

**Adult Heartsaver CPR/AED  
Cardiopulmonary Resuscitation and Automated External Defibrillators**

**Code # 44**

**Hosted by:** Bruce Fried and Cathy Fried, Emergency Medical Education Department

**Date:** Friday, August 28

**Time:** 9:00 a.m. – 1:00 p.m.

**Location:** MB-10

**PD Hours:** 4 Hours

**Description:** Heartsaver CPR/AED is an American Heart Association class that teaches the appropriate action for the following medical emergencies on persons over the age of one year:

- What to do for choking
- How to perform rescue breathing
- How to perform CPR (Cardiopulmonary Resuscitation)
- How to use an AED (Automated External Defibrillator)

The class includes lectures and skills practice on manikins; there is no written test for the course.

**Cost:** \$20.00 covers the required text and the certification card.

**Limit:** Enrollment is limited to 18 participants.

**Adult Heartsaver CPR/AED  
Cardiopulmonary Resuscitation and Automated External Defibrillators**

**Code # 325**

**Hosted by:** Bruce Fried and Cathy Fried, Emergency Medical Education Department

**Date:** Friday, October 30

**Time:** 9:00 a.m. – 1:00 p.m.

**Location:** MB-10

**PD Hours:** 4 Hours

**Description:** Heartsaver CPR/AED is an American Heart Association class that teaches the appropriate action for the following medical emergencies on persons over the age of one year:

- What to do for choking
- How to perform rescue breathing
- How to perform CPR (Cardiopulmonary Resuscitation)
- How to use an AED (Automated External Defibrillator)

The class includes lectures and skills practice on manikins; there is no written test for the course.

**Cost:** \$20.00 covers the required text and the certification card.

**Limit:** Enrollment is limited to 18 participants.

**Bafa Bafa – A Cross-Cultural Simulation Game**

**Code # 33**

**Hosted by:** Fari Towfiq & Cynthia Anfinson, Math Department

**Date:** Friday, September 11

**Time:** 2:00 - 5:00 p.m.

**Location:** E-2

**PD Hours:** 3 Hours

**Description:** Bafa Bafa simulation is used to introduce the notion of cultures. There are two cultures in this simulation, Alpha and Beta. Once the participants learn the rules, customs, and values of their culture, they visit the other culture and follow up with discussion and analysis of specific cultures and the way they are formed. It is during the post-simulation discussion that the mysteries of each of the cultures are unraveled and the participants compare perceptions of one another's culture. Through the discussion, this experience is then generalized to attitudes towards other groups in the real world.

## **Basic Self-Defense I**

### **Code # 43**

**Hosted by:** Sgt. Al Owens, Escondido Police Department & Palomar College Police Academy

**Date:** Thursday, October 8

**Time:** 4:00 – 6:00 p.m.

**Location:** Public Safety Training Center  
182 Santar Place Room 3A, San Marcos

Visit <http://www.palomar.edu/pstc.htm> for directions to the Center.

**Description:** This two-hour course will teach the basics to help you avoid being the victim of a crime. It will explain danger cues and awareness. There will also be a demonstration of self-defense techniques that can help you escape a physical attack on your person. Physical participation is minimal and voluntary.

Instructor Al Owens, a police officer for 12 years, is currently a sergeant with Escondido Police Department. He has served as a Defensive Tactics Instructor for 10 years at the Escondido Police Department and six years at the Palomar College Police Academy.

## **Basic Self-Defense II (Hands On)**

### **Code # 223**

**Hosted by:** Sgt. Al Owens, Escondido Police & Palomar College Police Academy

**Date:** Wednesday, November 11

**Time:** 4:00 – 6:00 p.m.

**Location:** Public Safety Training Center  
182 Santar Place Room 3A, San Marcos

Visit <http://www.palomar.edu/pstc.htm> for directions to the Center.

**Description:** The class begins with a review of the basic course and then moves into practical applications of self-defense techniques. Students will be concentrating on form. All techniques will be controlled and performed at low intensity to avoid injuries. This class is geared toward students who have little or no experience with martial arts, boxing, or grappling. Wear comfortable clothes and shoes (preferably sneakers) because students will be moving and stretching. No high heels will be allowed. Be prepared to build your confidence and have fun!

## **Dealing with Resistance: Working in a Hostile Environment**

### **Code # 283**

**Hosted by:** Dr. Lisa Romain, Counseling Department

**Date:** Friday, November 20

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** MB-10

**PD Hours:** 2 Hours

**Description:** This workshop will explore the role of resistance and examine communication styles. You will learn strategies to rise above conflicts and turn obstacles into opportunities through interactive exercises.

## **Department Chair Workshop**

### **Code # 249**

**Facilitator(s):** Ralph Ferges, Sue Zolliker, Terry Humphrey, Department Chairs; Steve McDonald, Dean,  
Languages and Literature

**Date:** Wednesday, September 2

**Time:** 2:00 – 4:00 p.m.

**Location:** MB-8

**PD Hours:** 2 Hours

**Description:** This workshop is designed to offer all department chairs the chance to discuss the role and challenges of the position. Most of the workshop will consist of questions and answers, so please bring any and all concerns you might have.

## **Escondido Teaching Learning Center**

**Code #** 300

**321**

**Hosted by:** Fergal O'Doherty and Gary Sosa, Co-Chairs of the Basic Skills Committee & Title V/HSI Steering Committee

**Dates:** Monday, August 31

Tuesday, September 1

**Time:** 12:00 – 1:00 p.m.

5:00 – 6:00 p.m.

**Location:** Escondido Center Room 500

**PD Hours:** 1 Hour

**Description:** Faculty and staff will be given a tour of the new Teaching and Learning Center (TLC) at the Escondido Center. The BSI-HSI Co-Coordinators will explain the various functions of the TLC and discuss how the TLC can be used by students and faculty to improve learning and teaching.

## **Developing Effective Reading Comprehension and Analytical Skills across the Curriculum**

**Code #** 313

**Hosted by:** Seena Trigas, History Department

**Date:** Thursday, October 15

**Time:** 3:00 – 5:00 p.m.

**Location:** MB-10

**PD Hours:** 2 Hours

**Description:** This workshop will give a brief overview of recent research on increasing student understanding and analysis of content area textbooks and primary/secondary sources. Personal teaching experiences will be discussed regarding trying to convey content information when student reading comprehension gets in the way. Learn from staff feedback specific strategies that can be applied to all curricular areas.

## **Developing Effective Writing Skills across the Curriculum**

**Code #** 303

**Hosted by:** Seena Trigas, History Department

**Date:** Wednesday, November 4

**Time:** 4:00 – 6:00 p.m.

**Location:** MB-14

**PD Hours:** 2 Hours

**Description:** This workshop will begin with a brief presentation on research of student writing at the college level and follow with open discussion. Learn effective strategies to promote structure and analytical writing across the non-Language Arts content areas, including essays and research papers.

## **Exploring Darwin**

**Code #** 63

**Hosted by:** Philip de Barros, Anthropology Department

**Dates:** Wednesday and Thursday, November 11 and 12

**Time:** TBA

**Location:** TBA

**PD Hours:** 1.5 Hours for each session attended

**Description:** Based on the great success of the two-day *Exploring Darwin* events in Fall 2007 and Fall 2008, a similar event is planned for Fall 2009. The event's purpose is to provide faculty, staff, and students with scientific examples of the tremendous explanatory power of Darwin's theory of natural selection in a wide range of fields, including the Earth, Life, Social, and Behavioral Sciences. We will have a keynote speaker on Tuesday evening, November 10, at 7:00 p.m., in Room D-10. On the 11<sup>th</sup> and 12<sup>th</sup>, talks will be held at common class times, starting from 9:30 to 10:50 a.m. and ending from 2:00-3:20, in the Governing Board Room. Details can be found on the [Behavioral Sciences website](#) prior to the event.

## **Intercollegiate Athletics**

### **Code # 301**

**Hosted by:** Scott Cathcart and Sean Sovacool, Athletics Department

**Date:** Friday, September 18

**Time:** 11:30 a.m. – 1:00 p.m.

**Location:** MB-10

**PD Hours:** 1.5 Hours

**Description:** This presentation encompasses the scope, objectives, and administrative processes of the Palomar College intercollegiate athletic program. The presentation includes a review of the eligibility standards of the California Community College Athletic Association (CCCAA), in addition to preparation for transfer to the four-year level, as based upon eligibility qualifications of the National Collegiate Athletic Association (NCAA) and National Association of Intercollegiate Athletics (NAIA). The session will also include an explanation of the athletic department's semester grade-check policy and a tutorial on processing by faculty members.

## **Is the Techno-Path the Right Path?**

### **Code # 311**

**Hosted by:** Dr. Martin Japtok, English Department and Professional Development Coordinator

**Date:** Wednesday, October 7

**Time:** 4:00 – 6:00 p.m.

**Location:** MB-6

**PD Hours:** 2 Hours

**Description:** This workshop takes a skeptical view of the increasing use of electronic technology in education, in part to counterbalance the unbridled enthusiasm found for technology across the educational spectrum. What are the consequences of taking the techno-path? This is a question that has not been considered seriously enough by most educators, and we will attempt to probe some of the hidden and implicit choices we make when we go online, use videos, educate long-distance, etc.

## **Mexican and Mexican American Labor Leaders**

### **Code # 314**

**Facilitator(s):** Carlos von Son, Foreign Languages Department

**Date:** Thursday, October 1

**Time:** 4:00 - 6:00 p.m.

**Location:** MB-9

**PD Hours:** 2 Hours

**Description:** After the Mexican-American War ended in 1848 as a result of the Manifest Destiny and the consequent incorporation of the Hispanic people in the United States, many Mexican and Mexican-American landowners lost their land in lawsuits before state and federal courts or as a result of legislation passed after the treaty. Workers were displaced and underpaid. Labor leaders attempted to change the working conditions without success. This presentation will explore the working conditions of Mexican-Americans and will identify important leaders during the late 1840s to the Civil Rights Movement.

## **Mini-Training Sessions for Professional Development Contract Submission**

### **Code #**

**213**

**322**

**Facilitator(s):** Martin Japtok, Professional Development Coordinator

**Dates:** Wednesday, September 2

Thursday, September 10

**Time:** 4:00 – 5:00 p.m.

4:00 – 5:00 p.m.

**Location:** LL-109 (downstairs in the Library)

**PD Hours:** 1 Hour

**Description:** The PD Office will provide two mini-training sessions to assist faculty with the contract proposals, updates, and completion procedures.

## **Palomar Premiere**

### **Code # 324**

**Hosted by:** Theresa Hogan Egkan, Counseling Department

**Dates:** Thursday, September 3

**Time:** 5:00 – 7:30 p.m.

**Location:** Clock Tower

**PD Hours:** 1.5 Hours

**Description:** This event is sponsored by the Title V HSI Grant and is designed to show students at the beginning of their college education at Palomar College how the campus supports them to reach their goals. Faculty are invited to mingle with students and talk about their programs and classes. Many campus services and resources will provide information and workshops to the students and their families. A BBQ dinner will also be provided. Please RSVP by Aug. 20<sup>th</sup> at [www.palomar.edu](http://www.palomar.edu) and click on the Palomar Premiere link.

## **Political Economy Days**

### **Code # 50**

**Hosted by:** Peter Bowman & Teresa Laughlin, Economics, History & Political Science Department

**Dates:** Wednesday and Thursday, October 21 and 22

**Time:** TBA

**Location:** TBA

**PD Hours:** 1.5 Hours for each session attended

**Description:** The purpose of Political Economy Days is to broaden students' exposure to political, economic and historical topics. Lectures on a variety of topics feature faculty from Palomar College, Mesa College, CSU San Marcos, UCSD and other colleges and universities and will be held during regular class time. Exact times and locations to be announced.

## **Producing High Quality Video for Instruction**

### **Code # 67**

**Hosted by:** Bill Wisneski, PCTV

**Date:** Thursday, September 17

**Time:** 3:00 – 5:00 p.m.

**Location:** P-31

**PD Hours:** 2 Hours

**Description:** The panel will discuss the services and capabilities PCTV offers to faculty members: How to create a video to enhance traditional or online classes • How to create a promotional video for events, classes, or departments • How to create a complete video series for a course offering • How to create announcements, advertising programs, or course information on the PCTV Cable Channel • Video formats available: DVD, video streaming, pod casts, videotape

## **Teaching African American Students: Issues to Consider**

### **Code # 284**

**Hosted by:** Dr. Lisa Romain, Counseling Department

**Date:** Friday, December 11

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** MB-10

**PD Hours:** 2 Hours

**Description:** This workshop will outline approaches to understanding the learning styles of African American students. Through interactive exercises, role plays and practice vignettes, you will learn practical and immediately useable strategies to incorporate in the classroom. Get students involved while making the learning process more productive, satisfying, and fun.

**Trade Fears for Facts: Learn the Truth about Mental Illness**

**Code # 304**

**Facilitator(s):** Julie Benn, National Alliance on Mental Illness

**Date:** Thursday, November 5

**Time:** 4:00 - 6:00 p.m.

**Location:** MB-10

**PD Hours:** 2 Hours

**Description:** This presentation will discuss the facts about mental illness, including some of the most commonly occurring signs and symptoms as well as the services of the National Alliance on Mental Illness (NAMI) San Diego offers.

**What New Faculty Need To Know About Faculty eServices**

**PD Code # 03**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator; Dr. Candi Francis, Dean, Mathematics & the Natural & Health Sciences

**Date:** Thursday, August 13

**Time:** 1:00 - 3:00 p.m

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Professor Davis and Dean Francis will guide new and returning faculty through the maze of Palomar College, including the following: **Faculty eServices:** the first day of class, class schedules, class rosters, drop rosters, grade rosters, the FW and much more • Palomar Webmail • Professional Development contract submission procedures via Faculty eServices.

## **Fall 2009 Academic Technology Training Opportunities**

### **Academic Technology Resource Center (ATRC)**

**<http://www.palomar.edu/atrc>**

Academic Technology will offer five types of training opportunities to Palomar College faculty members in Fall 2009:

- A. In-person, instructor-facilitated workshops
- B. Online, self-paced workshops
- C. To-be-arranged individual training
- D. To-be-arranged departmental training

Resources for the in-person and online training can be found in a Blackboard course titled “Academic Technology Training” in which all faculty and staff members are pre-enrolled. You will find it in the “My Courses” area when you login to Blackboard.

Each faculty and staff member at Palomar College has a pre-created Blackboard login account which uses their Palomar user id as username (i.e., the part of the email address to the left of the “@” sign is the Blackboard username), and their Palomar email password as the password.

The schedule of in-person and online instructor facilitated workshops is given below, and can be found on the [Academic Technology training website](#).

The online self-paced training uses workshops developed in Blackboard. Login, enter the Academic Technology Training course, and complete the assigned reading and other course work at any time throughout the spring semester.

To-be-arranged departmental training should be arranged through department chairs. We have provided a menu of possible training topics below, from which departments may select training topics. Groups of individuals should consult with your chair to schedule the training at your location and at the best time for your department.

To-be-arranged individual training should be arranged with the contact person given in the description of that type of training below.

An overview of each of these types of training, along with information on other training resources, can be found on the [Academic Technology training website](#).

## **A. In-person, instructor facilitated, workshops**

### **Classroom Technology**

#### **Code # 245**

**Hosted by:** Lee Hoffmann, Audio Visual Department; Dr. Haydn Davis and Terry Gray, Academic Technology Department

**Date:** Friday, August 28

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** B-1

**PD Hours:** 2 Hours

**Description:** Get a refresher (or first time) tour of the technology available in most Palomar classrooms. Learn the use of the classroom computer and digital projector, the pixie wall controls for classroom computer/video output switching, the uses of the classroom DVD and VCR, and considerations for understanding how audio from media plays in the classroom. Additional topics will include: PowerPoint presentation through digital projectors, remote control of PowerPoint through wireless controllers, the use of Classroom Performance System (CPS) Radio Frequency (RF) polling devices (clickers) for the classroom, and, checkout procedures for other AV and ATRC equipment.

### **Using Blackboard Safe Assign to Teach About and Detect Plagiarism**

#### **Code # 47**

**Hosted by:** Dr. Haydn Davis , Academic Technology Coordinator

**Date:** Wednesday, September 2

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Academic Technology has deployed the Safe Assign Anti-plagiarism tool through the Blackboard Learning system. Join Haydn Davis in discovering how to create a Safe Assign “assignment.”

### **Using Student Journals in Blackboard**

#### **Code # 305**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Friday, September 4

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to use the journal tool in Blackboard to serve as a writing platform for your students. In this workshop you will discover how to use the tool to efficiently provide individualized feedback as your students reflect on course readings, class discussions, or field experiences.

### **Using Student Blogs in Blackboard**

#### **Code #306**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Wednesday, September 9

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to use the student blogging tool in Blackboard to assign individual and/or group blogs. Topics will include how to set up/configure a student and group blog; how to monitor comments; how to insert links, graphics, and other media within the blogging tool; and the pedagogy of blogging.

## **Using Student Wikis in Blackboard**

### **Code # 307**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 10

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Wikis are the ideal group project tool. In this workshop, learn how to use the student wiki tool in Blackboard to assign and track group projects. Topics will include how to set up/configure a group wiki; how to configure and monitor contributions and edits; how to insert links, graphics, and other media into the wiki articles, and how to assess participant contributions to the wiki.

## **Web Page Development**

### **Code # 20**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Friday, September 11

**Time:** 10:00 a.m. -12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Introduction to web page creation and management. In this workshop, each student will create a personal web page on a Palomar College web server, and will be introduced to the concepts of growing the page into a site and managing the site. SharePoint Designer 2007 will be used as a web-authoring tool, but other authoring tools will be discussed.

## **PowerPoint 1: Creating Basic Presentations with PowerPoint 2007**

### **Code # 37**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 17

**Time:** 1:00 p.m. -3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to: construct a simple PowerPoint presentation, modify its design, add text and graphics, use SmartArt diagrams, perform basic drawing tasks print from PowerPoint, present PowerPoint in the classroom, and save presentations for the web. We will be creating a simple presentation in PowerPoint 2007 during this workshop.

## **Technology Roundtable: What Works in Blackboard**

### **Code # 308**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Friday, September 18

**Times:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Join your colleagues as they present their favorite tips & tricks for using the Blackboard Learning System to teach effectively. Refreshments will be served, and a valuable prize will be given away.

## **PowerPoint 2: Creating Advanced Presentations with PowerPoint 2007**

**Code # 38**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 24

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to:

- Animate slides and objects on slides in PowerPoint
- Control animation triggering and timing
- Add audio and video to PowerPoint slides
- Animate SmartArt diagrams
- Group, order, align and apply special effects to graphics in PowerPoint
- Hyperlink from slide to slide, slide to file, slide to media, and presentation to presentation
- Use hidden slides during a presentation
- Handle footnotes and references within PowerPoint
- Save presentations for the web

We will be creating and animating a presentation in PowerPoint 2007 during the course of this workshop.

## **The Wimba Voice Tools**

**Code # 13**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Friday, September 25

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to use the Wimba Voice Tools, which are integrated into the Blackboard Learning System. The Voice Tools include Voice Authoring, Voice Email, threaded Voice Boards (audio discussion boards), Voice Presentation (audio, web-based slide shows). The Voice Tools are simple to work with and engaging for both students and instructors.

## **Adding Content to Blackboard**

**Code # 323**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Wednesday, September 30

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to organize and deliver content using the Blackboard Learning System. Different file formats and options, as well as best practices, will be discussed.

## **Using Google Earth**

### **Code # 280**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Friday, October 2

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Google Earth is a revolutionary new, FREE tool for exploring and teaching about the earth and geographic relationships. In this workshop, you will learn how to use Google Earth, how to navigate about the planet (and the heavens), how to create custom placemarks and combine them into earth tours and instructional presentations that can be viewed by your students, and how to use the many Google Earth layers most effectively.

## **Using the Blackboard Assignment Manager**

### **Code # 310**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Wednesday, October 7

**Time:** 1:00 - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** The “digital drop box” feature in Blackboard is obsolete, and will be removed from our next version of Blackboard, version 9. It has been replaced by a much better Assignment Manager Tool. This workshop explains how to use the new “assignment” feature and explains why it is superior to the drop box in several ways. Learn to use the assignment feature now and gain control over class assignments.

## **How to Create a Podcast in Blackboard**

### **Code # 312**

**Hosted by:** Dr. Haydn Davis and Terry Gray, Academic Technology Department

**Date:** Friday, October 9

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn to use the new podcast tool in Blackboard to create a course podcast, to build a subscription channel for your audio lectures, add audio content and distribute it easily to your students, allow student audio input to your Blackboard course, and more.

## **Using the Blackboard Discussion Board**

### **Code # 302**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Wednesday, October 14

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-104

**PD Hours:** 2 Hours

**Description:** This workshop covers the features of the Discussion Board in Blackboard and the abilities it extends to faculty and students. It describes how to use the built-in grader linked to the Blackboard grade center, and how to manage discussion threads.

## **B. Online, self-paced workshops**

If you wish to access the Academic Technology Training Blackboard site in order to take online, self-paced training, (or simply to review the materials there), follow this procedure:

1. Login to Blackboard—all faculty and staff members at Palomar College have a Blackboard account and are pre-enrolled in Academic Technology Training as students. To login, open a web browser and go to <http://blackboard.palomar.edu>. Click the "User Login" button. Use your Palomar email ID (without the @palomar.edu part of it) as your Username and your Palomar email password as password.
2. In the My Palomar tab area of Blackboard, in the "My Courses" box, scroll if necessary until you see the "Courses in which you are enrolled" section, and click on "Academic Technology Training."
3. Click on the Folder labeled "Online Self-Paced Training."
4. Click on the link for the course in which you are enrolled. We are offering 5 online, self-paced workshops this semester:
  1. Copyright Essentials – PD credit = 4 hours
  2. Blackboard Essentials – PD credit = 2 hours
  3. Adding Content to Your Blackboard Course Site – PD Credit = 4 hours
  4. Windows Vista Essentials – PD Credit = 4 hours

### **Detailed Descriptions of Self-Paced Workshops**

#### **Copyright Essentials**

**Code # 07**

**Hosted by:** Terry Gray and Dr. Haydn Davis, Academic Technology Department

**Location:** Internet

**PD Hours:** 4 Hours

**Description:** This online, self-paced workshop presents the basics of copyright use of educational materials. The discussion will emphasize concepts of Fair Use and place special emphasis on the TEACH Act of 2002. Anyone who uses copyrighted handouts or other materials in their in-person classes, and especially those who use copyrighted digitized audio and video files, can benefit from this workshop. A discussion of the Academic Technology TEACH Act checklist and Fair Use worksheet will be included, along with Academic Technology policies on copyright and intellectual property.

#### **Blackboard Essentials**

**Code # 229**

**Hosted by:** David Gray, Shay Phillips & Chris Norcross, Academic Technology Department

**Location:** Internet

**PD Hours:** 2 Hours

**Description:** Blackboard is the essential tool for conducting technology-enhanced teaching at Palomar College. It is used to organize and present teaching and learning materials, conduct class communications, interact with students, carry out assessments, deliver assignments, and perform grade book and other record-keeping functions. You will review screen videos and printed materials to learn basic Blackboard concepts and practices. A discussion board will be maintained for Q&A.

#### **Adding Content to Your Blackboard Course Site**

**Code # 14**

**Hosted by:** David Gray & Shay Phillips, Academic Technology Department

**Location:** Internet

**PD Hours:** 2 Hours

**Description:** This self-paced Internet workshop uses tutorials and written materials to demonstrate the process of adding different types of materials to your Blackboard course sites, and makes best practice recommendations for methods and practices.

## **Windows Vista Essentials**

### **Code # 12**

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Internet

**PD Hours:** 4 Hours

**Description:** This workshop is designed for those who need to know the basics of working with Windows Vista. Screencasts and written materials provide instruction in the following:

- Create and manage files and folders
- Manipulate multiple windows
- Use the task bar
- Create shortcuts and quick links
- Change the display properties and personalize Vista
- Perform basic computer maintenance tasks
- Improve system performance
- Zip and unzip files in compressed folders
- Save files to USB drives, CD-R, and DVD-R discs
- Use network drives
- Install and configure media players and other common software
- Uninstall software
- Schedule automatic updates
- Learn the basics of Vista security including the new Security Center

## **C. TBA In-Person Training**

### **Academic Technology Departmental Training**

#### **Code # 72**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

The Academic Technology department is prepared to offer training topics on a to-be-arranged basis for any department that requests it. To schedule training, the Department Chair should contact Dr. Haydn Davis at [hdavis@palomar.edu](mailto:hdavis@palomar.edu) or call ext. 2341. Please note, departmental training is intended for Academic Departments only.

### **Using the Safe Assignment Anti-plagiarism Service**

#### **Code # 75**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

We have deployed Safe Assignment a leading anti-plagiarism service through Blackboard. We have developed several screencasts and made the brief product manual available for self-instruction, but if you would like custom training delivered to you or your department contact Dr. Haydn Davis.

### **Using Personal RF Polling Devices (Clickers)**

#### **Code # 74**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

Radio frequency polling devices are a great way to focus discussion and retain attention during a classroom presentation or meeting. Palomar College now provides these devices for checkout to faculty and staff. We have also site licensed the software for creating polls, which can be self-contained or integrated into PowerPoint. You will be up and running with your own in-class use of these systems after receiving this training.

## **Special Topics in Blackboard**

### **Code #73**

David Gray, Shay Phillips or Chris Norcross, Academic Technology Department, ext. 2862 – TBA

This is an opportunity to spend time with one of our Blackboard systems administrators to address topics of special interest. If you have special usage problems or want to pursue a special interest within your Blackboard class, you may arrange time under this activity code.

## **Special Topics in PowerPoint**

### **Code # 292**

Terry Gray, Academic Technology Department, ext. 2877 – TBA

If you need special assistance with your PowerPoint projects, or want to cover one of the more obscure features of the program, this is your opportunity to work with us on your projects.