

PROFESSIONAL DEVELOPMENT CALENDAR

MAY 19 – JUNE 2, 2008

Howard Community College provides faculty with the opportunity for extensive professional development and curriculum-related discussions during the August, January, and May Professional Development Weeks. The Professional Development Calendar details all of the weekday offerings and highlights faculty development sessions to stand out. While originally developed for full-time faculty, adjunct faculty are invited to participate.

Detailed information related to All-Faculty Evening and Adjunct Development Saturday is published separately from the Professional Development Calendar. Held twice a year, All-Faculty Evening provides the opportunity for all faculty to meet and dine with their division, to learn what is new at the college, and to talk about teaching and learning. In-depth orientation and faculty development sessions for adjunct faculty are offered during Adjunct Development Saturday.

For up-to-date information please access Faculty Development Resources on the Intranet:
http://intranet.howardcc.edu/Faculty_Resources/index.html

HCC Express INTRANET Registration Procedures

If you experience problems registering –

Please call HELP Desk 410-772-4444 or e-mail HelpDesk@howardcc.edu

Go to <http://intradev.howardcc.edu/>

Click on **HCC Express** (left side of page)

On Campus User Instructions:

1. Click on **Click Here to Access HCC Express**
2. Click on the **Log In** tab (blue bar-top of page under HCCEXpress.net)
3. Enter your **Login** (1st initial of FN + 1st seven letters of your LN + last 4 digits of colleague ID#, no spaces) and your **Password** - Click **Submit**
4. Click on **Employees Menu** (burgandy bar-right side of page)
5. Click on **Register/Drop Classes** (under Registration/Professional Development-right side of page)
6. Click on **To add classes to your Preferred Sections**, [click here](#) (1st sentence-top of page)
7. Enter the **HCC Express #** under “**synonym**”. Tab over to “**term**” and select “**Prov Dev Fy 2008**” option from the drop down menu. Other fields remain blank.
8. Click **Add to Preferred** (red button-bottom of page)
9. Click on drop-down menu under **Action** and select **Register**
10. Click **Submit** (red button-bottom of page) and check your schedule
11. Click on **Logout** button when finished (red section-top of page)

Off Campus User Instructions:

1. Click on **HCCEXpress.net** (click Yes in Security Alert window)
2. Click on **Log In** (blue bar-top of page under HCCEXpress.net)
3. Enter your **Login** (1st initial of FN + 1st seven letters of your LN + last 4 digits of colleague ID#, no spaces) and your **Password** - Click **Submit**
4. Click on **Employees Menu** (burgandy bar-right side of page)
5. Click on **Register/Drop Classes** (under Registration/Professional Development-left side of page)
6. Follow steps 6-11 above to finish

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Final Edition

Time	Monday, May 19		
8:30			
9:00	DEAM (Developmental Association of Maryland) Spring Conference Community College of Baltimore County Essex Campus www.mddeam.org 9:00-3:00		
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00		Service Learning HCC Express # 3352 <i>Carol Parreco (x4432)</i> <i>Lunch and Learn with Service Learning Faculty. Join us for lunch as we reflect on this pas semester and look ahead to the fall. This session is open to current Service Learning faculty and faculty who are interested in Service learning. After lunch we will demonstrate an interactive minilesson you can use with your students.</i> 11:30-1:00 RSVP required (x4432) ELB 218	Nursing Faculty Meeting <i>Georgene Butler (x4414)</i> *Required for Nursing Faculty* Nurse planning and Curriculum Meeting Breakfast & Lunch provided 8:30-4:30 RCF 339
1:30		Online Faculty Meeting <i>Virginia Kirk (x4911)</i> Wrap up for the year and learn about new software. 1:30-3:00 ELB 209	
2:00			
2:30			
3:00			
3:30			
4:00			
4:30			

Professional Development Sessions are highlighted in blue. HCC Express synonym numbers are included next to Professional Development sessions on the calendar to allow faculty to register through HCC Express for better tracking of participation in development activities and for individual professional development records.

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Time	<i>Tuesday, May 20</i>	
	<p>Maryland Mathematics Association of Two Year Colleges Spring Conference 8:30-12:00 N 220 1:00-4:00 Hickory Ridge Building For more information, please contact <i>Bernie Sandruck (x4934)</i></p>	
9:00-9:30		<p style="text-align: center;">LXR Training HCC Express # 3171 <i>Sharon Pierce(x4647)</i> Full-Time Nursing Faculty Software update training in preparation for online testing. 9:00-5:00 N228</p>
9:30-10:00		
10:00-10:30		
10:30-11:00		
11:00-11:30		
11:30-12:00		
12:00-12:30		
12:30-1:00		
1:00-1:30		
1:30-2:00	<p>Rouse Scholars Faculty Meeting <i>Jerry Casway (x4880)</i></p>	
2:00-2:30	<p>1:30-2:30 ST 146</p>	
2:30-3:00	<p>Women's Studies Advisory Group <i>Helen Mitchell (x4980)</i></p>	
3:00-3:30	<p>For people from HCC and from the community 2:30-3:30 HPVA 200 A (Conf. Rm.)</p>	
3:30-4:00		
4:00-4:30		
4:30-5:00		

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Wednesday, May 21 – Division Meetings

Arts and Humanities	10:00-1:00	HVPA 145
Business/Computer Systems	No meeting	
English/World Languages Division	9:30-12:00	ELB 210
Mathematics Division	9:30-3:00	RCF 339
Science and Technology Division	10:00-1:00	ELB 217
Social Sciences/Teacher Education	9:00-12:00	RCF 232

Time	Wednesday, May 21		
9:00-9:30		<p style="text-align: center;">LXR Training HCC Express # 3172 Sharon Pierce(x4647) Full-Time Nursing Faculty Software update training in preparation for online testing. 9:00-3:00 N228</p>	
9:30-10:00			
10:00-10:30			
10:30-11:00			
11:00-11:30			
11:30-12:00			
12:00-12:30			
12:30-1:00			
1:00-1:30			<p style="text-align: center;">Book Connection Planning Luncheon Linda Wiley (x4951) The Book Connection invites all interested faculty and staff to join us for lunch and a discussion of the Book Connection Project and its possibilities. No previous participation is needed. 12:30-2:00 RSVP required (x4951) or lwiley@howardcc.edu by 5/16 for an accurate lunch count ELB 202</p>
1:30-2:00	<p style="text-align: center;">ENGL 207 Faculty Theresa Madden (x4833) ENGL 207 faculty are invited to share ideas, selections, and plans for the course. Refreshments will be served 1:30-2:30 ELB 230</p>		
2:00-2:30			
2:30-3:00			
3:00-3:30			
3:30-4:00		<p style="text-align: center;">Faculty Forum Linda Wiley (x4951) Please join us for our final meeting of the year. See the plans for the new library and vote for officers for 2008-2009 3:30-5:00 N 236</p>	
4:00-4:30			
4:30-5:00			

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Thursday, May 22

Behavioral Intervention Team and Campus Safety Update

HCC Express # 3173

Janice Marks (x4617)

10:00-11:30

N236

Come hear what's new in developing strategies for behavioral intervention for students, including the formation of a Behavioral Intervention Team (BIT), the monthly faculty support group, developing a culture of reporting, and the upcoming training session with Brett Sokolow. Have you ever wanted to know the behind the scenes process for a student code of conduct or suspicious behavior complaint? Also, Bob Marietta (Safety Bob) will do an update on some of the physical and procedural safety measures that we have implemented since our professional development session last August such as installing emergency clocks, the emergency notification system, and HCC's new quick reference guide for general emergency actions. There will be plenty of time for questions/answers.

Convocation

12:00-12:30 Innovation Fair

12:30-1:15 Lunch

1:15-3:45 Convocation

4:00-4:30 Dragon Walk Ribbon Cutting

Time	Friday, May 23		
9:00-9:30	Health Care Provider CPR Recertification HCC Express # 3355 <i>Sharon Pierce (x4647)</i> For Health Sciences Division RSVP required (x4647) 9:00-1:00 N 232	Schoenbrodt Honors Retreat <i>Steve Horvath (x4939)</i> What is the "Honors Experience"? The topic of our first Schoenbrodt retreat will focus on what makes for an honors experience inside our classes and within our program. Faculty teaching honors classes and seminars are asked to attend. 9:00-1:00 RCF 232	
9:30-10:00			
10:00-10:30			
10:30-11:00			
11:00-11:30			
11:30-12:00			
12:00-12:30			
12:30-1:00			
1:00-1:30		Creating an Electronic Gradebook Using Excel HCC Express # 3176 <i>Jill Romanowski</i> 1:00-2:30 ELB 118	
1:30-2:00			
2:00-2:30	Ethics Across the Curriculum Steering Committee <i>Theresa Madden (x4833)</i> We will review the year and develop ideas for the fall. Refreshments will be served. 2:00-3:00 RCF 120 B		
2:30-3:00			
3:00-3:30			

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Monday, May 26 - MEMORIAL DAY, COLLEGE CLOSED

FACULTY DEVELOPMENT MINI CONFERENCE

Time	Tuesday, May 27		
9:00-9:30	Faculty Learning Communities 101 HCC Express # 3174 <i>Linda Wiley (x4951)</i> <i>Laura Yoo (x4281)</i> All faculty and staff members interested in Faculty/Professional Learning Communities are invited to learn more and brainstorm good topics for future HCC learning communities. All past FLC members, along with potential future members, are especially invited. 9:30-10:30 ELB 217	Using PowerPoint 2007 HCC Express # 3353 <i>Nanette Deberry (x7923)</i> This workshop will cover the basics of the news version of PowerPoint. RSVP required (x7923) or ndeberry@howardcc.edu 9:30-11:45 ELB203	
9:30-10:00			
10:00-10:30			
10:30-11:00			
11:00-11:30			
11:30-12:00	County Budget Update with President Hetherington Lunch Provided N 236		
12:00-12:30			
12:30-1:00			
1:00-1:30	Retention Committee <i>Margaret Garroway (x4678)</i> The Retention Committee is having its final meeting for the year. We will discuss upcoming retention initiatives. Light refreshments provided 2:30-4:00 ELB 202	How to Create and Use Focused Media Files HCC Express # 3354 <i>Jeff Fairbanks (x4621)</i> Creating media files for classroom use can be challenging. Learn easy techniques for assembling the parts you need to make media files and how to use them. 1:00-3:00 TBD	Sharing Ideas for Teaching Psychology HCC Express # 3175 <i>Susan Keach Sweeney (x4112)</i> <i>Peggy Armitage (x4890),</i> <i>Maureen Schuler</i> This session is designed for full-time and adjunct faculty who teach Psychology 101, to share teaching ideas. Please bring your syllabus and teaching materials Lunch provided RSVP required, (x4112) 1:15-4:15 ELB 230
1:30-2:00			
2:00-2:30			
2:30-3:00			
3:00-3:30			
3:30-4:00			
4:00-4:30			

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FACULTY DEVELOPMENT MINI CONFERENCE

Time	Wednesday, May 28	
9:00-9:30	<p>Let Learning S.E.E.P. In: Using Multiple Memory Pathways for Long-Term Retention HCC Express # 3177 <i>Willy Wood</i> <i>Margaret Garroway (x4678)</i></p> <p>For years, the “cram today, forget tomorrow” model of instruction and assessment has dominated the typical American classroom. How can we replace this outdated model with one that promotes long-term retention? Easy! Using the S.E.E.P. model (Semantic + Episodic + Emotional + Procedural), long term retention is virtually ensured! Get ready to participate in this action-packed session!</p> <p>9:00-11:45 RCF 340 (LAC)</p>	
9:30-10:00		
10:00-10:30		
10:30-11:00		<p>Learning Beyond the Lecture HCC Express # 3180 <i>Tracie Palm (x4024)</i></p> <p>Looking for new ways to engage your students? Learn and brainstorm techniques to get students invested in your class and the content, as well as the campus at large.</p> <p>RSVP required (x4024) 10:45-11:45 N 103</p>
11:00-11:30		
11:30-12:00		
12:00-12:30	<p>Lunch with S.E.E.P. Speaker HCC Express # 3178 <i>Margaret Garroway (x4678)</i></p> <p>Enjoy lunch with S.E.E.P. speaker, Willy Wood. Discuss brain-based teaching and learning strategies from the workshop session or his previous ones in January.</p> <p>RSVP required (x4678) 12:00-12:45 RCF 340 (LAC)</p>	
12:30-1:00		
1:00-1:30	<p>Tune In To Learning: Using Music to Manage Mood and Increase Learning HCC Express # 3179 <i>Willy Wood</i> <i>Margaret Garroway (x4678)</i></p> <p>Are you ready to rock and roll? In this fun, interactive session, Willy explores ways you can use music to manage your students’ mood and learning states (calming them down, getting them excited, making them feel good) and increase their learning (using music as a mnemonic device). In addition, you will learn how to use music for special purposes such as class beginnings and endings, transitions, and breaks. Willy shares specific artists and titles and offers tips on getting started right away.</p> <p>1:00-3:45 RCF 340 (LAC)</p>	
1:30-2:00		
2:00-2:30		
2:30-3:00		
3:00-3:30		
3:30-4:00		
4:00-4:30		

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Thursday, May 29

Patuxent Project – A Passion for Place

HCC Express # 3366

Join us for a three-part workshop with guest speaker Ned Tillman, Principal Advisor for *Growth Adventures: Creating a Sustainable Future*, Derek Smith, CEO of *Derek Smith & Associates*, paper & environment consultants, other special guests, and HCC faculty & staff experts!
RCF 401 (all sessions)

Session I: (9-11 a.m.): Overview/History of Project: What's in a Name?; Definitions of Sustainability; Sustainability/Environmental Connections on Campus; Connections with Teaching (part I): Sustainability and Pedagogy.

Session II: (11-1): Sustainable Food (aka lunch); Trail Project Walk (identifying native/invasive species)

Session III: (1:15-3:30): Assessing Learning/Interdisciplinary Insights; Connections with Teaching; "Activity on Place"; Reflection, Sharing Resources (Environmental book table)

RSVP required: Aimee J. Gibney: agibney@howardcc.edu or Shelly Bilello: mbilello@howardcc.edu

Nursing Faculty Meeting

Georgene Butler (x4414)

Required for Nursing Faculty

Nurse planning and Curriculum Meeting

Breakfast & Lunch provided

8:30-4:30

RCF 339

Time	Friday, May 30
9:00	
9:30	
10:00	
10:30	<p>Information Literacy Workgroup <i>Laura Yoo (x4281)</i> <i>Gail Hollander (x4633)</i> The group will review 2007-08 and make program plans for next academic year. RSVP required (x4281) 9:30-11:00 Breakfast will be provided ELB 230</p>
11:00	
11:30	
12:00	
12:30	
1:00	

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<i>Monday, June 2</i>		
9:00-9:30	Working with ESL Students	
9:30-10:00	HCC Express # 3181 Sarah Saxer (x4553) Minah Woo (4724) A overview of the cultural issues that may impact interactions in the classroom and suggest ideas for working with ESL students RSVP required (x4553) 9:00-10:00 ELB 108	
10:00-10:30		
10:30-11:00		
11:00-11:30		
11:30-12:00		
12:00-12:30		
12:30-1:00		New Faculty Luncheon and Meeting for First, Second and Third Year Full-Time Faculty Jude Okpala (x4058) <i>*Required for 1st and 2nd year faculty*</i> Discussion of past and future years as probationary faculty. <i>**Lunch To Be Provided**</i> 12:30-2:00 ELB 202
1:00-1:30		
1:30-2:00		
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