

FOCUS on Teaching

Message from TLC Director Norah Kerr-McCurry



The TLC completed an award-winning academic year in 2007-08. In addition to individual awards earned by the staff, our workshop program won an ANGEL Impact Award for the successful creation and delivery of workshops serving over 200 faculty members. Over 7,000 students per term were supported in web-enhanced and fully online courses; twelve new fully online courses were developed; and the summer was busy with faculty creating new learning objects using new tools to enhance teaching and learning. We are looking forward to the upcoming year and highlighting new ANGEL 7.2 tools such as Wikis and Assessments. And our faculty-led TLC Roundtables will remain at the heart of what we do, as we continue to focus on teaching.

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Professor Paul Keating will lead our TLC Roundtable discussions. Topic for September 25th: Why Do You Teach The Way That You Do? Join us for a lively discussion over lunch. Details on page 11.



TLC Open House & Faculty Appreciation Day: April 2008

To honor and showcase the innovation and collaboration of our Faculty, the TLC hosted an Open House and Faculty Appreciation Day on April 9, 2008. Dr. Peter Burnham, members of his cabinet, and over 50 faculty members were in attendance.

Faculty teaching fully online courses showcased courses and guests took the opportunity to discuss engaging teaching techniques with their colleagues.



Web Trammell, Barbara Baron,
Elaine Olaoye

Delores Steinhauser and Donna Thompson highlighted the use of ANGEL's Learning Object Repository

(LOR), which allows for the sharing of learning objects across courses. The Economics Department uses the LOR to share content for all course sections.

Mike Quissaunee showed a number of Web 2.0 applications including Second Life that could be used in courses.



Jim Palumbo, Joe King, Jim Cody



Rich Pfeffer, Eugene DeRobertis,
Tom Cioppa



Karen D'Agostino talked about the educational possibilities associated with using and creating podcasts in higher education.

TLC Open House (con't from page 1)



Doug Coil and Art Marshall previewed their interactive map tests which are used across all sections, both online and face-to-face, of HGEO-105.

Larry Hartzell demonstrated interactive course components and design ideas to further engage students.



Marie Maber has developed two fully online courses.



Marie showcased her use of Camtasia to add audio over Power Point.

Marie with Martha Noble

Jim Cody teaches World Literature as a fully online course.



His participation in the Open House highlighted an interactive learning object on Dante's Inferno, developed with Dan Greenwood.

Jim with Richard Dery



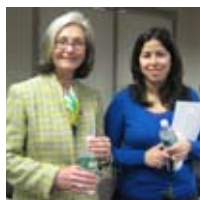
Gail Harrigan with Carey & Kathleen

Kathleen Offenholley worked on a number of projects to foster participation and engage the learner. Kathleen showcased her work in web-enhancing Math courses and in the utilization of the LOR to provide materials to adjuncts.

Carey Fox talked about the challenges in developing an online Biology course.



Eric Goll



Nancy Kegelman & Yesenia Madas



Maris Lown



Shavnda Floyd & Marcia Krefetz-Levine

The goal of the Open House was to highlight our Faculty's work which illustrates the value of collaboration among faculty, the value of the engagement of students using technology as a tool, and the value of exploring new ways of teaching.

Faculty reported how pleased they were to be able to interact with the President and each other in this informal setting.



Representatives from key administrative departments were also in attendance.

The Registrar and her staff work closely with the TLC to ensure that student data is protected ; the Testing Center is the place to go for our in-County students needing a proctored testing environment. And Division Administrators provide valuable support to the TLC.



Kim Toomey, Joan Rudinski, David Murray, Denise DeMichael



Shay DelCurla & Nancy O'Shea



Ellie Horgan



Diditi Mitra & Amy Clark



Maryanne Krenz & Pat Gallo Villee



Cathy Blackburn



Phyllis Shafer & Barbara Boyington



Louise Horgan



Joel Morgovsky



Fidel Wilson & Raj Wesley



Carl Calendar

Award Winning Year for the Teaching & Learning Center

ANGEL IMPACT Awards recognize exemplary ANGEL implementations and foster innovation and collaboration to further enrich the ANGEL user community. These awards recognize individuals and organizations for making the most of the ANGEL learning management system in their teaching and learning.

Brookdale's Teaching & Learning staff won an Impact Award for Exemplary ANGEL Training Program. The University of Kansas Medical Center won the Impact award for an exemplary course, as did Penn State University.



The TLC continues to develop curriculum and design workshops to explore ways to use the technology to enhance teaching and learning. And we've shared our experiences with some New Jersey sister schools that have now moved to ANGEL to include UMDNJ and Mercer County Community College.

Brookdale's distance education program is committed to sustaining a quality learning environment in the midst of great growth. We have joined the Quality Matters Consortium to explore ways to foster faculty collaboration across the state. Look for more on this initiative in the weeks to come.

Teaching & Learning Center staff members also won Brookdale recognition for individual contributions to the College.

Denise Vigil, Senior Office Assistant, is pictured with Brookdale President Dr. Peter Burnham at the 2008 Garden Party. Denise, a member of the Professional Staff Association, was recognized for exemplary performance.



Norah Kerr-McCurry, Director, received the Outstanding Administrator Award for "outstanding contributions to Brookdale Community College during the 2007-2008 Academic Year". Norah was nominated by a group of faculty who cited her work in leveraging technology to manage change.



Denise Vigil, Norah Kerr-McCurry, Dan Greenwood and Maria Breger

What I Did On My Summer Vacation

Faculty Work with TLC Staff To Create New Courses, New Sections, and New Web-Enhancements

The TLC scheduled 43 summer workshops for faculty in the use of the ANGEL learning management system. Many faculty members worked in the TLC over the summer to begin the process for development of fully online, hybrid, and web-enhanced courses. Courses slated to go fully online for the first time in the Spring 2009 term include offerings in Political Science, Criminal Justice, History, Women's Studies, and Philosophy. Hybrid offerings will include courses in Mathematics and Education.

Carl Thomas of the Philosophy department may have gotten in a couple of golf games over the summer, but he spent plenty of time in the Teaching & Learning Center. Carl is developing PHIL-227, Ethics, for full online delivery. Carl met with Norah and Dan on a weekly basis to storyboard the course, begin development of learning objects, and make decisions on student assessment. Carl will continue to work with the TLC during the fall term to create a rich, multi-media experience for his students.



Trish Hines began her summer thinking about web-enhancing one of her programming courses, COMP-233, Object Oriented Programming. Trish is interested in giving students opportunities to collaborate outside of regularly scheduled class time, as well as the organizational benefits of using ANGEL's drop-box feature. Trish has enrolled in the Online Certification course for the fall term.

Ave Latte taught a number of face-to-face sections over the summer, and in between classes met with TLC staff to begin hybridization of EDEC-105. Ave is adding voice over Power Point and considering the proper configuration of lectures and discussions. She will pilot the course with a traditional class in the Fall term, making adjustments for the Spring 2009 offering as needed.



Terry Healy and Mary Young of the Math department have attended several ANGEL workshops, and they use the tool to web-enhance courses. Terry has begun the process of hybridization over the summer for MATH-131, Statistics; Mary is working on hybridizing MATH-151, Intermediate Algebra. Terry and Mary have enrolled in the certification course, "Online Teaching & Learning: Systems and Students" for the Fall term.

Joe Varone will be teaching his first fully online course, ENGL-235, World Literature, in the Fall 2008 term. Joe completed the course project for the certification course by creating the backbone of the course, and worked over the summer to organize and create content, develop interactive learning components, and consider appropriate assessments. He also worked to add new online sections to the schedule to meet student demand in his Department Chair role.

Mike Quissaanee volunteered time over the summer as a TLC Faculty Fellow to assist the staff in visioning appropriate educational applications for new ANGEL 7.2 tools such as Blogs. Mike also contributed to our Web presence through authorship of his own Blog.



What I Did On My Summer Vacation

Faculty Work with TLC Staff To Create New Courses, New Sections, and New Web-Enhancements

Barbara Baron developed SPCH-115, Public Speaking, as a fully online course several years ago, providing the lynch pin for our six online degree programs. Barbara spent time in the TLC working with Norah Kerr-McCurry to revise and update the course. Two sections of SPCH-115 will run in the fall; Norah and Barbara will collaborate during the term to provide opportunities for students to fully experience and master the learning objectives.



Karen D'Agostino met with TLC staff to evaluate the Pilot Podcasting Program and explore plans for future implementation.

Jim Sulton, Chair of ITAC, meets with Norah to discuss administrative uses of ANGEL.



Joe Boyle taught two distance education courses over the summer, and met with the TLC to monitor enrollment and add courses in his Department Chair role. Joe will be developing a new online course in the Criminal Justice department, bringing us closer to a full online degree.



Ron Sopenoff came to the TLC two times per week over the summer months to work on development of CRJU-125, Police Role in the Community. Ron has embarked on a path to produce some truly exciting learning experiences for his students. In addition to gathering materials to present in a text-based format for students, negating the need for a text book, Ron is working closely with Dan Greenwood in the creation of Learning Objects. The goal is to create interactive, reinforcing, illustrative course elements using tools like Captivate, Photo Shop and Flash, and the integration of video interview footage to be edited using Adobe Premier Pro. While the use of the various technological tools is of note, the real excitement stems from the knowledge that this course will provide a robust, rewarding teaching and learning experience.



Sherri West traveled to Egypt in May with a student group, where her focus remained on teaching. She worked with the TLC in July to explore new ways to encourage and capture student interaction for web-enhanced and fully online sections of HIST-105 & 106, World Civilization. Sherri is considering use of the discussion forum and blog features in ANGEL for collaborative student projects.



Art Marshall and Mary Ellen Hurley began the process for development of EDUC-217, Intro to the Exceptional Child, as a hybrid offering. Art and Mary Ellen are carefully considering the efficacy of the online format for Education majors, exploring creation of learning objects to promote active learning.



*James Poinsett, Linda Wang,
Alice Zagury*

Teaching an Online

January

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
 <p>Phyllis Shafer, BUSI 305</p>			 <p>Carol Pingitore, MKT 101</p>			<h3>Engaging Students</h3>  <p>Sandy Vazone, ENGL 122</p>			 <p>Larry Hartzell, HIST 136</p>		






April


May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
 <p>Faculty in an Online Certification-Class</p>				 <p>Bob McGovern, Using ANGEL</p>		 <p>Ray Wesley, Talking about Teaching Approaches</p>		 <p>Kathleen O'Brien-Holley, Karen D'Agostino, Joel Morgovsky, Using Discussion Forums</p>			

Course

March

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			 <p>Marie Maber, ARTH 105</p>	 <p>Eric Goll CHEM 116/136</p>			 <p>Ron Sopenoff, CRJU 101</p>			
			 <p>Debbie Meyer, Dolores Steinhauser, Donna Thompson ECON 105/106/225</p>			 <p>Jim Cody, ENGL 235</p>				

Wednesday	Thursday	Friday	Saturday
			 <p>Elaine Otaoyo, Ken Duffie, Assessing Students</p>
<h1>Learning New Skills & Pedagogies</h1>			

It's a Commitment

Online Certification

Online Teaching & Learning: Systems and Students

Interested in teaching a hybrid or fully online course? Register for “Online Teaching & Learning: Systems and Students.” The course was developed by Karen D’Agostino and Kathleen Offenholley, has been revised and is now taught by Norah Kerr-McCurry.



Shahin Pirzad

The purpose of the course is to introduce faculty to the principles and practices of teaching online. The course emphasizes the essential elements of online teaching and learning and provides faculty with the opportunity to explore and understand online instruction. Each faculty member is also provided an ANGEL course shell to use for practice and assignments. The TLC provides technical support for faculty to help in assignment completion.

The course meets for seven weeks, all online, after an initial face-to-face orientation. Faculty commit to devoting approximately 4 hours per week for the time period. Upon completion of the course and project, faculty are eligible to teach fully online courses, at the discretion of academic departments. Close to 100 faculty members, some pictured below, have completed the course and are an integral part of the growth of online courses.



Ron Sopenoff & Tom Cioppa



Norah presents Joe Varone Certificate of Completion



Roseanne Alvarez



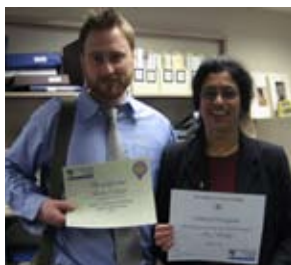
Scott Boguchwal



Phyllis Shafer



Bob McGovern



Brent Costleigh & Raj Wesley



Monica Urban, Laurie Rozzo, Jack Ryan, Meg Natter, Catherine Pagliuca, Emily Tedeschi, Lillian Harris



Joan Santa Croce



Dean Graziano

The TLC will offer four separate sections of “Online Teaching and Learning: Systems & Students” for the academic year. All registrants should complete the Introduction to ANGEL course BEFORE starting this course. Courses offered in the long terms last seven weeks:

Fall 2008: Initial meeting Monday, 9/22 at 5:30P OR Tuesday, 9/23 at 5:30P

Spring 2009: Initial meeting section A: Tuesday, 2/3 at 5:30P OR Thursday, 2/5, 4:30P

Spring 2009: Initial meeting section B: Wednesday, 3/25, 4:30L OR Thursday, 3/26, 4:30P

Summer 2009: Initial meeting Monday, June 1, 3:00 p.m. - course runs through August 3rd



Wikis and Discussions in ANGEL



Thank you, good bye and good luck to Dr. Kathleen Offenholley as she begins a new chapter in her career at the Borough of Manhattan Community College.

Kathleen Offenholley took a look at the new Wiki feature in ANGEL:

A wiki is a text area in which students can create a document together. You have probably heard of Wikipedia, which has documents on all sorts of topics, written and edited by people around the world. One person may start the wiki entry; later, another person may add to that entry or even edit what is already there.

For my face-to-face classes next semester, I am considering having a different group of students each week assigned to use a wiki to create class notes. This could allow students to write out the important parts of the lecture, adding to and changing each other's work as needed.

Other faculty members I've talked to are excited about having wikis available to students for group projects, or to summarize the main points of an important topic. Groups can be set up, just as with discussions, so that editing and viewing a wiki is restricted to only the students working on the project or notes. When the wiki is done, it can be copied and pasted into a Word document for finalization.

Discussions versus Wikis

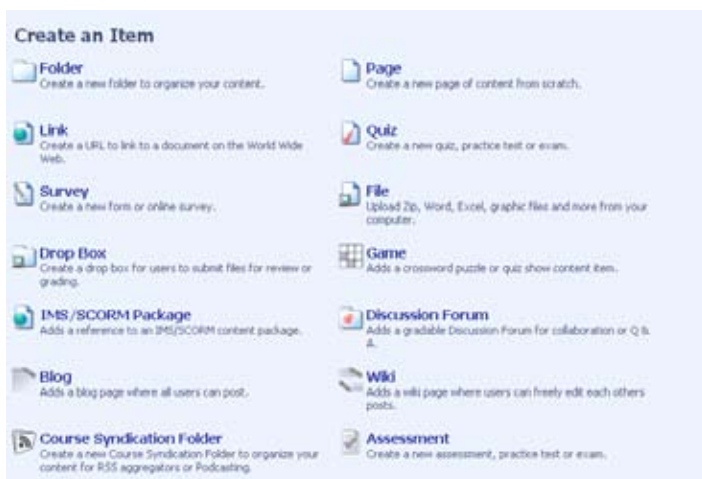
The difference between an online discussion and a wiki is more about the type of end product created. An online discussion leaves you with a record of who says what about a topic, while a wiki creates a text document created by all the people who have collaborated on it. So for example, students working on a project together may want to use the online discussion to talk about how they are going to do their project or when they want to meet; the wiki is useful for actually creating the project.

If you are working on a wiki, any student that can see this entry can also edit it, and add his or her own comments. For students working on projects together using a wiki, it is probably a good idea to restrict the students who can view it to only the group members; later, if they want to show the class what they have done, they can paste their work into a word file.

Come to a workshop to talk about the educational possibilities of wikis and to learn how to create wikis for your courses.

TLC Tips

Request Course Shells in ANGEL through our online form. From the Brookdale home page, click on Quick Links; TLC for Faculty; Your Course Online. You'll find a link for Forms. Web-enhanced courses can help to reinforce concepts and add to your communication tool kit.



The Student Conduct Code applies to ALL students. Therefore if a student decides to cut and paste personal information from a discussion forum onto Facebook they can face sanctions for harassment. The TLC has added a link to the Code in all ANGEL shells.

The Testing Center supports testing for distance education students. The TLC can help you in using a secure browser so that your tests can be computerized. Call Dan Greenwood about using ANGEL to enhance test security.

The Learning Object Repository (LOR) feature of ANGEL allows for the sharing of course content within and across departments. Why not use the LOR to share learning objects with your colleagues? You add the content to ANGEL, then manage your repository by choosing which courses can have access.

Use the ANGEL calendar and announcement functions to help your students manage time. With so many faculty using the system, students are able to see course deadlines and important dates on the ANGEL personal home page, for multiple courses.

As more and more of our communication takes place online, it's a good idea to guide students with your expectations. This is particularly critical in fully online courses where electronic communication is the norm. Why not share online etiquette with your students?

- Provide citations for quoted materials or others' ideas, just as would be done in hard copy.
- Do not forward personal notes or messages to others unless you are certain the content is appropriate and you have obtained permission from the author.
- Begin each posting with a greeting stating the person's name (Hello Kerry, or Hello Dr. Reed), and closing with your name on its own line. This raises the tone of the correspondence so that there is a level of respect no matter the content.
- Be aware of the effect that your choice of words and typestyle may have.
- Avoid satire or sarcasm. Few people can successfully write humor and satire. A probable and perhaps lasting misunderstanding is not worth an unlikely and passing chuckle.
- Never write anything you wouldn't want to see publicly printed; computer messages cannot be assumed to be private.
- Since anything you write online can be (and may be) forwarded to others, do not disclose trade secrets or company-confidential information as part of a course.
- Above all, remain polite and professional at all times. Don't use offensive language, and don't be confrontational for the sake of confrontation. Treat all class members with respect and courtesy, and ask yourself, "Would I say this if we were sitting in a face-to-face classroom?" If the answer is no, rewrite and reread.

Guidelines for Online Etiquette

Adapted from University of Maryland University College Guidelines

Workshop Descriptions (Calendar on Page I2)

Workshops are held in the TLC and are scheduled for 1.5 hours.
Registration required; notice of cancellation appreciated.

“Online Teaching and Learning: Systems & Students”- is needed for faculty wishing to teach fully online courses. Faculty meet at the initial face-to-face session for introductory information including course requirements. The course requires a 3 to 4 hour per week commitment for the duration of the term (7 weeks in the long term, 10 weeks in the summer), during which time the group will interact in the online environment. Individual projects will be selected and completed. Upon completion, faculty receive a certificate and are eligible to teach fully online courses **at the discretion of academic departments**. In addition to this course, faculty should sign up for the technical ANGEL workshops.

The TLC will offer four separate sections for the academic year. All registrants should complete the Introduction to ANGEL course BEFORE starting this course. Courses offered in the long terms last seven weeks:

Fall 2008: Initial meeting Monday, 9/22 at 5:30P OR Tuesday, 9/23 at 5:30P
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Summer 2009: Initial meeting Monday, June 1, 3:00 p.m. - course runs through August 3rd

Note: A minimum enrollment of 10 is needed to run this course.

Introduction to ANGEL will introduce the system and highlight navigation, use of tools, and best practices for organizing course content.

Gradebook in ANGEL covers the use of the gradebook tool, which allows faculty and students to track progress and have access to information within the ANGEL system.

Learning Object Repository (LOR) will delve into the organization and sharing of information in the ANGEL system. Use of the LOR will help in sharing information between full and part time faculty, within departments, and across departments.

Camtasia software allows for a multi-media experience to be captured and presented to students. Camtasia can also be used for voice over Power Point skills, and audio over screen shots for various delivery.

Communications with ANGEL covers topics including using the internal ANGEL email system; calendar functions; utilizing discussion forums to foster interaction, and an announcement feature that helps keep students on track.

Assessments covers the important assessment components of the ANGEL system to include quizzes and drop boxes.

RSS in ANGEL gives users and instructors the opportunity to include media rich learning events and objects while also offering portability for users through the course syndication tool using RSS feeds and Podcasts.

Contact Denise Vigil to register for workshops at 732-224-2089 or email
dvigil@brookdalecc.edu.

Fall 2008 TLC Workshops

TLC Workshops and Roundtables are open to full and part-time faculty.

September			
Day	Date	Time	Title
Fri.	9/5	9:00A	Gradebook
		1:00P	Intro to ANGEL
Sat.	9/6	12:30P	Intro to ANGEL
Fri.	9/12	9:00A	Intro to ANGEL
		12 Noon	Intro to ANGEL
Mon.	9/15	11:00A	Intro to ANGEL
		2:00P	Communications
		4:30P	Gradebook
Tues.	9/16	4:30P	Intro to ANGEL
Wed.	9/17	9:00A	Intro to ANGEL
		11:00A	Communications
		2:00P	Gradebook
Thurs.	9/18	9:00A	Assessments
		2:00P	Intro to ANGEL
		4:30P	Intro to ANGEL
Fri.	9/19	9:00A	RSS in ANGEL
		12 Noon	Assessment
Mon.	9/22	9:00A	LOR
		12 Noon	Communications
		3:30P	Assessment
		5:30P	CERTIFICATION
Tues.	9/23	9:00A	Gradebook
		2:00P	LOR
		5:30P	CERTIFICATION
Wed.	9/24	12 Noon	RSS in ANGEL
Thurs.	9/25	11:45A	ROUNDTABLE

October			
Day	Date	Time	Title
Fri.	10/3	9:00A	Wikis
		1:00P	Assessments
Tues.	10/14	9:00A	Communications
		2:00P	RSS in ANGEL
Wed.	10/15	12 Noon	RSS in ANGEL
Fri.	10/17	10:00A	Camtasia
Mon.	10/20	2:00P	LOR
Wed.	10/22	12 Noon	Gradebook
Wed.	10/29	12 Noon	Communications
Thurs.	10/30	11:45A	ROUNDTABLE

November			
Day	Date	Time	Title
Wed.	11/5	12 Noon	Gradebook
Thurs.	11/6	11:45A	ROUNDTABLE
Fri.	11/7	10:00A	Intro to ANGEL
Wed.	11/12	12 Noon	Wikis
Thurs.	11/13	9:00A	RSS in ANGEL
Wed.	11/19	12 Noon	Camtasia
Fri.	11/21	9:00A	Intro to ANGEL
		11:00A	Gradebook

December			
Day	Date	Time	Title
Thurs.	12/4	11:45A	ROUNDTABLE
Wed.	12/10	12 Noon	Communications
Fri.	12/12	10:00A	Intro to ANGEL

September 25th Roundtable Topic: Why Do You Teach The Way That You Do? Professor Paul Keating will lead our TLC Roundtable discussions. Join us for a lively discussion over lunch; location TBA. RSVP Please.

Detailed description of workshops page 11.

To register, please call **732-224-2089** or email dvigil@brookdalecc.edu.

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