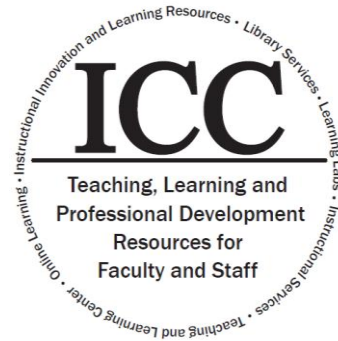


# Teaching, Learning and Professional Development Resources for ICC Faculty & Staff

## *A comprehensive directory of programs, services and staff*



### **Instructional Innovation and Learning Resources** :: <http://www.icc.edu/innovation>

- Instructional Services, Learning Labs, Library/Learning Resource Centers
- Organizational Learning (Orientation, Professional Development, Teaching and Learning Center, Celebrations of Learning, Celebrations of Service)
- Lead Adjunct Faculty and Adjunct Faculty Advisory Committees
- Faculty Awards, Mini-Grants, Endowed Teaching Chair Award
- Co-Curricular Education, Service Learning, Supplemental Instruction (SI)
- Copyright and Fair Use Compliance
- The UnderStudy Program

**Janice Kinsinger, Associate Dean; East Peoria Campus, 239G; 694-5758; [jkingsinger@icc.edu](mailto:jkingsinger@icc.edu)**

**Tami Cooper, Organizational Learning Specialist; East Peoria Campus 239F; 694-5442; [tami.cooper@icc.edu](mailto:tami.cooper@icc.edu)**

### **Library Technical Assistant Program**

Dr. Pam Thomas, East Peoria Campus, L443; 694-5508; [pthomas@icc.edu](mailto:pthomas@icc.edu)

### **Instructional Services**

- Official Course Syllabi and Program Database; Courses, Certificates, Programs, Degrees, Curriculum Development System (CDS), Curriculum Committee and Curriculum Subcommittee Support
- College Catalog Development and Production, Class Schedule Production, Classroom Scheduling
- ICCB Curricular Communications and Approvals
- PeopleSoft Catalog/Course Changes and Requisites
- General Education Requirement Waivers
- U-Select College Transfer data
- College Calendar Committee

**Jean McAdams, Coordinator, East Peoria Campus, 314B; 694-5745; [jmcadams@icc.edu](mailto:jmcadams@icc.edu)**

### **Library Services** :: <http://icc.edu/library/>

- Library and Media Services (Books, Electronic Resources, Cataloging, Inter-Library Loan)
- Scantron Testing Services
- Library Instruction

**Cate Kaufman, Director, Library Services; East Peoria Campus, L317; 694-8504; [cathryne.kaufman@icc.edu](mailto:cathryne.kaufman@icc.edu)**

Susan Franzen, Peoria Downtown Campus, Thomas 103; 999-4610; [susan.franzen@icc.edu](mailto:susan.franzen@icc.edu)

Tom Eertmoed, ICC North Campus, Cedar 59; 690-6837; [teertmoed@icc.edu](mailto:teertmoed@icc.edu)

### **Circulation, Library Media Services and Media Equipment Checkout**

Emily Roush, East Peoria Campus, L317; 694-8463; [emily.byron@icc.edu](mailto:emily.byron@icc.edu)

- East Peoria Campus Library Media Checkout; 694-8463
- East Peoria Campus Media Equipment Checkout; 694-5246

Peoria Downtown Campus, Thomas 103; 999-4611

- Downtown Campus Library Media and Equipment Checkout (Laptop, Mobile Computer, Projector, TV, VCR, DVD); 999-4611

Don Merrick, ICC North Campus, Cedar 59; 695-6860; [donald.merrick@icc.edu](mailto:donald.merrick@icc.edu)

- North Campus Library Media and Equipment Checkout (Laptop, Mobile Computer, Projector, TV, VCR, DVD); 690-6860

### **Learning Labs** :: <http://icc.edu/currentStudents/>

- Student Academic Support and Tutoring (In-person, Online)
- Student Blackboard Help
- Supplemental Instruction Coordination and Leader Training
- Athletic Academic Monitoring
- College Reading and Learning Association (CRLA) Tutor Training

**Pat Pusey, Coordinator, East Peoria Campus, 236A; 694-5768; [ppusey@icc.edu](mailto:ppusey@icc.edu)**

**Linda Leifeld, Coordinator, Peoria Downtown Campus, Perley 112; 999-4514; [lleifeld@icc.edu](mailto:lleifeld@icc.edu)**

**Trisha Alexander, Coordinator, ICC North Campus, Cedar 136; 690-6833; [trisha.alexander@icc.edu](mailto:trisha.alexander@icc.edu)**

### **Teaching and Learning Center** :: <http://icc.edu/innovation> >> Teaching and Learning Center

ICC encourages excellence in teaching, learning and professional development by providing a Teaching and Learning Center to experience, develop and practice instructional innovation. TLC Staff can assist with computer use, eServices/PeopleSoft, Blackboard, Microsoft programs and other instructional technology tools. TLC staff can also assist ICC personnel with non-technological training and support. See Organizational Learning at Illinois Central College for more information about TLC programs and services and the directory for TLC personnel.

### **Virtual Campus, Online Learning**

ICC offers online learning opportunities through online classes, certificates and degree programs. ICC offers students innovative online academic support programs and services. See Organizational Learning at Illinois Central College for training and professional development opportunities for online learning, contact TLC or Online Learning personnel for more information.

# Organizational Learning at Illinois Central College

## Orientation, Training and Professional Development for all Illinois Central College Personnel

### Sources of Professional Development Information

Strategic Forum	Monthly meeting of ICC managers where information about events is shared
eNews	Periodic all-college newsletter available online <a href="http://www.icc.edu/facultyStaff">www.icc.edu/facultyStaff</a> > eNews
TLC Email	Weekly email summary of upcoming Organizational Learning events sent to all personnel
TLC Calendar	Event calendar available online <a href="http://www.icc.edu/innovation/calendar/">www.icc.edu/innovation/calendar/</a>
Instructional Innovation Website	Instructional Innovation, Organizational Learning and TLC resources <a href="http://www.icc.edu/innovation">www.icc.edu/innovation</a>

### Illinois Central College New Employee Orientation, All Personnel

Last Monday monthly	Online Self-Paced Tutorials :: 1 <sup>st</sup> 30 Days			1x Fall, Spring, Summer	2x Fall, Spring, Summer	1 <sup>st</sup> Wed monthly	As scheduled	As scheduled
New Employee Orientation	Prevention of Sexual Harassment	Fostering Diversity Among Staff & Students	Ethics	Conversations with Cabinet	Service Excellence Project	Telephone Training	6 Sigma Yellow Belt Training	Campus Tours

### New Employee Orientation Learning Communities

New Full-Time Faculty Orientation	A full-day orientation held on a Monday in August the week before classes begin plus monthly sessions held throughout the academic year on scheduled Thursdays at 3PM.
New Adjunct Faculty Orientation	A one-hour orientation held the Wednesday before classes begin in the fall and spring semesters followed by a department meeting and dinner.
New Manager Orientation	Manager-oriented topics such as a positive work climate, a culture of service, cultural competence, performance management and media training offered as scheduled.
Department Orientation	Coordinated within a department, addressing department-specific information, procedures

### Additional training and professional development opportunities:

#### College-Wide Events

Celebration of Learning	Offered in August (week prior to the start of a new academic year) and January (Wednesday prior to the start of the spring semester), focused on teaching and learning
Celebration of Service	Offered in July or August, focused on providing service in all areas of the college (1-day)

#### Professional Development Programs :: consult sources of professional development information for program offerings

Diverse Hiring Workshop	<p><b>In addition to professional development and training programs, Organizational Learning/TLC staff provide services and support for:</b></p> <ul style="list-style-type: none"> <li>• Management, supervision and customer service</li> <li>• Community college teaching and learning</li> <li>• Student technology training</li> <li>• Instructional design, curriculum design, course design</li> <li>• Use of computer software and applications                             <ul style="list-style-type: none"> <li>○ Online New Employee Training</li> <li>○ Blackboard, SoftChalk, SymposiumLIVE Streaming Server</li> <li>○ Turnitin.com</li> <li>○ PeopleSoft for Faculty</li> <li>○ Google Apps</li> <li>○ Microsoft Office</li> <li>○ Rosetta Stone</li> <li>○ Easy Grade Pro</li> <li>○ Adobe Captivate</li> </ul> </li> <li>• Instructional technology and media integration                             <ul style="list-style-type: none"> <li>○ Web 2.0</li> <li>○ iClickers</li> <li>○ Digital Still and Video Cameras</li> <li>○ Digital Audio Hardware, Software and Equipment</li> <li>○ Mobile Computing and Learning</li> </ul> </li> <li>• Copyright and fair use</li> <li>• Accessibility standards and compliance</li> </ul> <p><b>Inquire about or request a program or service: <a href="mailto:tlc@icc.edu">tlc@icc.edu</a> or 694-8908</b></p>
TLC Programs (Workshops, Seminars, Webinars)	
Blackboard Training (Faculty, Staff and Students)	
PeopleSoft Training (Rosters, Grades)	
Software Training	
iClicker Training (classroom response devices)	
Media Equipment Training	
Student Conduct of Concern	
CPR/AED Training	
Interest Based Bargaining Training	
Program Plan Training	
iSpace Training	
Curriculum Development System (CDS) Training	
Departmental In-Services	
Professional Travel and Conferences	
Professional Development Institute Computer Workshops	
Professional Development Institute Leadership Series	

The TLC staff produces transcripts at the end of spring, summer and fall terms. Transcripts list all titles, dates and times of workshops in a given term. Transcripts are available on demand by emailing or calling the TLC, [tlc@icc.edu](mailto:tlc@icc.edu) or 694-8908.

# The Timeline of an Illinois Central College Academic Term

Keep on track with teaching, learning, assessment, evaluation and record keeping

Spring 2012

Term 2126

## Term-Specific Roster Dates :: Spring 2012, Term 2126

	1st Day of Classes	Never-Attendees Reported*	Attendance Roster Generated*	Attendance Roster Due	Grade Roster Generated*	Grade Roster Due
<b>1<sup>st</sup> 8-week</b>	January 17	January 20	February 8	February 16	March 8	March 21
<b>16-week</b>	January 17	January 17	March 8	March 21	May 8	May 22
<b>12-week</b>	February 13	February 17	March 22	April 3	May 8	May 22
<b>2<sup>nd</sup> 8-week</b>	March 19	March 23	April 10	April 18	May 8	May 22
<ul style="list-style-type: none"> <li>Census day is February 1</li> <li>Academic Warning begins the 2<sup>nd</sup> week of a term.</li> <li>All rosters are due at 9:00 AM</li> </ul>		End of 1 <sup>st</sup> or 2 <sup>nd</sup> week, withdraws students who have not attended	Mid-point of class, withdraws students who ceased attending	Mid-point +5 days	Final day of class	Final day of class +5 days

For more on attendance, rosters and grades, see [www.icc.edu/innovation](http://www.icc.edu/innovation) >> eServices/PeopleSoft

(Any date discrepancies should follow information given by Enrollment Services.)

## General Timeline of an Academic Term :: Reporting Requirements, Teaching and Learning Activities

<b>Day 1/ Week 1 Classes begin</b>	Verify your <b>class roster*</b> ; get to know your students & facilitate activities for them to get to know each other	Set clear expectations for communication, class procedures & assignments; ask students for their expectations	Pre-test students' current knowledge of the discipline or subject	Teach from the discipline or subject; <i>do not dismiss early!</i>	Give an assignment using the course syllabus/course information as the "text"
<b>Weekly</b>	Assess student learning, determining if they are grasping the course content	Provide students with feedback on their learning	Evaluate/grade & return assignments with meaningful feedback	Teach from the discipline or subject	Post grades and/or running averages in a timely manner
<b>Within the first 2 weeks</b>	Post <b>academic warnings*</b> , marking <i>never-attendees</i> (students on your roster who have not attended/participated in the class) who will be dropped from the class, by the end of the 1st week in 8- and 12-week classes, by the end of the 2 <sup>nd</sup> week in 16-week classes				
<b>Mid-point</b>	Post <b>attendance*</b> , marking <i>non-attendees</i> who will be dropped from the class		Remind students to be responsible for their grades & course averages		
<b>Post mid-point (50%+) to 60% of the term</b>	Federal regulations for financial assistance require ICC to report last day of attendance for students using federal financial aid who cease attending/participating in a course past mid-point but before 60% of the term has passed. Students who cease attendance/participation in this limited timeframe should be awarded a grade of <b>FA*</b> , failure as a result of attendance.				
<b>Ongoing</b>	Familiarize students with academic & personal support resources, student life opportunities & ways to get involved on campus	Ask for student feedback about the class, class materials, assignments, pacing, etc.	Post <b>academic warnings*</b> , marking students who are lacking basic skills or not making sufficient academic progress; students will be sent letters in US mail from Advisement & Counseling		
<b>End</b>	Post-test students' knowledge of the discipline or subject	Administer student assessment of faculty	Post <b>final grades*</b> in PeopleSoft		

**Course Withdrawal** :: Withdrawal dates vary and are listed in the printed and the online class schedules. Withdrawals are accepted online, by mail, fax or in person at the East Peoria Campus (L211), the Downtown Peoria Campus (Thomas 109) or the North Campus (Cedar Hall). Students may withdraw from a class until the date listed on the class schedule. If the withdrawal occurs on or before the listed refund date, the student may be entitled to a refund of tuition. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

\*Class rosters, academic warnings for never-attendees, academic warnings for academic progress and attendance, mid-point attendance, FA grades and final grades are managed through PeopleSoft/eServices. For more information and for step-by-step instructions, locate the Faculty Guide to PeopleSoft/eservices; [www.icc.edu/innovation](http://www.icc.edu/innovation) >> ESERVICES/PEOPLESOFT >> ICC eSERVICES FACULTY GUIDE. Visit, call or email the Teaching and Learning Center staff for assistance; 240A on the East Peoria Campus, 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu)

# ICC Teaching, Learning and Professional Development Resources Directory

Campus Locations • EP = East Peoria Campus • P = Peoria Downtown Campus • N = ICC North Campus

Name	Title	Area	Phone
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## Instructional Innovation and Learning Resources :: <http://www.icc.edu/innovation>

*Instructional Services, Learning Labs, Learning Resources*

Janice Kinsinger	Associate Dean, Adjunct Faculty	(EP – 239G)	694-5758
Tami Cooper	Organizational Learning Specialist	(EP – 239F)	694-5442

## Instructional Services

Jean McAdams	Instructional Services Coordinator	(EP – 314B)	694-5745
TBA	Academic Scheduling Data Analyst	(EP – 314C)	694-8529
Lisa Pickerill	Curriculum Committee and CDS Assistant	(EP – 314C)	694-5726

## Library Services :: <http://apps.icc.edu/library/>

Library/Media Circulation Services		(EP)	694-8463
Library Reference Desk		(EP)	694-5355
(Cathryne) Cate Kaufman	Director of Library Services	(EP - L317)	694-8504
(Laura) Jane Bradbury	Reference Librarian	(P)	999-4610
Bryan Clark	Reference Librarian	(EP/N)	694-5355
Tom Eertmoed	Reference Librarian	(N)	690-6837
Susan Franzen	Reference Librarian, Adjunct Faculty	(P)	999-4613
Amy Glass	Reference Librarian, Adjunct Faculty/Scantron	(EP)	694-5748 or 5355
Angela Hardi	Reference Librarian	(P)	999-4612
Kathy Irwin	Acquisitions Specialist	(EP)	694-5541
Jamie Jones	Library Circulation Assistant, Reference Librarian	(P)	999-4610
Susan Kellerstrass	Library Circulation Assistant	(EP)	694-8463
Laura Machetti	Reference Librarian	(N)	690-6837
Donald Merrick	Media/A-V Services North Campus	(N)	690-6860
Michelle Nielsen Ott	Reference Librarian, Adjunct Faculty	(EP)	694-5617
Brittany Osika	Electronic Resources Librarian	(EP)	694-5463
Stephen Rokusek	Reference Librarian	(EP/N)	694-5355
Emily Roush	Library Circulation Specialist, Media Services East Peoria Campus	(EP)	694-8463
Patricia Schubert	Administrative Assistant	(EP)	694-8296
Dr. Pam Thomas	Cataloging Librarian, Adjunct Faculty, LTA Program Director	(EP)	694-5508 or 2034
Gretchen Turvill	Reference Librarian, Interlibrary Loan	(EP)	694-5620
Vicki Zahn	Technical Services Assistant	(EP)	694-5175

## Learning Labs :: <http://icc.edu/currentStudents/> >> Academic Support

Pat Pusey	Learning Lab Coordinator, SI Coordinator, Adjunct Faculty	(EP – 236A)	694-5768
Trisha Alexander	Learning Lab Coordinator, Adjunct Faculty	(N – Cedar 136)	690-6833
Linda Leifeld	Learning Lab Coordinator	(P – Perley 112)	999-4514

## Teaching and Learning Center :: <http://icc.edu/innovation> >> Teaching and Learning Center

Teaching and Learning Center <a href="mailto:tlc@icc.edu">tlc@icc.edu</a>		(EP – 240A)	694-8908
Gayle Blodgett	Instructional Technologist, Adjunct Faculty	(EP – 240A)	694-8908
Janell Brooks	Instructional Technologist	(EP – 240A)	694-8908
(Margaret) Markie Castle	Copyright Facilitator, Lead Adjunct Faculty	(EP – 240A)	694-8907
Jeff Maston	Instructional Technologist	(EP – 240A)	694-8908
Brandy Thatcher	Instructional Media Developer	(EP – 239B)	694-5306

## Online Learning

Dr. Patrice Hess	Associate Dean of Online Learning	(EP – TC203)	694-5295
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**ICC Teaching and Learning Center** :: ICC encourages excellence in teaching, learning and professional development by providing faculty and staff with a Teaching and Learning Center to experience, develop and practice instructional innovation. The TLC offers scheduled events, one-on-one consultation, drop-in assistance and in-service training. TLC Staff can assist all ICC personnel with basic computer use, eServices/PeopleSoft, Blackboard, Microsoft programs and other instructional technology tools. The mission of the Teaching and Learning Center is to provide learning opportunities to enhance the ability of faculty and staff to help students succeed. The TLC is generally open Monday-Friday 8 am to 4:30 pm and 1-2 evenings per week. Visit [www.icc.edu/innovation/](http://www.icc.edu/innovation/) for TLC hours. Contact the Teaching and Learning Center Staff at [tlc@icc.edu](mailto:tlc@icc.edu) or 694-8908 or visit 240A on the East Peoria Campus. Like us on Facebook: ICC Teaching and Learning Center; Follow us on Twitter: @icctlc