



**INDIANHILLS**  
COMMUNITY COLLEGE

*Life. Changing.*

**2023**

# **PROFESSIONAL DEVELOPMENT CATALOG**





# PROFESSIONAL DEVELOPMENT COURSES

## AUGUST-DECEMBER 2023

### Assessment

#### Authentic Assignments and Assessments

**Facilitators:** Jeff Henderson, Martin Blomme and Daniel Earnest

**Description:** No one likes busy work; students don't like doing it and teachers don't like grading it! Our job as instructors is to make sure we are designing our instruction to ensure we get our students to their established outcomes. To accomplish that, we need to make sure the content we deliver, the instructional strategies we use, and the assessments we put in place are all aligned with those outcomes. If one component is out of alignment, chances are we will not see our students reach the desired outcomes, or it will be more difficult for them to do so. Join this session to explore how to create that alignment and engage students in work worth doing.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Lesson Planning/Constructivism, Backwards Design for Course Development, Curriculum Mapping (SPOL)

**Zoom Link:** <https://ihcc.zoom.us/j/95737441019> **Meeting ID:** 957 3744 1019

**NeoEd Link:** [Learner Catalog - InstructorLed - Authentic Assignments and Assessments - Session details \(neoed.com\)](#)

📅 **September 7, 2023**

🕒 **7:30 am**

📍 **TLC Classroom**

#### Using Item Analysis in MyHills to Evaluate Assessment Items

**Facilitators:** Libby Serkies and Emily Mason

**Description:** Item analysis provides statistics on overall performance, test quality, and individual questions. This data helps you recognize questions that might be poor discriminators of student performance.

Uses for item analysis:

- Improve questions for future test administrations or to adjust credit on current attempts
- Discuss test results with your class
- Provide a basis for remedial work
- Improve classroom instruction

Example: After the item analysis, you notice that the majority of students answer one question incorrectly. Why the low success rate?

- Is the wording of the question confusing?
- Are the answer options unclear?
- Were students given the right content to learn to successfully answer this question?
- Was the content to learn easily accessible and clear?

Based on what you discover, you can improve the test question, so it truly assesses what students know or don't know.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** MyHills-Gradebook, MyHills-Creating Assessments

**Zoom Link:** <https://ihcc.zoom.us/j/97838792854> **Meeting ID:** 978 3879 2854

**NeoEd Link:** [Learner Catalog - InstructorLed - Using Item Analysis in MyHills to Evaluate Assessment Items - Session details \(neoed.com\)](#)

📅 **September 11, 2023**

🕒 **7:30 am**

📍 **TLC Classroom**

## The Data Indicates \_\_\_\_\_, Now What?

**Facilitators:** Stephanie Holliman-Ginkens and Libby Serkies

**Description:** You have been gathering formative and even summative assessment data, but what does it all mean? What are you supposed to do with the data? How do you use the data to make instructional and program decisions? Come to this session to get these and other questions answered!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Data! Data! Data!, SPOL

**Zoom Link:** <https://ihcc.zoom.us/j/93508084921> **Meeting ID:** 935 0808 4921

**NeoEd Link:** [Learner Catalog - InstructorLed - The Data Indicates \\_\\_\\_\\_\\_, Now what? - Session details \(neoed.com\)](#)

 **October 10, 2023**

 **12:00 pm**

 **TLC Classroom**

## Data! Data! Data! - Making Sense of it All

**Facilitators:** Stephanie Holliman-Ginkens and Libby Serkies

**Description:** What does the data we collect in our programs really tell us? How do we use data to make decisions regarding content, delivery, or assessment methods? As an institution, we have placed a significant amount of resources and energy toward gathering and using data. This session will break down how your work in the classroom impacts your overall program success, and how you can know specifically where your opportunities to influence your program outcomes really live.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** The Data Indicates \_\_\_\_\_, Now What?

**Zoom Link:** <https://ihcc.zoom.us/j/93036295770> **Meeting ID:** 930 3629 5770

**NeoEd Link:** [Learner Catalog - InstructorLed - Data! Data! Data! - Making Sense of it All - Session details \(neoed.com\)](#)

 **October 18, 2023**

 **7:30 am**

 **North Campus 115**

## Creating Exam/Quiz Questions that REALLY Assess Student Learning

**Facilitators:** Libby Serkies and Emily Mason

**Description:** Assessments are an integral part of the learning process; there's no getting around that. You may be using a publisher's test/quiz, you may have "inherited" the assessments you're currently using, or you may have created the assessments yourself. You may use a rubric to assess proficiency with a hands-on task or project. If you ever found yourself wondering whether the assessment(s) you use are really assessing what students know, this session is for you. We will ask that you come to the session with some assessments you currently use, along with the PLOs and SLOs they are tied to. We will use Bloom's Revised Taxonomy to examine the alignment of the assessment and the outcomes; and further, we will demonstrate how to easily elevate or evaluate the appropriateness of the questions/tasks. This will be an active learning session so be prepared to participate and move around!

**Audience:** Faculty, Adjunct and CEP Instructors

**Connections:** Authentic Assessments, Common Assessments, Meaningful Feedback

**Zoom Link:** <https://ihcc.zoom.us/j/99969358065> **Meeting ID:** 999 6935 8065

**NeoEd Link:** [Learner Catalog - InstructorLed - Creating Exam/Quiz Questions that REALLY Assess Student Learning - Session details \(neoed.com\)](#)

 **October 18, 2023**

 **3:30 pm**

 **TLC Classroom**

## Common Assessments

**Facilitators:** Lori Kielkopf and Kim Dreaden

**Description:** Have you ever heard of an FLC (Faculty LearningCommunity)? An FLC is a team of educators who work collaboratively to enhance their instructional content, methods, and assessments to create a learning environment where all students can reach their fullest potential. In many FLCs, faculty use common assessments to determine the most effective instructional strategies for a given topic. Although this seminar is geared toward program directors and teams of faculty who are interested in learning about FLCs, and common assessments is welcome to attend.

**Audience:** Program Directors, Deans, Department Chairs, Associate Deans, and Executive Deans

**Connections:** FLCs

**Zoom Link:** <https://ihcc.zoom.us/j/99542102391> **Meeting ID:** 995 4210 2391

**NeoEd Link:** [Learner Catalog - InstructorLed - Common Assessments - Session details \(neoed.com\)](#)

 **December 11, 2023**

 **3:30 pm**

 **ATC108**

## SPOL

**Facilitators:** Stephanie Holliman-Ginkens and Emily Mason

**Description:** This session is designed for faculty new to SPOL (but anyone is welcome). We will be doing a deep dive into the assessment component of SPOL. We will investigate how to navigate around SPOL, how to set up your favorites, and how to determine what criteria and measures are tied to your Program Learning Outcomes (PLOs).

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** The Data Indicates \_\_\_\_\_, Now What?, Curriculum Mapping (SPOL), Data! Data! Data!

**Zoom Link:** <https://ihcc.zoom.us/j/96396934160> **Meeting ID:** 963 9693 4160

**NeoEd Link:** [Learner Catalog - InstructorLed - SPOL - Session details \(neoed.com\)](#)

 **December 13, 2023**

 **3:30 pm**

 **North Campus 115**

# Culture

## Trauma, Anxiety, and Mental Health in the Classroom

**Facilitators:** CPRC and Emily Mason

**Description:** Each student who enters a classroom has varying experiences that shape and mold who they are. When we understand how trauma, anxiety and mental health affect our students, we are better prepared to help them overcome and grow. Creating safe places to talk, share and find resources while also learning content knowledge.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Micro-messaging/Micro-aggressions, LGBTQIA+ Students in the Classroom

**Zoom Link:** <https://ihcc.zoom.us/j/97811254034> **Meeting ID:** 978 1125 4034

**NeoEd Link:** [Learner Catalog - InstructorLed - Trauma, Anxiety and Mental Health in the Classroom - Session details \(neoed.com\)](#)

 **September 19, 2023**

 **7:30 am**

 **RH108**

## Emotional Intelligence

**Facilitators:** Ashleigh Richmond and Emily Mason

**Description:** Learning how to effectively manage and grow our emotional intelligence is a constant journey. Emotional intelligence is the ability to identify, grow and express one's emotions in an effective manner conducive to maintaining relationships. Establishing where you are on your journey to emotional intelligence and understanding that it is not a final destination but a fluid and ever moving point within our lives.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Work-Life Balance, Effective Communication

**Zoom Link:** <https://ihcc.zoom.us/j/93989909897> **Meeting ID:** 939 8990 9897

**NeoEd Link:** [Learner Catalog - InstructorLed - Emotional Intelligence - Session details \(neoed.com\)](#)

 **September 25, 2023**

 **3:30 pm**

 **ATC108**

## Micro-messaging/Micro-aggressions

**Facilitators:** Modern Learners and Libby Serkies

**Description:** Sometimes we say things that give unintended messages that can make people feel disparaged or marginalized. Sometimes the resources we use also have wording or examples that also can lead to those same feelings. This session, led by Modern Learners presenters, will guide us in how to identify and remove micro-messaging and micro-aggressions in our daily communication.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** LGBTQIA+ Students in the Classroom, Trauma, Anxiety, and Mental Health in the Classroom

**Zoom Link:** <https://ihcc.zoom.us/j/95551647783> **Meeting ID:** 955 5164 7783

**NeoEd Link:** [Learner Catalog - InstructorLed - Micro-messaging/Micro-aggressions - Session details \(neoed.com\)](#)

 **October 5, 2023**

 **12:00 pm**

 **TLC Classroom**

## Faculty Learning Communities (FLCs)

**Facilitators:** Craig Leager and Libby Serkies

**Description:** How often have you found yourself thinking about how much you'd LOVE to be able to talk to your colleagues about something you're experiencing in one of your classes – but you just do not have the time? Making collaboration among colleagues a priority is what an FLC is all about. Being able to bounce ideas off one another, think deeply and critically about your instructional practices, and how you help move your students successfully through their courses of study are just some of the components of an FLC. Join us in this session to learn more!

**Audience:** Program Directors, Deans, Department Chairs, Associate Deans, and Executive Deans

**Connections:** Common Assessments

**Zoom Link:** <https://ihcc.zoom.us/j/93734904754> **Meeting ID:** 937 3490 4754

**NeoEd Link:** [Learner Catalog - InstructorLed - Faculty Learning Communities \(FLCs\) - Session details \(neoed.com\)](#)

 **October 25, 2023**

 **7:30 am**

 **TLC Classroom**

## Effective Communication

**Facilitators:** Ashleigh Richmond and Libby Serkies

**Description:** Have you ever felt like you say something, but it is not perceived well by others? In this seminar we will look at how to effectively use concise language and communication skills to check for understanding and build rapport in how we communicate with others.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Work-Life Balance, Emotional Intelligence

**Zoom Link:** <https://ihcc.zoom.us/j/94617306801> **Meeting ID:** 946 1730 6801

**NeoEd Link:** [Learner Catalog - InstructorLed - Effective Communication - Session details \(neoed.com\)](#)

 **November 1, 2023**

 **3:30 pm**

 **TLC Classroom**

## Work-Life Balance

**Facilitators:** Andy Summers and Emily Mason

**Description:** Have you ever taken work home with you, whether it is a project or a thought that you just could not shake? Learning how to prioritize work while at work and leaving it when it is time to go home for the day is important. Not only does this protect your mental health, but it also helps to prevent burnout in the workplace.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Emotional Intelligence, Effective Communication

**Zoom Link:** <https://ihcc.zoom.us/j/99353089924> **Meeting ID:** 993 5308 9924

**NeoEd Link:** [Learner Catalog - InstructorLed - Work-Life Balance - Session details \(neoed.com\)](#)

 **November 29, 2023**

 **3:30 pm**

 **RH108**

## Cultural Competence

**Facilitators:** Peyton Bakalar and Emily Mason

**Description:** Understanding how others live and how we perceive other view points are the beginning steps to obtaining cultural competence. We do not always have the same experiences, but being able to put ourselves in other shoes and code switch allows us to build bridges between two cultures and work together effectively.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Through the Students' Eyes, International Students

**Zoom Link:** <https://ihcc.zoom.us/j/97532881305> **Meeting ID:** 975 3288 1305

**NeoEd Link:** [Learner Catalog - InstructorLed - Cultural Competence - Session details \(neoed.com\)](#)

 **December 14, 2023**

 **12:00 pm**

 **RH108**

# Curriculum

## Backwards Design for Course Development

**Facilitators:** Felix Grygorcewicz and Libby Serkies

**Description:** You might have heard the term “backwards design” before but may not be entirely sure what it means. Backwards design is simply starting with the end in mind as you plan your assessments, content, and instructional activities. Knowing where you want your students to be at the end of your lesson helps focus you on what you need to do to get them there. Join us in this session to learn about best practices in planning your instruction.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Curriculum Mapping (SPOL), Authentic Assignments and Assessments, Lesson Planning/Constructivism, OER

**Zoom Link:** <https://ihcc.zoom.us/j/99706978663> **Meeting ID:** 997 0697 8663

**NeoEd Link:** [Learner Catalog - InstructorLed - Backwards Design for Course Development - Session details \(neoed.com\)](#)

 **September 12, 2023**

 **12:00 pm**

 **North Campus 115**

## Lesson Planning/Constructivism

**Facilitators:** Andy Summer and Libby Serkies

**Description:** This session builds on the Backwards Design session by specifically targeting how to use it to design a lesson around the Constructivism Theory of Adult Learning. Constructivism is the theory that says learners construct knowledge rather than just passively take in information. As people experience the world and reflect upon those experiences, they build their own representations and incorporate new information into their pre-existing knowledge (buffalo.edu). By relying not just on Backwards Design techniques to ensure we are planning our instruction to get our students to our desired outcomes for them, but when we use Constructivism as our foundational learning theory, we ultimately engage our students in active learning. Join us for this session to put theory and strategies together for reaching student outcomes.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Backwards Design for Course Development, Curriculum Mapping (SPOL), Authentic Assignments and Assessments

**Zoom Link:** <https://ihcc.zoom.us/j/96833161687> **Meeting ID:** 968 3316 1687

**NeoEd Link:** [Learner Catalog - InstructorLed - Lesson Planning/Constructivism - Session details \(neoed.com\)](#)

 **September 21, 2023**

 **12:00 pm**

 **ATC108**

## Teaching LVL Courses

**Facilitators:** Angie Sieren and Libby Serkies

**Description:** We have been learning a great many lessons about how to teach and engage with our learners who take classes remotely. This session will not only cover how to get started teaching an LVL course, but we have learned as far as best practices are concerned. How do you get students to engage, participate and take part in active learning when they are not in the room with you? We will cover these topics and more!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Effective Lecture

**Zoom Link:** <https://ihcc.zoom.us/j/97537517574> **Meeting ID:** 975 3751 7574

**NeoEd Link:** [Learner Catalog - InstructorLed - Teaching LVL Course - Session details \(neoed.com\)](#)

 **September 27, 2023**

 **3:30 pm**

 **RH109**

## Curriculum Mapping (SPOL)

**Facilitators:** Stephanie Holliman-Ginkens and Brandea McCann

**Description:** Curriculum mapping is organizing your content (including the instructional strategies you will use and how you will assess your students) to the outcomes you have for your program and course. In addition to organizing your instruction, mapping allows you to align everything to the established outcomes. Join us to get some hands-on practice in this session.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Lesson Planning/Constructivism, Backwards Design for Course Development, Authentic Assignments and Assessments, OER, SPOL

**Zoom Link:** <https://ihcc.zoom.us/j/93169432791> **Meeting ID:** 931 6943 2791

**NeoEd Link:** [Learner Catalog - InstructorLed - Curriculum Mapping \(SPOL\) - Session details \(neoed.com\)](#)

 **October 11, 2023**

 **3:30 pm**

 **RH108**

# Instruction

## Effective Lectures

**Facilitators:** Craig Leager and Libby Serkies

**Description:** Sometimes lecture gets a bad rap. Many students when asked about lecture picture a snooze-fest. Other students say it is the instructional method that leads to their greatest learning; however, research does not always support that claim. But there is a time, place, and reason to include lecture in your instructional strategies' toolbox. In this session, you will examine when and how to use lecture effectively, and what crucial components will help you compose an effective and accessible lecture.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Teaching LVL Courses

**Zoom Link:** <https://ihcc.zoom.us/j/93204423349> **Meeting ID:** 932 0442 3349

**NeoEd Link:** [Learner Catalog - InstructorLed - Effective Lectures - Session details \(neoed.com\)](#)

 **September 18, 2023**

 **12:00 pm**

 **TLC Classroom**

## Providing Meaningful Feedback

**Facilitators:** Felix Grygorcewicz and Libby Serkies

**Description:** What opportunities do you give your students to give you feedback (except for tests and Student Perceptions)? Should your students have a voice in the day-to-day functioning of their classes? How do you provide meaningful, actionable feedback to your students? This seminar will dive into the how, what, when and why of feedback in an active learning environment.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Integrative Critical Thinking

**Zoom Link:** <https://ihcc.zoom.us/j/96150319687> **Meeting ID:** 961 5031 9687

**NeoEd Link:** [Learner Catalog - InstructorLed - Providing Meaningful Feedback - Session details \(neoed.com\)](#)

 **September 26, 2023**

 **3:30 pm**

 **North Campus 115**

## Using Physical Space to Enhance Learning

**Facilitators:** Andy Summers and Emily Mason

**Description:** The setup of your classroom space has a significant impact on student learning. If the physical space of the classroom can be arranged as an active learning space, if it has movable chairs and tables, and students sit facing each other, this can promote interactive, collaborative, and experiential learning (Harvey, & Kenyon, 2013). The physical space of the classroom, and where that space directs attention, affects students' perceptions and how ready they are to engage in the class. For example, students perceive auditoriums and lecture halls as a passive space for them, one in which they should listen without interacting with each other. Sitting in circles, on the other hand, where their attention is directed toward their fellow students, is more conducive to discussions among themselves. Removing the physical barriers between students and their instructor also increases instructor-student interaction and encourages an active class dynamic (Isa.umich.edu). Join us in this session to discover how to use your learning environment to the best of your ability to foster student engagement!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** The Learning Environment as a Classroom Management Strategy, Teaching the Modern Student

**Zoom Link:** <https://ihcc.zoom.us/j/99525531044> **Meeting ID:** 995 2553 1044

**NeoEd Link:** [Learner Catalog - InstructorLed - Using Physical Space to Enhance Learning - Session details \(neoed.com\)](#)

 **October 3, 2023**

 **3:30 pm**

 **Centerville Campus**



## Integrative Critical Thinking

**Facilitators:** Stephanie Holliman-Ginkens and Libby Serkies

**Description:** Thinking outside of the box, coloring outside the lines, dreaming big! All these lines can relate back to what integrative critical thinking is. Without finding innovative solutions for existing problems, we may not have the technologies we have today. Creating and implementing activities that allow for the exploration of critical thinking and innovation, allows us to continue to think outside the box, color outside the lines and dream big!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Providing Meaningful Feedback

**Zoom Link:** <https://ihcc.zoom.us/j/98733985232> **Meeting ID:** 987 3398 5232

**NeoEd Link:** [Learner Catalog - InstructorLed - Integrative Critical Thinking - Session details \(neood.com\)](#)

 **December 5, 2023**

 **7:30 am**

 **ATC108**

## Learners

### Teaching the Modern Student

**Facilitators:** Andy Summers, Libby Serkies and Emily Mason

**Description:** This unique drop-in session will take participants on a technological journey to explore different types of hardware and software that can be used to engage students in active learning. There will be several stations set up in the Teaching and Learning Center, each one with a different type of technology. Andy, Libby and Emily will take participants through how to use each piece of equipment, and discuss when it is best to use, depending on the PLOs and SLOs.

You must remain in the session for one hour to receive QFP credit.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** The Learning Environment as a Classroom Management Strategy, Using Physical Space to Enhance Learning

 **August 17, 2023**

 **8:00-11:30 am,  
1:00-2:30 pm**

 **Teaching &  
Learning Center**

### LGBTQIA+ Students in the Classroom

**Facilitators:** Hannah McConkey and Libby Serkies

**Description:** LGBTQIA+ college students have many of the same experiences their fellow cis hetero students do: Going to class (succeeding in class), engaging in extra-curricular activities, adulting, establishing their own identities apart from their families of origin. But there are other experiences LGBTQIA+ students have that their fellow cis hetero students do not have: higher rates of suicidal ideation/attempts, feeling victimized, discrimination, higher rates of depression and anxiety. Join us for a thoughtful discussion about how you can build a safe, supportive learning environment for all your students.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Micro-messaging/Micro-aggressions, Trauma, Anxiety, and Mental Health in the Classroom

**Zoom Link:** <https://ihcc.zoom.us/j/94481618315> **Meeting ID:** 944 8161 8315

**NeoEd Link:** [Learner Catalog - InstructorLed - LGBTQIA+ Students in the Classroom - Session details \(neood.com\)](#)

 **October 4, 2023**

 **3:30pm**

 **North Campus 115**

## The Learning Environment as a Classroom Management Strategy

**Facilitators:** Emily Mason and Libby Serkies

**Description:** Your space is reflective of the way you want it utilized. When we create spaces that have areas for collaboration and creative thinking, we allow students and staff to help lead the initiative and create opportunities for advanced learning. Thinking about how you want your space set up allows you to manage the environment and the expectations surrounding your classroom.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Teaching the Modern Student, Using Physical Space to Enhance Learning

**Zoom Link:** <https://ihcc.zoom.us/j/99536371952> **Meeting ID:** 995 3637 1952

**NeoEd Link:** [Learner Catalog - InstructorLed - The Learning Environment as a Classroom Management Strategy - Session details \(neoed.com\)](#)

 **October 12, 2023**

 **7:30 am**

 **ATC108**

## Academic Integrity

**Facilitators:** Sarah Dias and Emily Mason

**Description:** In today's world, it's even more important for faculty to explicitly communicate to their students what the expectations are for classwork and assignments, as well as how students will be held accountable for meeting those standards. This seminar will help faculty identify when academic integrity issues occur, what steps faculty need to take to address these infractions and engage in scenarios to apply your understanding of the process.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** FLCs, Common Assessments, Leveraging AI

**Zoom Link:** <https://ihcc.zoom.us/j/92159426172> **Meeting ID:** 921 5942 6172

**NeoEd Link:** [Learner Catalog - InstructorLed - Academic Integrity - Session details \(neoed.com\)](#)

 **October 16, 2023**

 **12:00 pm**

 **RH109**

## Other-Abled Students

**Facilitators:** Noel Gorden and Emily Mason

**Description:** This session will expose you to strategies that will assist you in creating and adapting spaces that allow for all learners to perform tasks, show understanding, and make connections within their learning environment.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Assistive Technology, Leveraging AI, Students with Qualifying Disabilities

**Zoom Link:** <https://ihcc.zoom.us/j/92259143346> **Meeting ID:** 922 5914 3346

**NeoEd Link:** [Learner Catalog - InstructorLed - Other-Abled Students - Session details \(neoed.com\)](#)

 **November 2, 2023**

 **12:00 pm**

 **North Campus 115**

## International Students

**Facilitators:** Peyton Bakalar and Emily Mason

**Description:** Creating welcoming spaces for all learners is our goal as educators. Understanding what all learners need and how to welcome them is part of the learning process. Students from other parts of the world may have different understandings of expectations within and outside of the classroom. As we discuss the challenges that may arise, we can also look at setting clear expectations early on and communicate those expectations to avoid any misunderstandings in the future.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Through the Students' Eyes, Cultural Competence

**Zoom Link:** <https://ihcc.zoom.us/j/98049897631> **Meeting ID:** 980 4989 7631

**NeoEd Link:** [Learner Catalog - InstructorLed - International Students - Session details \(neoed.com\)](#)

 **December 4, 2023**

 **12:00 pm**

 **North Campus 115**

## Students with Qualifying Accommodations

**Facilitators:** Noel Gorden and Emily Mason

**Description:** According to an article in Faculty Focus, only about one-third of students who have a qualifying disability speak to their college or university about receiving accommodation. Of those one-third of students, only about 85% of them receive accommodation to which they are entitled. Join this session to learn from college experts about how best to assist your students who may be struggling academically.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Assistive Technology, Leveraging AI, Other-Abled Students

**Zoom Link:** <https://ihcc.zoom.us/j/98520967962> **Meeting ID:** 985 2096 7962

**NeoEd Link:** [Learner Catalog - InstructorLed - Students with Qualifying Accommodations - Session details \(neoed.com\)](#)

 **December 6, 2023**

 **3:30 pm**

 **TLC Classroom**

## Through the Students' Eyes

**Facilitators:** Don Waltenberger and Jennifer Boyenga

**Description:** From a July 2023 issue of The Chronicle of Higher Education: "One student complained that I came into class wearing a jacket and that, by taking the jacket off in front of the students, it was as if I was undressing in front of them." Feedback is a crucial part of any learning experience, but it's imperative we help our students see – from day one of class – the purpose of seeking feedback from them is to help improve the class with respect to content, length & number of assignments, the way learning is assessed, and other actionable items. This session will provide you with information to help you weave soliciting feedback from your students throughout your class, so you have more data than only an end of course survey.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** International Students, Cultural Competence

**Zoom Link:** <https://ihcc.zoom.us/j/95458447812> **Meeting ID:** 954 5844 7812

**NeoEd Link:** [Learner Catalog - InstructorLed - Through the Students' Eyes - Session details \(neoed.com\)](#)

 **December 12, 2023**

 **7:30 am**

 **TLC Classroom**

# Tech Integration

## MyHills-Creating Assignments

**Facilitators:** Brandea McCann and Angie Sieren

**Description:** Do you ever feel like you are not taking advantage of all the features in MyHills? Well, if you want to learn (or get a refresher on) the basics of how to create, have students complete, and provide feedback on assignments, join this seminar to address those needs and more!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** MyHills-Gradebook

**Zoom Link:** <https://ihcc.zoom.us/j/92148285240> **Meeting ID:** 921 4828 5240

**NeoEd Link:** [Learner Catalog - InstructorLed - MyHills - Creating Assignments - Session details \(neoed.com\)](#)

 **August 30, 2023**

 **3:30 pm**

 **North Campus 115**

## MyHills-Gradebook

**Facilitators:** Angie Sieren and Emily Mason

**Description:** How can I maximize my use of the various Gradebook functions within MyHills? This seminar is designed to offer you some tips and tricks to increase your knowledge and skills, as well as your efficiency! Join us in this seminar to learn the basics of Gradebooks.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** MyHills-Creating Assignments

**Zoom Link:** <https://ihcc.zoom.us/j/98376157814> **Meeting ID:** 983 7615 7814

**NeoEd Link:** [Learner Catalog - InstructorLed - MyHills - Gradebook - Session details \(neoed.com\)](#)

 **September 5, 2023**

 **12:00 pm**

 **RH109**

## Respondus Lockdown Browser

**Facilitators:** Angie Sieren and Libby Serkies

**Description:** For anyone planning to give online assessments, Respondus Lockdown Browser is now REQUIRED to be used to ensure secure testing. There are multiple components when it comes to using Respondus and the Lockdown Browser. Come to this session to gain insight into how to best use the tool!

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Leveraging AI

**Zoom Link:** <https://ihcc.zoom.us/j/91246983813> **Meeting ID:** 912 4698 3813

**NeoEd Link:** [Learner Catalog - InstructorLed - Respondus Lockdown Browser - Session details \(neoed.com\)](#)

 **September 13, 2023**

 **7:30 am**

 **TLC Classroom**

## Microsoft 365 - OneDrive

**Facilitators:** Cory Lamb and Emily Mason

**Description:** Where does it all go? How can I access it? What are the benefits of using OneDrive? All these questions and more will be answered in this hands-on, interactive seminar that allows you to start using, brush up on past skills or explore new areas of what OneDrive has to offer.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Microsoft 365- Planner, Microsoft 365- Forms

**Zoom Link:** <https://ihcc.zoom.us/j/99088967064> **Meeting ID:** 990 8896 7064

**NeoEd Link:** [Learner Catalog - InstructorLed - Microsoft365-OneDrive - Session details \(neoed.com\)](#)

 **October 23, 2023**

 **3:30 pm**

 **ATC108**

## Microsoft 365 - Forms

**Facilitators:** Cory Lamb and Emily Mason

**Description:** Creating quizzes and surveys has never been so easy! With Microsoft Forms you can ask questions and get feedback quickly. Utilize this in class or team meetings to drive discussions and generate data to help plan with quick exit tickets at the end of class. Join us in learning more about what Forms can do to help you!

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Microsoft 365- Planner, Microsoft 365- OneDrive

**Zoom Link:** <https://ihcc.zoom.us/j/96764314132> **Meeting ID:** 967 6431 4132

**NeoEd Link:** [Learner Catalog - InstructorLed - Microsoft365-Forms - Session details \(neoed.com\)](#)

 **October 24, 2023**

 **3:30 pm**

 **North Campus 115**

## Microsoft 365 - Planner

**Facilitators:** Cory Lamb Emily Mason

**Description:** How many teams or committees, or work groups do you belong to? Do you ever find it challenging to manage all the tasks and work products for all these different entities? It just so happens that Microsoft 365 has an app for that! Planner offers people a simple and highly visual way to organize teamwork. Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you are working on, and get updates on progress. Planner can be used to manage a variety of topics and tasks. Be sure to take advantage of this training to make your work-life more productive. Bring your laptop or join us remotely so you can practice using Planner!

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Microsoft 365- Forms, Microsoft 365- OneDrive

**Zoom Link:** <https://ihcc.zoom.us/j/91257400868> **Meeting ID:** 912 5740 0868

**NeoEd Link:** [Learner Catalog - InstructorLed - Microsoft 365-Planner - Session details \(neoed.com\)](#)

 **October 26, 2023**

 **7:30 am**

 **TLC Classroom**

## Open Education Resources (OER)

**Facilitators:** Brandea McCann and Emily Mason

**Description:** Open Educational Resources (OER) are learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation, and redistribution by others. Open license refers to a license that respects the intellectual property rights of the copyright owner and provides permissions granting the public the right to access, re-use, re-purpose, adapt and redistribute educational materials (unesco.org) Our institution is moving to include more OER options. Join us in this session to discover how to begin using these resources for your classes.

**Audience:** Faculty, Adjunct, CEP Instructors, Staff

**Connections:** Lesson Planning/Constructivism, Backwards Design for Course Development, Authentic Assignments and Assessments, Curriculum Mapping (SPOL)

**Zoom Link:** <https://ihcc.zoom.us/j/97049895003> **Meeting ID:** 970 4989 5003

**NeoEd Link:** [Learner Catalog - InstructorLed - Open Education Resources \(OER\) - Session details \(neoed.com\)](#)

 **November 8, 2023**

 **12:00 pm**

 **ATC108**

## Leveraging AI in Your Classroom

**Facilitators:** Libby Serkies and Emily Mason

**Description:** New technology can be intimidating, especially when it is integrating multiple areas of your life. Creating ways to integrate innovative technologies, such as AI can be a fantastic way to engage students and help them to figure out how it best fits within their daily lives and how to appropriately use AI along with their own knowledge to find the best of both worlds.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Assistive Technology, Student's with Qualifying Disabilities, Other Abled-Students, Academic Integrity, Respondus

**Zoom Link:** <https://ihcc.zoom.us/j/96553344000> **Meeting ID:** 965 5334 4000

**NeoEd Link:** [Learner Catalog - InstructorLed - Leveraging AI in Your Classroom - Session details \(neoed.com\)](#)

 **November 9, 2023**

 **7:30 am**

 **RH109**

## Assistive Technology

**Facilitators:** Lisa Washington and Emily Mason

**Description:** Technology has become a large part of our society, allowing us to communicate across cultures and differing abilities. Learning about the various kinds of technology to best access student engagement and participation. This seminar will help you to start diving into assistive technology and learning about what it truly is.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Students w/ Qualifying Disabilities, Leveraging AI, Other-Abled Students

**Zoom Link:** <https://ihcc.zoom.us/j/99493361609> **Meeting ID:** 994 9336 1609

**NeoEd Link:** [Learner Catalog - InstructorLed - Assistive Technology - Session details \(neoed.com\)](#)

 **November 28, 2023**

 **12:00 pm**

 **TLC Classroom**

# Book Study

## Flipped Learning

**Facilitators:** Libby Serkies and Emily Mason

**Description:** The fall/early winter book study will examine what it really means to “flip” your classroom. This book study will require work outside of the time spent in the sessions - because we will be modeling what it takes to flip a lesson or entire class. There will be times where participants will be expected to do work in addition to reading the book. This will not be a “drop-in” book study. Participants will be expected to commit to the entire series of meetings.

Attending the entire series of meetings and participating fully in the sessions will net 20 hours of QFP credit.

**Book:** *Flipped Learning* by Robert Talbert

If you choose to participate, T&L will purchase a paperback for you, but if you prefer an audio version of the book, you will need to secure that yourself.

**To Register:** You must enroll on learn by August 31<sup>st</sup> so we have time to order the appropriate number of books. because of the structure of the work we will be doing, no one will be able to join the book study after it begins on September 12, 2023.

**Audience:** Faculty, Adjunct, CEP Instructors

**Connections:** Course Development, Curriculum development, Assignments and Assessments for Flipped (Active) Learning

**NeoEd Link:** [Learner Catalog - InstructorLed - Flipped Learning Book Study - Session details \(neoed.com\)](#)

📅 **September 12, 2023 through December 9th, 2023 (Tuesdays)**

🕒 **3:30 pm 1-hour face-to-face sessions, plus time for work outside of sessions**

📍 **T&L Classroom**