Grade Center enables the instructor to record, post course grades, and calculate the totals. This hands-on workshop will include:

- Set up the Grade Center – add, modify, and remove grade items, change item order, modify display options and create smart views;
- Retrieve and review grade details by item or by student;
- Enter and modify grades;
- Customize letter grade scheme;
- Weigh grades;
- How students access their grades and view feedback from the instructor.

WORKSHOP 4: Blackboard – Assessment (Tests and Surveys)

Instructor: Ed S. Jones

Time & Location: Tuesday, January 5th - 2:00 pm – 4:00 pm - E-Lab 41/106b

The assessment tools include Test, Survey and Pool Managers. The topics in this hands-on workshop include:

- Create Tests and specify creation settings;
- Test question types;
- Deploy Tests and set up Test options;
- View and grade Tests;
- Modify test grades and clear attempts;
- View students’ answer statistics;
- Export and Import a test;
- Create surveys;
- Pool manager.
WORKSHOP 5:  Blackboard – Groups

Instructor: Ed S. Jones

Time & Location:  Wednesday, January 6th  - 10:00 am - Noon - E-Lab 41/105

The group feature allows course instructor to create groups within a class and set up group activities such as discussion forums, file exchange and online chatting. In this hands-on workshop the following topics will be covered:

- Create a group;
- Assign students to a group;
- Set up group activities and create group discussion forums;
- Best practices: key elements for success.

WORKSHOP 6:  Blackboard – Assignments

Instructor: Suzan Harkness

Time & Location:  Wednesday, January 6th - 2:00 pm- 4:00 pm - E-Lab 41/106b

The Assignment tool provides a centralized place that allows course instructors to post, collect and download assignments. After reviewing and commenting on the assignments, the instructor can assign grades and send the marked assignments back to students. This workshop will guide you to:

- Create an assignment;
- Download single or all assignments;
- Review and grade an assignment;
- Add feedback and send marked assignments back to students.

WORKSHOP 7:  Blackboard – SafeAssign

Instructor: Ed S. Jones

Time & Location:  Thursday, January 7th - 10:00 am - Noon - E-Lab 41/105
SafeAssign is a tool used to encourage original writing and proper citation practices within a course. Participants will learn to create a SafeAssignment using this tool:

- Create a SafeAssignment and choose various options;
- View, interpret and grade the submission of a SafeAssignment;
- Manage SafeAssignments.

**WORKSHOP 8: Blackboard – Early Warning System: Tools for keeping students on-track**

**Instructor: Ed S. Jones**

**Time & Location: Thursday, January 7th - 2:00 pm- 4:00 pm - E-Lab 41/105**

In this workshop participants will learn various tools that help an instructor check and make sure students are on-track. These include:

- Monitor student progress using the course Performance Dashboard;
- View Course Statistics;
- Use Early Warning System;
- Use Adaptive Release to personalize a lesson.

**WORKSHOP 9: Wimba Classroom**

**Instructor: Ed S. Jones**

**Time & Location: Friday, January 8th - 10:00 am - Noon - E-Lab 41/105**

Wimba Classroom allows educators and students to build relationships by combining interactive technologies with instructional best practices. Wimba classroom is a live, virtual classroom environment with robust features that includes audio, video, application sharing and content display. In this hands-on workshop participants will learn how to:

- Extend the classroom beyond walls;
- Create audio, video, chat, whiteboard, and polls;
- Share applications;
- Create collaborative groups.
WORKSHOP 10: Wimba Voice and Pronto

Instructor: Ed S. Jones

Time & Location: Friday, January 8th - 2:00 pm - 4:00 pm - E-Lab 41/105

Wimba Voice is a web-based voice solution that facilitates and promotes vocal instruction, collaboration, coaching, and assessment. Wimba Voice incorporates the use of threaded voice boards, voice-enabled email, embedded voice within course pages, integrated gradebooks, as well as live group discussions and debates, which increase the interaction and student engagement level.

Wimba Pronto the only instant messaging system designed for education, enables students and teachers to uniquely replicating the exchange of ideas and communication that happens naturally in physical space. Wimba Pronto also helps schools and institutions meet the requirements of 21st Century learners by delivering campus services, office hours, library services, or tutoring sessions online.

- Voice Discussion Boards;
- Embedded Voice within Course Pages
- Voice-Enabled E-Mail
- Set up virtual office hours or online tutoring sessions

WORKSHOP 11: Podcasting & Video for the Classroom

Instructor: Suzan Harkness

Time & Location: Monday, January 4th - 1:00 pm – 3:00 pm - 41/105

In this session, you will gain hands-on experience recording an audio file using audacity, compressing to MP3 format and uploading to Bb. You will also learn how to use the Flip video recorder to record and create short video content for your course.

- Create audio Mp3 files
- Record video and create a short movie clip
WORKSHOP 12: SoftChalk

Instructor: (TBD)

Time & Location: Monday, January 11th - 2:00 pm – 4:00 pm - E-Lab 41/106b

WORKSHOP 13: Hybrid and Online Teaching - Essential Planning Tips & Steps – Taking your Traditional Course to the Online Environment

Instructor: Nada Dabbagh, Ph.D.

Time & Location: Friday, January 8th - 2:00 pm – 4:00 pm - E-Lab 41/105

Professor Dabbagh’s presentation will discuss and provide examples of the following:

- Instructional theories as they apply to hybrid and online learning;
- Behaviorist versus constructivist approaches in web-based learning environments;
- Synchronous and asynchronous teaching strategies

Understanding these theories and strategies inform instructors and equip them with skills to shift traditional course content into effective hybrid and online learning environments that engage, stimulate, and facilitate learning.

WORKSHOP 14: Serials Solutions: Finding Journals and Electronic Books

Instructor: Melba Broome and Dr. Michael Fitzgerald

Time & Location: Wednesday, January 6th - 2:00 pm – 3:00 pm - E-Lab 41/105

Tuesday, January 12th - 2:00 pm – 3:00 pm - E-Lab 41/510

This workshop is designed for all users of the journals and electronic books held by LRD, whether stand-alone subscriptions or those included within large databases. Our new tool provides much-improved access to the 30,000+ full-text journal titles and 40,000+ electronic books currently in the collection. Learn how it works and how to use it to find what you need.