

# CENTER FOR TEACHING AND LEARNING

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COURSE CATALOG FOR  
2020-2021

# PD TRACK: EQUITY

CTL Course Catalog Code: EQU

## Equity (EQU) courses for professional development credit:

### **EQU 111: Educating During Uncertain Times: Leading with Empathy**

In this workshop for faculty and staff, participants will learn strategies for leading and inspiring students and co-workers during these uncertain times.

### **EQU 112: Special Topics in Equity**

Offerings under this heading will include programs in which participants discuss the actionable steps that our college needs to take to improve equity and the ways in which we support equality for all people.

### **EQU 113: Fostering Cultural Awareness in the Community College Classroom**

In this workshop, faculty explore strategies to create an inclusive classroom environment where students from diverse cultures feel a sense of belonging. The work of Tinto will be discussed.

### **EQU 114: Achieving Equity in Online Courses**

Best practices on how to teach equitably in an online course. Topics include: inclusive textbooks/classroom materials; How are we including students? How are our classes meeting?

### **EQU 115: Exploring Access: Promoting Disability as an Aspect of Diversity**

This five-part series is presented by the Accessibility Resources Counselor as part of the Equity and Inclusion Division at Forsyth Tech. The series was designed by the University of Arkansas. It is broken into five parts: (1) Portrayals of Disability: Inspiration; (2) Disability and Design; (3) The Language of Disability; (4) Ableism and Non-Disabled Privilege; and (5) Access as a Civil Right.

## Equity (EQU) Inclusive Pedagogy Curriculum for professional development credit:

### **EQU 200: Being Inclusive: Foundations of Inclusive Pedagogy Workshop**

This overview workshop will provide general and easily adoptable and adaptable tips and tricks for welcoming all learners into the classroom, supporting student-student interaction, and making the classroom a space of belonging.

### **EQU 201: Having Difficult Conversations (Inclusive Pedagogy Elective)**

This workshop will focus on how to address difficult topics that can arise in the classroom such as: race, gender, opportunity, socioeconomics, etc. Faculty will learn tips and tricks to facilitate these conversations (even when they “appear out of nowhere”) as growth and learning opportunities for students while promoting a safe environment, protecting feelings, and promoting a culture of belonging.

### **EQU 202: Empowering Students (Inclusive Pedagogy Elective)**

This workshop will address the power imbalances that exist in the learner-instructor dynamic and share ways to shift the balance of power back into the hands of learners (self-directed learning).

### **EQU 203: Identifying Implicit Bias (Inclusive Pedagogy Elective)**

This workshop educates faculty on implicit bias and shares strategies for overcoming it in the classroom setting (face-to-face and online).

### **EQU 204: Safeguarding Professionalism through Inclusive Classroom Practices (Inclusive Pedagogy Elective)**

This workshop will explore classroom policies that may interfere with student success, especially with minorities (ex: penalties for late arrival that do not account for public transportation, child-care access, etc.). Participants will have the opportunity to learn how policies connected to professionalism do not have to be at odds with inclusive teaching.

### **EQU 205: Supporting Students in Service (Inclusive Pedagogy Elective)**

This workshop will focus on how instructors can serve our learners who themselves are in positions of service (armed forces, national guard, etc.) who may have to manage their commitment to their education with their duty to country.

### **EQU 206: Addressing Equity and Inclusion Using Real-World Scenarios (Inclusive Pedagogy Elective)**

Participants will engage in scenarios that prompt discussion about the topics of equity and inclusion. The scenarios involve several different formats such as:

- Problem Based Learning
- Serious Games (ex: ATD Board Games)
- Simulations

### **EQU 207: The Viewing Room: Video Series on Equity (Inclusive Pedagogy Elective)**

This course will be comprised of an informational series of video/web-based presentations to help faculty gain knowledge of such terms as:

- Universal Design for Learning
- Rigor
- Learner Centeredness
- Culture of Belonging
- Inclusive Pedagogy/Teaching

## **EQU 208: Equity Reading Series (Inclusive Pedagogy Elective)**

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This course is comprised of quarterly “book club” sessions in which we dissect a reading selection and contextualize it with classroom practices (through the lens of equity). For 2020-2021, please refer to book selections from the Common Read.

## **Equity (EQU) certification programs for professional development credit:**

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### **EQU 300: Safe Zone Training**

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This training will help train faculty and staff to be LGBTQ+ allies and offer safe spaces on campus for the LGBTQ+ community.

### **EQU 301: Mental Health First Aid**

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By participating in a two-day workshop series, faculty and staff could become certified in the international program Mental Health First Aid. Topics of the course include:

- Signs, symptoms and risk factors of mental illnesses and addictions.
- Multiple types of professional and self-help resources for individuals with a mental illness or addiction.
- Guidance on how to help an individual in distress.
- An awareness of how to increase their own mental wellness

CTL Course Catalog Code: TAL

## Teaching and Learning (TAL) courses for professional development credit:

### TAL 100a: Mastering the Fundamentals of Blackboard (Part 1- An Introduction to Blackboard)

This course will introduce participants to Blackboard, help them navigate Blackboard, and utilize some of its basic tools and features.

### TAL 100b: Mastering the Fundamentals of Blackboard (Part 2 – Intermediate Blackboard)

In this course, participants will build upon the skills they developed in TAL 100a and create an array of diverse content for Blackboard.

### TAL 100c: Mastering the Fundamentals of Blackboard (Part 3 – Advanced Blackboard)

In this course participants will explore more advanced topics in Blackboard and create more interactive and engaging content.

### TAL 100d: Creating and Applying Rubrics in Blackboard

In this course, participants will learn about the various types of rubrics and how to utilize them in Blackboard.

### TAL 100e: Facilitating Higher Assessment Scores with Adaptive Release

In this course, participants will learn about the Adaptive Release feature, which can help control how content is released to their students.

### TAL 110: Applying the Quality Matters Rubric (APPQMR)

The Applying the Quality Matters Rubric (or APPQMR) is the foundational workshop for Quality Matters. It is an 8 hour in person or two-week online training. It is led by a certified APPQMR facilitator from the CTL. Participants in the workshop learn the foundations of the 8 General Standards of the Quality Matters rubric and begin to think through how they can apply the rubric to their online, hybrid, and face-to-face course design. Additionally, completion of the workshop results in a national, Quality Matters certification.

### TAL 111: Helping Students Navigate Your Courses: Understanding QM Standard 1 (Course Overview and Introduction)

This course will go in-depth with QM Standard 1. Focus will be on strategies instructors can successfully utilize to help the learner enter and navigate through the course easily, so they can focus on learning the materials.

### TAL 112: Developing Measurable Course Objectives: Understanding QM Standard 2 (Learning Objectives/Competencies)

This course will go in-depth with QM Standard 2. Content of the course will be centered on Learning Objectives, both at the course and module level. All Specific Review Standards within General Standard 2 are considered Essential Standards, so Standard 2 is extremely important to course development. General Standard 2 is also important since it expresses the concept of Alignment (which can also be thought of as an extension of Backward Design).

## **TAL 113: Removing the “Guess Work:” Understanding QM Standard 3 (Assessment and Measurement)**

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This course will go in-depth with QM Standard 3, which is all about Assessment and Measurement. In addition to highlighting the importance of creating assessments that are aligned to learning objectives and learning activities, Standard 3 also focuses on the importance of making sure that assessment is engaging for students.

## **TAL 114: Including Purposeful Learning Activities in Your Courses: Understanding QM Standard 4 (Instructional Materials)**

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This course will go in-depth with QM Standard 4, which focuses on creating instructional materials that enable learners to achieve the stated learning objectives or competencies. A clear link needs to be drawn between any learning objective and the associated learning activity. Clearly stating the link assists learners in understanding why the activity exists and how to focus learning during the activity. Learning activities can include presentations, videos, assignments, for example.

## **TAL 115: Enhancing Online Course Engagement: Understanding QM Standard 5 (Learner Activities and Learner Interaction)**

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This course goes in-depth with QM Standard 5, which focuses on engagement, specifically, how your activities and interactions are designed. There are three types of learner interactions: 1) learner-to-learner, 2) learner-to-instructor, and 3) learner-to-content. Participants will explore best practices on ways to engage learners with topics related to:

- Creating engaging content
- Developing engaging activities
- Best practices for support the three learner interactions

## **TAL 116: Enhancing Learning, Engagement, and Interaction through Course Technology: Understanding QM Standard 6 (Course Technology)**

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This course goes in-depth with QM Standard 6, gives detail to considerations for using Course Technology. According to Quality Matters, educators demonstrate competence in this area if “course technologies support learners’ achievement of course objectives or competencies.”

## **TAL 117: Creating Avenues for Student Support: Understanding QM Standard 7 (Learner Support)**

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This course will go in-depth with QM Standard 7, which is all about best practices in creating avenues for student access to institutional services. Throughout their time with Forsyth Tech, all students will need access to technical and academic support. There are many avenues of help available at Forsyth Tech, but are you sure students know about them? What if your online course is the only point of contact this student has with the institution? It is up to each instructor to provide students information about possible sources of support for students.

## **TAL 118: Designing for Alignment: Understanding QM Standard Alignment Workshop**

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This accelerated QM workshop will focus on course design and alignment and review QM standards 2.1, 2.2, 3.1, 4.1, 5.1, and 6.1.

## **TAL 119: Building Engaging and Equitable Online Courses**

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This course will help instructors master the fundamental steps in building a successful online course that is designed in an equitable way to help students succeed.

## TAL 120: Starting Here/Starting Now: Getting Students on the Right Track from the Beginning

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In this course, faculty will learn the essentials of successfully starting their courses so that students can navigate them successfully. Topics include:

- Helping faculty set up a START HERE page that aligns with the Quality Matters rubric.
- Helping faculty be set up for success from the start
- Copying classes / making sure dates are all correct, etc.
- Helping faculty avoid any “speed bumps” that can hinder their courses during the first couple weeks of class

## TAL 121a: Lights, Camera, LEARNING! Reaching Learners through Your Own Instructional Videos (Part 1)

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Are you ready to discover your inner Denzel Washington, Meryl Streep, or Lin-Manuel Miranda? In this course, participants will enhance their ability to make engaging instructional videos by exploring techniques in voice, acting, and camerawork. Participants will also learn techniques to become more comfortable and relaxed on camera.

## TAL 121b: Lights, Camera, LEARNING! Reaching Learners through Your Own Instructional Videos (Part 2)

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In this course, participants will continue learning the craft of making engaging instructional videos for their courses. Other topics covered may include:

- Audio fundamentals
- Voice work / training voice for narration and online teaching
- Video editing

## TAL 122: Advancing Your Instructional Video Skills

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In this course, participants will learn more advanced techniques for creating engaging videos for their courses. They will also explore the processes of editing and sound editing.

## TAL 123: Engagement, Team Building, and Classroom Management in Synchronous Online Learning Environments

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This course will cover the following topics as they relate to online learning environments:

- Strategies in using breakout groups and chatting in Collaborate
- Using recordings in Collaborate and making them available to students
- Team building engagement activities in online classes

## TAL 124: Enhancing Presence in Online Courses

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One of the most critical components of any online course is Instructor Presence. In this course, participants will learn strategies to establish presence in their online courses and build meaningful relationships with students. This course will explore the Community of Inquiry Model.

## TAL 125: Mastering the Blackboard Gradebook

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In this course, participants will learn all the features of the Blackboard Gradebook and set up their own gradebooks for their courses or learn strategies to improve their gradebooks for future semesters.

## TAL 130: Microsoft Teams Bootcamp

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This course is designed to show Faculty/Staff the best ways to use Teams to make virtual classrooms and collaboration accessible and effective.

## TAL 131: Blackboard Collaborate Bootcamp

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This course is designed to show Faculty/Staff the best ways to use Blackboard Collaborate to make virtual classrooms and collaboration accessible and effective.

## TAL 132: Designing Innovative Online/Hybrid/Blended Courses

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Best practices on how to design online/hybrid/blended, teach and manage these types of courses, and the pedagogical theories involved. These courses will be offered as an alternate webinar series or a boot camp offered each semester throughout the academic year.

## TAL 133: Housekeeping: Consistency in Course Delivery

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This workshop would help faculty ensure a better student experience and more quality course content. Topics would include:

- Making sure the course menu adheres to Quality Matters standards.
- Consistency between modules with material being similar to other modules for ease of navigation
- Using links in modules for students to jump to assignments for each module
- Making sure due dates are consistent in announcements and assignments

## TAL 134: Creating Engaging Content in Blackboard

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In this course, faculty will learn about the variety of tools available to them in Blackboard, and how these can help create engaging content. This course will help instructors become more fluent with Blackboard features and inspire them to stop seeing Blackboard as a burden; instead, this course will instill curiosity in them!

## TAL 135: Remediating Student Isolation and Loneliness: Building Relationships in Online Courses

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This course will help faculty learn meaningful techniques to use to build relationships with their students and to build relationships between students in online courses. The course will also examine students' feelings of isolation in online courses – how to remedy this!

## TAL 136: Integrating LinkedIn Learning into Your Blackboard Courses

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In this workshop, in conjunction with HR/Professional Development, faculty will explore a variety of LinkedIn Learning resources that can make great additions to their courses. They will also learn how to add these to Blackboard.

## TAL 137: Engaging Learners through Innovative Module Design

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This course is designed to give faculty/staff an overview of how the course authoring tool CourseArc can be used collaboratively to create engaging, interactive, and accessible online content that promotes active learning. CourseArc integrates seamlessly with LMS systems such as Blackboard.

## TAL 138: Strengthening Your Social Media Smarts

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The course is designed to introduce instructors to social media issues for educators. Strengthen your classroom tool kit by using your online network effectively. By the end of the course you will be able to reflect on your social media use, plan new effective uses, and have a greater understanding of policy and best practices.

## TAL 139: Totally Flipping Out! Creating Video Discussions through Flipgrid

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Flipgrid is fast becoming one of the most exciting ways for educators to engage learners. In this course, participants learn how to use Flipgrid and create video discussions to help enhance learner engagement and bring their content to life.

## TAL 140: Getting Off Autopilot: Reinvigorate Your Teaching Practices

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This course will help faculty enhance their pedagogy and student engagement with easy strategies they can integrate into their practice. This will help any faculty who have fallen into “routine” or a “rut.”



## **TAL 141: Meeting Students Where They Are: Teaching Strategies to Meet a Variety of Student Needs**

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Our classes often include students with varying self-skills. They have challenging schedules, challenging distractions, varying written and verbal communication skills, varying reading skills, varying attention/focus skills, varying frustration tolerance. This course will help faculty design teaching strategies that are effective given these needs.

## **TAL 142: Being Dynamic with Your Data**

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In this course, faculty will work with the Institutional Research and Assessment team to explore how data can be integrated into practice and used to improve assessments and rubrics.

## **TAL 143: Building Bridges Across Divisions: Engagement in Interprofessional Education**

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This series will help participants create professional learning opportunities between the different areas/programs within their divisions and across all divisions at the college.

## **TAL 144: Managing Your Classes in Meaningful Ways: Strategies for Conflict Resolution**

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This course will examine best practices when it comes to online and f2f classroom management.

## **TAL 145: Engaging in National Faculty Development for Community College Teaching, Learning, and Leadership: NISOD**

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Forsyth Tech has become a member of NISOD (National Institute for Staff and Organizational Development). The American Association of Community Colleges called NISOD, “The country’s leading provider of professional development for community college faculty, staff, and administrators.” This course will include virtual conferences and webinars led by community college faculty and leaders nationwide. Forsyth Tech faculty and staff will also have the opportunity to submit proposals to facilitate national webinars and present at national conferences.

## Teaching and Learning (TAL) courses designed and led by Dean Randy Candelaria and the Library Resources Team

### TAL 150: Library Services in Times of Need

Your Library is here to help with custom solutions right now! Work with a librarian to create LibGuides, customized webpages used to curate knowledge and share information for your class, assignment, or subject area. Integrate Library presentations into your course on finding resources, conducting research, and more! Request any resource, anytime, anywhere with Interlibrary Loans (ILL)! Our ILL service can provide you with access to materials from other Libraries and we can deliver materials to any campus center. Come let us know what we can do for you!

### TAL 151: Taking Care of YOU: Personal Enrichment for Work-life Balance

Finding time for pleasure reading while juggling work and family can be difficult. Make the most of your free time with help from the Library! This course will introduce you to in-house and online resources for personal-interest topics including philosophy and spirituality, health and wellness, cooking, fine arts, literature, DIY, and automotive maintenance.

### TAL 152: NC LIVE and More!

Come gain an overview of the full range of databases available through the Library as we explore NC Live, Gale Resources and JSTOR – powerful multidisciplinary tools to discover and to aid in your instruction!

### TAL 153: Health Tech Resources

Students in the Health Tech programs have access to a large number of Library resources including NC LIVE, Gale Resources and Medcom Nursing videos, to name a few. Come out and put your finger on the pulse of the Library to see some of the many resources available to you and your students!

### TAL 154: Engineering Tech Resources

Don't think the Library has anything to offer for Engineering Tech programs? Guess again! From Aviation to Telecommunications, from Materials Sciences, to Computer Sciences, our host of databases offers plenty to choose from for you and your students and form an essential addition to your tool box!

### TAL 155: Global Resources

There's a whole world out there ready to be explored! Come out and learn about Global Resources available through the Library for you and your students. World news and events, ebooks and film are all out there waiting to be explored. No passport required!

### TAL 156: Copyright, Fair Use and Foul

Come learn with us as we explore the do's and don'ts of copyright practice in the education and why it is best to never assume that everything is "fair use" in the classroom!

### TAL 157: Advanced Searching Techniques

There are a number of tips, tricks, and secrets to effective online searching and putting together a winning search strategy. Come along as we "sleuth" the internet for ways to take control of that search engine and make it perform for you rather than against you!

Teaching and Learning (TAL) Faculty leading faculty. Attend or present courses for professional development credit:

### **TAL 200: Faculty Forum: Best Practices in Online Teaching**

This podcast and/or video series features instructors recommended for their use of innovative strategies in their online courses to engage students.

### **TAL 201: Faculty Forum: Best Practices during COVID-19**

In this forum, a panel of faculty will discuss successes and challenges they have experienced while teaching to an online class/cohort during COVID-19. Panelists will also share innovations in their teaching that emerged during this time as well as their perspective on the impact that COVID-19 has had on their teaching going forward.

### **TAL 202: Faculty Forum: Great Teaching Series**

This podcast, video series, or series of virtual “town halls” would feature faculty discussing best practices on a wide range of topics - from creating a culture of belonging in the classroom to active learning strategies to assessments

Teaching and Learning (TAL) yearly program in which faculty can attend or present for professional development credit:

### **TAL 203: Faculty Showcase**

This would be an opportunity for faculty to present recent research, answer questions about Blend articles they wrote, collaborate with colleagues about their experiences using new teaching methods or technologies with their classes, and interact with and be recognized by the CTL for their contributions to advancing teaching and learning at Forsyth Tech. CTL could do opening statements about the state of Teaching and Learning at Forsyth Tech and a featured faculty member could be a keynote speaker. We could have a panel for Blend contributors, and “poster sessions” for CTL to present teaching tools and faculty to present their research/BLEND topics more in depth.

## Teaching and Learning (TAL) certification programs for professional development credit:

### CTL certification in Universal Design

*Certification is earned by completing the following courses:  
TAL 300a; TAL 300b; TAL 300c; TAL 300d; TAL 300e; TAL 300f; and TAL 300g*

#### **TAL 300a: Learning through Universal Design: Understanding QM Standard 8 (Accessibility and Usability)**

This course goes in-depth with QM Standard 8, which gives consideration to creating instructional materials and resources that are accessible and with usability in mind. According to QM, educators demonstrate competence in this area if “instructional materials and resources are easy to navigate to and use, accessibility information is provided for all technologies used in the course, there are alternative means of access to course materials in formats to meet the needs of diverse learners, the course design facilitates readability, and multimedia is easy to use.” This course will discuss areas including:

- Accessibility in PowerPoint presentations
- Creating Accessible Word documents
- Accessibility in Excel
- Principles of Universal Design for Learning
- Accessibility Workshop
- Adobe Reader Pro Workshop
- Accessible Multimedia

#### **TAL 300b: Using the ALLY tool in Blackboard to Ensure Accessibility**

In this course, faculty will learn the importance of their Ally ratings and learn the different alternate formats.

#### **TAL 300c: Using Accessibility Checker to Ensure Accessibility (Microsoft Word)**

In partnership with ITS, this course will help participants learn to use the Accessibility Checker in Microsoft Word.

#### **TAL 300d: Using Accessibility Checker to Ensure Accessibility (Microsoft PowerPoint)**

In partnership with ITS, this course will help participants learn to use the Accessibility Checker in Microsoft PowerPoint.

#### **TAL 300e: Representation through Universal Design**

In this course, participants will explore the Universal Design principle of providing multiple means of representation in courses. This course will go in-depth with UDL Guidelines 1 (Perception); 2 (Language and Symbols); and 3 (Comprehension).

#### **TAL 300f: Action and Expression through Universal Design**

In this course, participants will explore the Universal Design principle of providing multiple means of action and expression in courses. This course will go in-depth with UDL Guidelines 4 (Physical Action); 5 (Expression and Communication); and 6 (Executive Functions).

#### **TAL 300g: Engagement through Universal Design**

In this course, participants will explore the Universal Design principle of providing multiple means of engagement in courses. This course will go in-depth with UDL Guidelines 7 (Recruiting Interest); 8 (Sustaining Effort and Persistence); and 9 (Self Regulation).

## CTL certification in Adult Learning Theory

*Certification is earned by completing the following courses:  
TAL 301a; TAL 301b; and TAL 301c*

### TAL 301a: Connecting with Adult Learners - Part 1

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Are you looking for ways to help engage your adult learners? In this course, participants will explore four key learning theories that will help them foster learner success in our brave new world: Andragogy, Transformative Learning Theory, Constructivism, and Transfer Theory. Participants will focus on learning how to apply these concepts to their courses. This course is Part One of a three-part series.

### TAL 301b: Connecting with Adult Learners - Part 2

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This course is designed for faculty who have mastered the concepts covered in TAL 119a. Faculty will study more in-depth concepts in andragogy, pedagogy, and learning theory.

### TAL 301c: Connecting with Adult Learners - Part 3

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This course is designed for faculty who have mastered the concepts covered in TAL 119a and TAL 119b. This course will be an in-depth study of andragogy, pedagogy, and learning theory that will end in a certification exam in andragogy, pedagogy, and learning theory.

## CTL certification in C.P.R. (Certification, Persistence, and Retention)

*Certification is earned by completing the following courses:  
TAL 302a; TAL 302b; and TAL 302c*

### TAL 302a: C.P.R. (Completions/Persistence/Retention - Series): Improving Course Completions (Part 1)

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This will be Part 1 of a three-part series delivered by leaders from Strategic Innovation & Effectiveness and Student Success Services. Part 1 will explore research-based strategies and programs in community colleges around the country that have led to increased student completions, especially in courses that traditionally have high D/F/W rates. In addition, campus leaders will share data about the present state of course completions.

### \*TAL 302b: C.P.R.: Improving Student Persistence (C.P.R. series)

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Part 2 of the C.P.R. series will explore research-based strategies and programs in community colleges around the country that have led to increased student persistence. Participants will create a proposal for ways that Forsyth Tech can increase student persistence.

### TAL 302c: C.P.R.: Improving Student Retention (C.P.R. series)

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Part 3 of the C.P.R. series will explore the topic of retention of community college students. Successful strategies used by colleges nationwide will be examined, and participants will create a proposal of ways Forsyth Tech can improve retention.

## Additional Teaching and Learning (TAL) certification programs for professional development credit:

### TAL 303: Online Teaching Certification (OTC)

The Online Engagement course focuses on methods to make online courses engaging for learners. Online courses are often less engaging than a face-to-face course because of the lack of human contact. The Engagement course describes methods of overcoming the engagement obstacle. Included are topics such as Start Here pages, Instructor Introductions, equivalency with face-to-face courses by adding voice to PowerPoint presentations.

### TAL 304: T-Three (Teach, Transform, Triumph Academy)

T-Three, or New Faculty Orientation as it is more commonly called, is a year-long faculty development program aimed at helping new faculty transition into the Forsyth Tech family and strengthening pedagogical skills. Topics investigated in T-Three include the business aspects of teaching at a community college (enrollment and attendance, FTE, college structure) as well as teaching best practices. For example, participants will learn about backward design, Universal Design for Learning approaches, creating a culture of belonging in classrooms, and Quality Matters standards for course design. Sessions are held on Fridays throughout the academic year (summer excluded) and are led by CTL staff and Faculty Mentors.

### TAL 305: Start Here U

Start Here U is an orientation program designed for adjunct faculty. The program educates new adjunct faculty on the history of Forsyth Tech, its services, how to use course technologies, and other information that is pertinent to their success. By the end of the program, learners will be able to navigate essential information that allows them to successfully engage their students and complete administrative processes that are required during their teaching contract.

### TAL 306: Adjunct Faculty Certification

The Adjunct Faculty Certification is an optional program designed strictly for part-time faculty. The program focuses on best practices when teaching, learning, and engaging students in traditional, hybrid, and classroom settings. The Adjunct Faculty Certification differs from Start Here U, the name of the adjunct faculty orientation program, in that it requires participants to complete a set of deliverables and resources for their peers to share. After completing the Adjunct Faculty Certification program, learners will be able to create high-quality instructional resources that will be useful in advancing the knowledge, skills, and abilities of its users.

### TAL 307: Summer Instructor Academy

Held annually in June, this is a week-long series of professional learning opportunities for faculty at Forsyth Tech.

### TAL 308: Blackboard Exemplary Course Rubric Program

According to Blackboard, "The Exemplary Course Program recognizes instructors and course designers whose courses demonstrate best practices in four major areas: Course Design, Interaction & Collaboration, Assessment, and Learner Support. Submitted courses are evaluated by a peer group of Blackboard clients using the Exemplary Course Program Rubric."

### TAL 309: Special Topics in Teaching and Learning

These offerings will include special presentations or symposiums led by Forsyth Tech faculty, the CTL, or external presenters. Topics will pertain to any aspect of teaching and learning in the community college classroom.

CTL Course Catalog Code: EMP

## Employee Development (EMP) courses for professional development credit:

*Content for EMP 111, EMP 112, EMP 113, EMP 114, EMP 115, EMP 116, EMP 117, EMP 118, and EMP 119 developed by Ann Everett and Tracy Moss, Professional Development Team, H.R.*

### EMP 111: From Conflict to Collaboration: Working with Difficult People

Every work environment presents challenges due to one fact; people are involved. Those who exhibit behaviors such as; negativity, criticism, selfishness, and even aggression, can test our patience and cause us to react rather than respond. In this course, participants will discover the three levels of difficult people, strategies for dealing with them effectively, and we'll all have a chance to take a hard look in the mirror.

### EMP 112: The Role of Curiosity in Life-Long Learning

As an educational institution, we encourage our students and ourselves to become life-long learners but motivations for learning can vary greatly. In this course, we'll explore the concepts of intrinsic vs. extrinsic motivations and focus specifically on curiosity. Participants will learn about the brain's chemical response to curiosity and its effect on memory as well as strategies to heighten curiosity and overcome its barriers.

### EMP 113a: Customer Service Best Practices Part 1 – Establishing Your Work Ethic

Providing excellent service creates positive interactions and makes a great first impression. This session will look at five facets of excellence service, including; knowledge, adaptability, patience, attentiveness, and communication. Participants will build their own work ethic model based on these pillars.

### EMP 113b: Customer Service Best Practices Part 2 - Active Listening & Building Empathy

Customers value being heard and understood. This session will explore why active listening and empathy are so important in going above and beyond. Participants will gain strategies to effectively listen to others and communicate empathy by acknowledging how a customer feels and by finding ways to relate to them.

### EMP 113c: Customer Service Best Practices Part 3 - De-Escalation in Challenging Situations

One of the most difficult aspects of Customer Service is knowing how to respond when someone is angry or upset. It is easy to react and make the situation worse, rather than better. This session will cover five steps to focus on when faced with an angry customer. Participants will learn how to: remain positive, listen patiently, apologize with sincerity, empathize, and ultimately work toward a solution.

### EMP 114: Building Resilience and Avoiding Burnout

In times of stress and adversity, a negative outlook can prevent us from responding effectively to the challenges involved. Prolonged stress can eventually lead to burnout. This session will provide strategies to help recognize harmful patterns, such as always saying 'yes,' negative self-talk, and never taking vacation. Participants will learn how to own their burnout experience, gain others' feedback and refocus to get back on track.

## EMP 115: Getting the Most Out of LinkedIn Learning

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Whether you have been using LinkedIn Learning regularly or have never accessed it yet, this session will provide an overview of the many tools and resources at our fingertips. Participants will discover how they can weave LinkedIn Learning courses into their weekly routines, share with their teams and students, and easily reach their professional development goals by using content in conjunction with the Employee Appraisal System.

## EMP 116: Creating a Culture of Feedback

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Giving and receiving feedback effectively is one of the most important ingredients for a healthy workplace. However, it is a bit like the Bella Donna plant, life-saving for certain medical conditions, but potentially deadly if administered incorrectly. During this session, participants will discover the SBI (Situation, Behavior, & Impact) feedback model and gain insight into essential ingredients for being successful whether you are the giver or the receiver of feedback.

## EMP 117: Emotional Intelligence / Growth Mindset

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This session will explore two areas that are imperative for professional and personal success. Emotional Intelligence (EQ) which measures how smart we are when it comes to human interaction, and Growth Mindset which is a belief that we can develop our skills and abilities over time. Participants will gain understanding of these concepts and learn how to develop them further to ensure effective relationships and positive outcomes.

## EMP 118: Techniques for Creative Problem-Solving

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Problem solving involves what are seemingly conflicting concepts: decision making and creativity. This session will explore techniques like brainstorming, mind maps and decision trees that use both logic and intuition to solve complex problems. Participants will also learn how to approach a problem using a five-step framework; 1) Identifying the problem, 2) Pinpointing the root cause, 3) Identifying and prioritizing solutions, 4) Analyzing and choosing the best solution, and finally, 5) Creating a pitch to recommend the solution.

## EMP 119: Developing Presentation Skills

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Whether you are presenting to persuade, inform, or inspire, ensuring that your audience is engaged requires a high level of skill. With 'fear of public speaking' affecting 75% of the population, it's no surprise that so many want to improve their presentation skills. During this session, participants will learn techniques for three critical areas: 1) The presenter: Learn how to facilitate effectively for any audience, 2) The content: Techniques for creating the best PowerPoints and materials, and 3) The technology: Tips for using today's technology and avoiding common glitches.

## EMP 130: Cybersecurity

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In this workshop, representatives from IT share the latest techniques and strategies to help faculty and staff protect their data and identify and defend against cybersecurity threats.

## EMP 140: Microsoft Word

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In this course, participants brush up on their Microsoft Word and learn about advanced features and strategies.



## EMP 141: Microsoft Excel

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In this course, participants brush up on their Microsoft Excel and learn about advanced features and strategies.

## EMP 142: PowerPoint Pizzazz

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In this course, participants brush up on their PowerPoint skills and learn about all the tools and features they can utilize to bring their presentations to life for audiences.

## EMP 143: Microsoft Sway

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In this course, participants learn how to utilize all the features of Microsoft Sway to create dynamic and engaging presentations, portfolios, resumes, and newsletters.

## EMP 144: Microsoft Forms

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In this course, participants will learn how to utilize Microsoft Forms to create polls, quizzes, and surveys. Participants will also explore exciting features such as real-time results and built-in analytics.

## EMP 145: What To-Do

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Organizing your day and tasks is about to get much easier! In this course, participants will learn how to utilize Microsoft To-Do to make lists and access them from any device; set due dates and reminders for upcoming tasks; divide tasks into smaller steps; and much more.

## EMP 146: Being a Planner

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In this course, participants will learn how to utilize the exciting features of Planner to bring every team project to life as creatively and visually dynamic as possible.

## EMP 147: OneDrive

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In this course, participants will learn all about Microsoft's cloud service OneDrive. Storing, protecting, and accessing files has never been easier thanks to OneDrive– and participants will learn how to navigate OneDrive and utilize its many features.

## EMP 148: FindTime, Don't Doodle

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In this course, participants will learn how FindTime can make scheduling a meeting so much easier. Course facilitators will show participants how to find when attendees are available, allow attendees to vote on their preferred day/time, and schedule a meeting.

## EMP 149: Mastering the Fundamentals of Microsoft Sway and Stream

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In this course, participants will learn how to utilize the exciting and innovative features of Microsoft Sway and Stream.

## EMP 150: Getting Published

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Have you ever dreamed of publishing a story? A novel? A work of non-fiction? A scholarly journal article? Or have you ever wanted to contribute to a textbook? In this session, some of Forsyth Tech's published authors (and other authors both local and from around the country) will speak about their journeys to getting their work published. Who knows – you may be next!

## EMP 151: Creating and Delivering a Webinar

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In this course, participants will learn all the elements of a creative and engaging webinar. Participants will also have the opportunity to create their own webinar, deliver it to their peers and facilitator within a set timeframe, and receive constructive feedback.

## EMP 160: What's Self-Care Got to Do with It?

This series will be divided into four parts:

Part 1: Participants will explore what self-care means.

Part 2: Participants will explore how self-care is unique for educators (acknowledging challenges, offering ideas for solutions).

Part 3: During this part, participants will practice what they have learned at home during Parts 1 and 2.

Part 4: Participants will participate in a community exchange of ideas on what has worked for them during Part 3.

## EMP 161: THRIVE (Positive Education Learning Community)

Do you spend your time taking care of everyone else? Do you go to bed exhausted every night, but can't sleep because your brain won't shut down? Do you want to live a happier, healthier life? Do you have a good work-life balance?

If you answer yes to any of these questions, come join the Positive Education learning community, aka Forsyth Tech Thrive. We will be exploring self-care, wellbeing, happiness, positive thought, balance, stress management, positive coping skills and how to apply these techniques to your work life and personal life, and to share these techniques with our students in whatever capacity you work with them.

## EMP 170: Tech Talks

In this forum, presenters would discuss innovative uses of technology in the classroom and workplace that have led to enhanced student engagement. Presenters will include faculty, CTL Team members, ITS, and guest speakers.

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