

## Winter 2012

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### Winter Employee Development at Douglas College

Employee Development opportunities are offered by five different groups at the College: (Click on the links for each area to learn more.)

- [Faculty Development: Supporting Teaching Excellence and Engaged Student Learning](#)
  - [Reading Circles](#)
  - [Instructional Skills Workshop](#)
  - [Course \(Re\)Design Institute](#)
  - [Faculty Peer Mentoring Program](#)
  - [Faculty Development Frequent Flyer Program](#)
  - [FD at Neighbouring Post-secondary Institutions](#)
  - [School of Instructor Education at Vancouver Community College](#)
  - [Upcoming Educational Conferences](#)
  - [Research on Teaching and Learning/Scholarship of Teaching and Learning](#)
- [Research and Scholarly Activity: Services and Support](#)
- [Centre for Information and Educational Technology \(CEIT\): Technical Training Opportunities](#)
- [Safety, Security & Emergency Preparedness: Occupational Health & Safety, Violence Prevention and Emergency Preparedness](#)

- [General Employee Development: Professional Development on Topics of Interest to All College Employees](#)

## Featured Winter Sessions

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Each PD-providing area at Douglas provides a featured winter PD session or sessions at the College:

- **Centre for Educational and Instructional Technology:** The focus this term is on training in Microsoft Outlook, which will be implemented system-wide in February, 2012.
- **Human Resources:** Helping people succeed in their work.
- **Research on Teaching and Learning:** Reading circles at both campuses, a fresh round of RTL Book Awards, and regular monthly meetings of the Douglas College RTL Network.
- **Faculty Development:** Reading Circles and a focus on curriculum and instruction in the reading break, with an Instructional Skills Workshop and a Course ReDesign Workshop. Watch for additional sessions in January!
- **Safety, Security & Emergency Preparedness:** The Occupational Health & Safety Committees will be offering first aid and emergency preparedness training this semester. Watch for upcoming training on violence prevention and dealing with bullying in the workplace.

# Winter Offerings

## FEBRUARY 2012

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### Blackboard Version 9 “Starter Kit” (online self-paced course)

Join this self-paced online course to learn the basics of the new Blackboard Learn v9. Following successful completion of the online “Starter Kit” you can build on this training and begin developing your own Course Master, with optional additional training with one of the Blackboard trainers. The Starter Kit application form is at the bottom left side of the CEIT Blackboard webpage at <http://www.douglas.bc.ca/ceit/employee-services/my-apps/blackboard-employees.html>. *Sponsored by CEIT.*

### Six Steps to a Secure Financial Future

Thursday, February 2, 12-1pm, Boardroom (B3011)  
[David Lam](#)

Do you want to learn more about retirement planning strategies designed to increase net worth and decrease taxes, helping you ensure a fully funded retirement?

If yes, please register for “Six Steps to a Secure Financial Future” facilitated by Travis C. Forman, Executive Financial Consultant of Forman and Associates Financial Planning.

Specifically this course will focus on:

1. TFSAs
2. RRSP Catch-up Strategies
3. Income Splitting
4. Making your Mortgage Interest Effectively Tax Deductible
5. Pension Maximization Strategies
6. Insured Retirement Strategy  
- Case Study

*Sponsored by Human Resources.*

### Collaborative Learning: The Jigsaw Method in the College Classroom

Thursday February 2, 12:30 - 2pm, Room 1222  
[New West](#)

How many of us, as instructors, have ended a class by reminding students to “Read chapter four before Monday” only to find on Monday that few or no students completed the assigned readings? Join Tanya Haye, CMNS instructor, in an interactive workshop to explore the jigsaw collaborative learning strategy. We will discuss students’ reasons for not completing assigned readings and will explore the elements of the jigsaw, a “no-fail” active learning strategy to encourage students to complete assigned reading and other preparations before class. *Sponsored by CAFD.*

### Taking Stock of Teaching and Learning in Higher Education: A Reading Circle

Thursdays, February 2 - April 12, 3 - 4pm,  
Videoconference Rooms ([3140 NW](#) and [B2100 DL](#))

The editors of this collection of scholarly essays on research on teaching and learning make some provocative claims about the limitations of current teaching in higher education, characterising most approaches as “practices of convenience” that result in superficial instead of deep student learning. Join your colleagues to engage in stimulating discussion of this thought-provoking book, which in the words of one reviewer, is a “must read” for anyone who cares about the quality of higher education’. We supply the book! *Sponsored by CAFD.*

### Teaching with Your Mouth Shut: An Online Reading Circle via Blog

Starting in cyberspace the week of February 6

Donald Fink of Evergreen State College challenges the model of “teaching as telling” and he does so while also endorsing the captivating lecture. Fink tells compelling stories and offers numerous images of good teaching, where books, students, provocative questions and inquiry-based projects move students into active learning. Join your colleagues via blog to discuss the many ways that teaching can be organized. We supply the book! Interested? Contact Susan Greffard [grefards@douglascollege.ca](mailto:grefards@douglascollege.ca) to indicate your availability. *Sponsored by CAFD.*

## Yoga Workshop

Wednesday, February 6, 4-5pm, Gymnasium #3  
([Pinetree Community Centre](#))

Do you want to learn more about the benefits of yoga, breathing and posturing techniques and participate in 45 minutes of yoga with a qualified instructor?

If yes, please register for the Yoga workshop being held at both the Coquitlam and New Westminster Campuses. These workshops are being lead by Christine Brain, a qualified yoga instructor and energy healer.

Please bring /wear:

- Water
- If you own one, a yoga mat as supplies are limited
- Exercise clothing /anything you can stretch in (bring a sweatshirt as room temperature varies)

*\*Please plan to attend all three sessions. If not possible, lessons will be reviewed at the beginning of the next session.*

*Sponsored by the Centre for Campus Life.*

## Self-Defence Workshop

Mondays, February 6 - March 5, 5-5:55pm,  
Aerobics Studio, [New West Fitness Centre](#)

Learn strategies for your personal protection and well-being in this self-defence workshop. Martial arts instructor Kirk Jaques has studied and taught a wide assortment of martial arts, kickboxing and combative methods for the past 43 years. In recent years, Mr. Jaques has applied his martial arts training to the film industry, working as a stunt man and stunt coordinator, as well as providing personal training to various actors and stunt men.

Participants should wear athletic apparel and running shoes. This workshop runs for eight consecutive Mondays until March 5. To get the most out of this workshop, participants are encouraged to attend as many sessions as possible. *Sponsored by the Centre for Campus Life & Athletics and Human Resources.*

## Nutrition Workshop

Tuesday, February 7, 12:30-1:45pm Lecture Theatre  
A1470 [David Lam](#)

The workshop will be both educational and interactive. The presenter will teach you about the basics of

nutrition, healthy eating habits for before, during, and after workouts, portion control, the breakdown of food, and more! After taking in the facts about nutrition, you get the opportunity to make some of your own food with your new healthy conscience. Mark your calendar! *Sponsored by the Centre for Campus Life & Athletics and Human Resources.*

## Care of the Voice

Tuesday, February 7, 1 - 2:30pm, Laura C. Muir  
Performing Arts Theatre [New West](#)

The voice is the primary instrument of singers, actors and anyone in an instructional role. Are you taking good care of your voice?

Join Douglas College Music and Theatre students and Shelagh Davies, local audiologist, Clinical Associate Professor and Clinical Researcher in the School of Speech and Audiological Sciences at UBC, for a presentation about healthy voice use. Shelagh's educational background and credentials are abundant and extensive. She will discuss basic voice anatomy, physiology and function aimed at singers and others who rely on the voice in instructional, artistic and scientific workplaces. Shelagh will explain how the voice works and what to do to keep it working well. Audience members will engage in an exploratory manner and questions and answers are welcome.

This workshop is part of Erica Northcott's Music class, but anyone from the Douglas College community is welcome to attend.

## Culture, Identity, and Difference: a Reading Circle with a Twist

Tuesdays, February 7 - March 13 (no session on February 14), 3-4pm, Room 5220 [New West](#)

Based on our success from the first Culture, Identity and Difference collective reading circle, we are offering a second iteration to explore the question "What is the relationship across disciplines between culture, human activity and the learning environment?" Join Sarah Paynter (Geography) and Heather Tobe (Communications) for a reading circle that you help shape. In this reading group we explore issues around culture, identity, and academia from articles generated within the group. In the first session, we will generate

topics and articles; in subsequent sessions, these articles become the focus of discussion. Everyone is welcome - DC faculty, staff and administrators. *Sponsored by CAFD.*

### Visual Presenter (Elmo) Wireless Tablet

Wednesday, February 8, 8:30-9:30am, Room 1231

[New West](#)

OR Friday, February 10, 9:30-10:30am, Room 1231

[New West](#)

The Elmo Wireless Writing Tablet is an excellent way to communicate with your PC or Laptop and simulate a whiteboard experience. Join this session to see how the Elmo Wireless Tablet partners with the Elmo Visual Presenter with a special pen for easy annotation to create lesson materials containing real 3D objects, pictures from books, and previously-created digital information.

Because the Elmo Tablet is wireless and can remotely control an Elmo Visual Presenter, the instructor can move freely around the classroom (within 50 ft of the computer) making it possible to interact with the class and individual students. Participants will be able to use a trio of recording functions with the Elmo tablet which can all be used to create high-impact teaching materials: video with audio, time-lapse photography, and still images recorded and saved on a computer. *Sponsored by CEIT.*

### Tri-Cities Intercultural Workplaces Community Forum

Thursday, February 9, 9am - 1pm, Room C1008

[David Lam](#)

Join Alden E. Habacon, Director of Intercultural Understanding Strategy Development at UBC and members of the Tri-Cities Collaborative Community Committee and Welcome BC Legacy Projects to learn more about creating welcoming and inclusive workplaces.

Alden will explain the concept of "cultural navigators" a generation of Canadians who are able to move through increasingly complex networks of cultural space, manage fluid social identities and easily travel between social margins and Canada's mainstream. Participants will also explore features of Multiculturalism 2.0 that distinguish it from the paradigm of the ethnic mosaic

and will learn more about the emergence of Multiculturalism 3.0.

### Theory and Practice of Online Learning: Online Book, Online Reading Circle via Elluminate

*First meeting, Thursday, February 9, 1 - 2pm in*

*Elluminate meeting space at*

[http://140.161.15.68:80/join\\_meeting.html?meetingId=1279923422794](http://140.161.15.68:80/join_meeting.html?meetingId=1279923422794). This will be an informal meeting for introductions and to sort out logistics.

It's not a catchy title, but it's a good book. This reading circle meets in virtual space via Elluminate to discuss an online book. No hard copies of the book are provided, but participants can access it free of charge at [http://cde.athabascau.ca/online\\_book/second\\_edition.html](http://cde.athabascau.ca/online_book/second_edition.html). Selected chapters will be discussed from the substantive contents, which include: the important role of theory in online education; infrastructure and support for content development; design of online courses; and delivery, quality control and student support in the online environment. Join Jennifer Kirkey (Physics and Astronomy) and your colleagues at this Elluminate address: [http://140.161.15.68:80/join\\_meeting.html?meetingId=1279923422794](http://140.161.15.68:80/join_meeting.html?meetingId=1279923422794).

Subsequent meeting times will be identified by participants. Contact Jennifer with questions [kirkeyj@douglascollege.ca](mailto:kirkeyj@douglascollege.ca). *Sponsored by CAFD.*

### Reading Break Faculty Development Events

#### Course (Re)Design Workshop: Three Day Intensive at David Lam Campus

Friday, February 10; Tuesday, February 14; Thursday, February 16, 8:30am - 4:30pm, Room C1015 [David Lam](#)

The Course (Re)Design Intensive is the curriculum development equivalent of an Instructional Skills Workshop. The Intensive provides a collegial environment, instruction, work time, and support for a small group of faculty to design a new course or redesign an existing one. Participants meet for three full days over a week, with a day in between each session to allow time for completion of each element of the course (re)design. They will examine their course

content, articulate or revise intended learning outcomes and identify instructional methods that increase student engagement. They design assessments that are congruent with intended outcomes and consider strategies for giving and receiving feedback so that students feel supported. As a result of their participation, instructors will be able to apply the design/redesign process to other courses. Previous participants in the Course (Re)Design Intensive have described it as a “transformative experience” and have expressed a renewed sense of enthusiasm for teaching. Sign up early - seats are limited.

Please bring the curriculum guidelines, syllabus, course materials and student assignments for one course to each session and expect to work on your course (re/design) between the days of the workshop. *Sponsored by CAFD.*

### **Instructional Skills Workshop: Four Day Teaching/Learning Intensive**

*Tuesday through Friday, February 14, 15, 16 and 17, 8:30am - 4:30pm, Room 1808 [New West](#)*

The Instructional Skills Workshop (ISW) is a dynamic, collaborative, peer-based course that offers practical experience in developing effective teaching, learning and presentation skills within a safe environment. Those new to the teaching role gain instructional know-how, while more experienced teachers increase their repertoire. All participants develop, teach and receive peer feedback on three mini-lessons. The ISW has a long history of success in transforming teaching and learning. It is open to all College employees and can be credited toward the newly revised Provincial Instructor Diploma Program (PIDP) as course ID3220. *Sponsored by CAFD.*

### **Adobe Acrobat Pro - Introductory (Level I)**

*Monday, February 13, 10am - 12pm, Room 6109*

[New West](#) [Acrobat v9]

*OR Wednesday, February 22, 8 - 10am, Room 6109*

[New West](#) [Acrobat v9]

*OR Friday, March 16, 3 - 5pm, Room 6105 [New West](#) [Acrobat v10]*

#### **Presented by Wayne Ratcliffe**

Please register for the version of Acrobat installed on your computer. Are you curious about the uses of Adobe Acrobat? This introductory workshop will explore the variety of documents that can be presented in this

format. The workshop will also examine the work area and basic navigation tools and will have participants create Adobe PDF files from Microsoft Office files and a variety of other document formats. If time permits, the participants will also combine documents into a single PDF file and create PDF portfolios. *Sponsored by CEIT.*

### **Adobe Acrobat Pro - Intermediate (Level II)**

*Wednesday, February 15, 10am - 12pm, Room 6109*

[New West](#) [Acrobat v9]

*OR Wednesday, February 29, 8 - 10am, Room 6109*

[New West](#) [Acrobat v9]

*OR Friday, March 23, 3 - 5pm, Room 6105 [New West](#) [Acrobat v10]*

#### **Presented by Wayne Ratcliffe**

Please register for the version of Acrobat installed on your computer. Do you have a basic familiarity with Adobe Acrobat but want to go further? This intermediate workshop will have participants enhancing and editing PDF documents. Documents will be modified to: add and edit bookmarks, add and edit links, and delete, move and renumber pages. A comprehensive multimedia presentation will also be prepared that includes video files and displays related controls. *Sponsored by CEIT.*

### **Winter Graduation Ceremonies**

*Wednesday, February 15, 10:30am and 1:00pm and*

*Thursday, February 16, 10:30am and 1:00pm*

*New West*

### **Adobe Acrobat Pro - Advanced (Level III)**

*Friday, February 17, 10am - 12pm, Room 6109*

[New West](#)

[Acrobat v9]

*OR Wednesday, March 7, 8 - 10am, Room 6109*

[New West](#) [Acrobat v9]

*OR Friday, March 30, 3 - 5pm, Room 6105 [New West](#) [Acrobat v10]*

#### **Presented by Wayne Ratcliffe**

Please register for the version of Acrobat installed on your computer. Are you comfortable working with Acrobat and PDF documents but want to explore some of the more advanced features? This advanced workshop will have participants create and customize a PDF document that incorporates the use of various form fields. Participants will also create digital signatures

and add security features to PDF files. *Sponsored by CEIT.*

### **Leaving the Lectern: Students Working in Groups: A Reading Circle**

Mid-February at [New West](#)

*This reading circle will begin in mid-February at the New West campus. Please email Rosilyn Coulson ([coulsonr@douglascollege.ca](mailto:coulsonr@douglascollege.ca)) to express interest and to identify your available meeting times (Tuesdays preferred).*

Dean McManus, professor of Oceanography at the University of Washington was riled by student indifference to the complex, dynamic world of the ocean. This book tells the story of how he moved from traditional lecture and examinations to cooperative learning and student projects and in the process "gained both personal satisfaction and professional esteem." Join Rosilyn Coulson, Commerce and Business Administration, to examine both the achievements and the mistakes of one professor who changed his teaching to encourage more active student engagement and learning. *Sponsored by CAFD.*

### **High Impact Educational Practices: What They Are, Who Has Access to Them, & Why They Matter: A Three-session Reading Circle**

Mondays, February 20, 27, and March 5, 12-1pm, Scholarly Commons (Room C3074) [David Lam](#)

This book describes a set of well-researched educational practices that have a significant positive impact on student success. George Kuh uses data from the National Survey of Student Engagement to describe high impact educational practices and explains why they benefit all students, especially those who might be described as "underserved." Discuss this report with interested others. We supply the book! *Sponsored by CAFD.*

### **Get Started on Your Own Emergency Preparedness Plan & Kit**

Monday, February 20, 4 - 6pm, Boardroom (B3011) [David Lam](#)

OR Wednesday, February 22, 4 - 6pm, Boardroom (4920) [New West](#)

Back by popular demand. Act now to become better prepared at home and at work for an emergency! Do you ever wonder how those "other people" around the world manage to live with natural and human-made disasters? You may wish to rethink and prepare yourself, your home and family because in southwest BC we live with the threat of great earthquakes, tsunamis, volcanoes, windstorms and train derailments, to name a few. Join Jennifer Kirkey (Physics) and Susan Smythe (Geography) in an energizing and interactive session that will help you start an emergency preparedness plan and kit for your home, office and car.

**PARTICIPANTS WILL RECEIVE SEVERAL ITEMS TO GET THEIR KIT STARTED...INCLUDING A FREE WATERPROOF LED "SHAKE" FLASHLIGHT!**

*Sponsored by the Occupational Health and Safety Committees. Register early! Space is limited.*

### **Research on Teaching and Learning (RTL) Network**

Wednesday, February 22, 4-5:30pm, Videoconference Rooms ([3140 NW and B2100 DL](#))

Are you interested in reading and discussing research on teaching and learning in HE? Are you keen to explore a researchable question of your own? The purpose of the RTL Network is to provide a forum for Douglas College faculty to meet monthly to discuss research on a variety of aspects of teaching and learning and to share ideas and/or collaborate with each other on investigating student learning at the College. Meetings take place on the fourth Wednesday of every month from 4-5:30pm and all are welcome! *Sponsored by CAFD.*

If you are interested in participating, but unable to attend meetings, please email Alison Thomas ([thomasa@douglascollege.ca](mailto:thomasa@douglascollege.ca)) to be added to the online myDouglas group, which provides electronic resources relating to research on teaching and learning and serves as an online forum to enable members to exchange ideas and information.

# MARCH 2012

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## Blackboard Version 9 “Starter Kit” (online self-paced course)

See February session description.

## Taking Stock of Teaching and Learning in Higher Education: A Reading Circle

Thursdays, March 1 - April 12, 3 - 4pm, Videoconference

Rooms ([3140 NW and B2100 DL](#))

See February session description.

## High Impact Educational Practices: What They Are, Who Has Access to Them, & Why They Matter: A Three-session Reading Circle

Monday, March 5, 12-1pm, Scholarly Commons

(Room C3074) [David Lam](#)

See February session description.

## Self-Defence Workshop

Monday, March 5, 5-5:55pm, Aerobics Studio

[New West Fitness Centre](#)

See February session description.

## Culture, Identity, and Difference: a Reading Circle with a Twist

Tuesdays, March 6 and 13, 3-4pm, Room 5220

[New West](#)

See February session description.

## Strategic Planning Town Hall Forum

Wednesday, March 7, 4 - 6pm, Boardroom (B3011)

[David Lam](#)

OR Wednesday, March 14, 4 - 6pm, Boardroom (4920)

[New West](#)

**Pathways to Success, Strategic Plan 2010-2015** was approved by the College Board in June 2010. The hard work of implementation is going extremely well. It's time to pause, reflect on our accomplishments, and re-focus on the work ahead. At this Town Hall Forum we'll consider the challenges and opportunities in our external environment. We'll review feedback from the recent Strategic Planning Employee Survey. And we'll look at progress to date on Learner Pathways,

Teaching Quality, Student and Employee Engagement, and the other major goals of Vision 2015. There will be ample time for discussion, and for your comments and questions about the implementation of our strategic plan.

## Research on Teaching and Learning (RTL) Network

Wednesday, March 28, 4 - 5:30pm, Videoconference

Rooms ([3140 NW and B2020 DL](#))

See February session description.

## EMERGENCY FIRST AID / CPR LEVEL C

Saturday, March 31, 9am - 5pm, Room 1808 [New West](#)

This course includes obstructed airway procedures, breathing emergencies and CPR for all ages. The course also includes basic first aid for minor and major bleeding, some medical conditions and continuing care. The Emergency First Aid course is recommended for the general public, care givers and medical professionals. This course also includes certification in Automated External Defibrillation (AED). *Sponsored by the Occupational Health & Safety Committees.*

# APRIL 2012

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## Taking Stock of Teaching and Learning in Higher Education: A Reading Circle

Thursdays, April 5 & 12, 3 - 4 pm, Videoconference

Rooms ([3140 NW and B2100 DL](#))

See February session description.

## Research on Teaching and Learning (RTL) Network

Wednesday, April 25, 4 - 5:30pm, Videoconference

Rooms ([3140 NW and B2100 DL](#))

See February session description.