TEACHING & LEARNING ENHANCEMENT

Professional Development Offerings
August - December 2020

BowValley COLLEGE

TEACHING & LEARNING ENHANCEMENT PROFESSIONAL DEVELOPMENT

Teaching & Learning Enhancement (TLE) provides expertise and promotes best practices in design and delivery of courses. The programs, workshops and individualized support listed here are available on a regular basis, or by request.

This brochure lists a variety of workshops and programs that are offered from August to December 2020. You can register for and participate in these offerings by following the directions on the next page.

Contact TLE for the Following Support and Services

One-on-One Consultations

Instructors can book a meeting time with a TLE consultant to focus on an area of growth specific to their teaching practices and learning environment(s).

Customized Support for Schools and for Instructors

Specific needs of Bow Valley College Schools and individual instructors are often addressed in customized sessions developed in consultation with Associate Deans, Program Chairs, and individual instructors. These vary in length, and content is dependent on the identified objectives.

Classroom Observation

This is a confidential service, with the goal of professional development – not for evaluation purposes. Instructors can initiate an observation by contacting a TLE consultant they are comfortable with, or by sending a request to the general TLE mailbox (**tle@bowvalleycollege.ca**). The consultant will work with the instructor to determine their focus, observe the instructor, and follow up with feedback and conversation.

REGISTRATION

Register at **https://agresso.bowvalleycollege.ca**

- Enter your username and password to log in

- On the **Menu** tab, click on *Course Catalogue*

- Under the *Sign up* column, click on the green check box in the row of the course you would like to register for

- A confirmation message will indicate your successful registration

For late registrations, please contact **tle@bowvalleycollege.ca**.

ACCESSING WEBINARS

Webinars will be offered using Microsoft Teams. A week prior to the session, you will receive a calendar invitation with a link to access the webinar.

You will need a functioning microphone and speakers (or headset) to attend the live session.

Best Practices in Teaching Synchronous Classes

You will be interested in this one-hour, interactive session if you want to share research and resources to uncover the three areas of:
1. definition, affordances and challenges of synchronous teaching,
2. preparing for a synchronous class, and
3. planning a synchronous class.

Participants are encouraged to participate through sharing of their learning and experiences.

Wed Sep 9 . . . . 2:15 - 3:15
Thu Sep 10 . . . . 9:45 - 10:45
Tue Oct 13 . . . . 12:45 - 1:45

Building Intercultural Teaching Competencies

You will be interested in this workshop if you want to teach and/or build courses that meet the needs of the culturally, linguistically, economically, and ethnically diverse learner population at Bow Valley College. In this workshop series using a blended synchronous and online format, instructors confront issues such as race, power, position, and privilege and discuss their impact on teaching and learning. Instructors look at anti-racist and culturally relevant pedagogy as theoretical frameworks for the development of curriculum and intercultural teaching competencies. By the end of this workshop series, instructors will be able to use their learning and the frameworks to create a teaching philosophy statement.

Aug 24, 25, 26, 27, 28 . . . . 9:00 - 11:00
Oct 20, 22, 27, 29, Nov 3 . . . . 1:00 - 3:00

Copyright Evaluator Training

You will be interested in this workshop if you want to do a quick online fair dealing assessment or if you want to submit a copyright request to the Copyright Office.

Wed Oct 7 . . . . 1:30 - 2:30

Microsoft Teams Webinar   **Brightspace Online Course**

Fair Dealing at BVC 🖥

You will be interested in this workshop if you want to learn how to use Fair Dealing to enable you to easily incorporate copyright compliant resources into your courses.

Wed Sep 30 . . . . 9:30 - 10:30

How to Develop Effective Assessments 🖥

You will be interested in this workshop if you want practical support in (re)developing solid assessments for your upcoming courses. By the end of this workshop, you will have begun to modify or develop assessments that measure specific outcomes and that maintain integrity, including supporting academic honesty, over time, and in any modality, including online, Combined Online (COOL) and face-to-face. You'll discuss the relationship between feedback, assessment and outcomes and review the types of feedback, including summative and formative, while you plan how to implement them in your course. Finally, you'll consider what to adopt in your learning context to support student success and promote manageable workloads for students and instructors.

Wed Sep 16 . . . . 8:30 - 11:30
Thu Nov 19. . . . . 1:00 - 4:00

How to Make Your Course "COOL" 🖱/🖥

You will be interested in this workshop if you want to modify a traditional or online course for fall delivery. This practical offering will be delivered as facilitated or self-paced sessions, focused on the Combined Online (COOL) mode of course delivery. "COOL" courses blend scheduled and non-scheduled activity. By the end of this workshop, you will have redeveloped one course, and you will be able to apply the methodology to make any online or traditional course "COOL". Apply learning theory as you review course objectives, assessments and activities, and set priorities, while preparing an effective new schedule for your course. You'll choose strategies and options from a "buffet" of techniques that meet "COOL" criteria for your unique instructional context.

Sep 23 - Oct 7 . . . . Self-Paced Online 🖱
Oct 9, 16 . . . . 9:30 - 11:30 🖥
Nov 26, Dec 3 . . . . 1:30 - 3:30 🖥

Institute for Course Design 🖥

You will be interested in this offering if you want to learn and apply a recognized framework you can use repeatedly to develop and modify curriculum, no matter what course you are developing or revising. You will be coached through creating a map of the course and developing the course outline and syllabus.
The Institute for Course Design occurs over four 3-hour sessions with work completed by participants before each session. Participation in all four sessions is required.

Fri Sep 18 (Day 1) . . . . 8:30 - 11:30
Fri Sep 25 (Day 2) . . . . 8:30 - 11:30
Fri Oct 2 (Day 3) . . . . 8:30 - 11:30
Fri Oct 9 (Day 4) . . . . 8:30 - 11:30

Institute for High Impact Instructional Strategies 🖥

You will be interested in this offering if you are an instructor who is curious about a teaching strategy (or strategies) and want to take an in-depth look, followed by designing a way to incorporate the new strategy into your teaching practice. The emphasis is to give you time to develop, deliver, and receive feedback on a chosen strategy. Prerequisite for the course is to begin with a teaching assignment of your choosing, based on a course you are or will be teaching, to work on during the Institute. The Institute for High Impact Instructional Strategies will be delivered over one full day and two half-days with work completed by participants between sessions. Participation in all three sessions is required.

Thu Oct 22 (Day 1) . . . . 8:30 - 11:30
Thu Oct 29 (Day 2) . . . . 8:30 - 11:30
Thu Nov 5 (Day 3). . . . . 8:30 - 11:30

🖥 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

Instructional Skills Workshop 🖥

You will benefit from the Instructional Skills Workshop (ISW) if you want to make lesson planning easier, more effective and less time-consuming, and if you want to increase learner participation. The ISW is an internationally-recognized program designed to improve the teaching and learning process. During this intensive 4-day workshop you will design and teach three "micro-lessons" and receive peer feedback. You will also participate in sessions on lesson planning, writing objectives, teaching and classroom management techniques. New and seasoned instructors will benefit from learning and/or reviewing ideas about lesson planning and teaching, refreshing current teaching practices, and, within the safe environment of the workshop, trying new strategies and techniques. A certificate of achievement will be awarded upon successful completion of the workshop.

> Aug 11, 12, 13, 14. . . . . 8:30 - 4:00
> Dec 17, 18, 21, 22 . . . . 8:30 - 4:00

Online Asynchronous Pedagogy 🖱

You will be interested in this course if you want to develop the competency of creating a community of inquiry in an online asynchronous class. Over the 6-week duration of the course, participants will explore and reflect on:

1. creating a navigable asynchronous course environment,
2. creating a community in their asynchronous classes, and
3. designing and facilitating asynchronous discussions where learners can participate in inquiry, meaning-making, and co-construction of knowledge and understanding.

The course is developed based on the Community of Inquiry (CoI) theoretical framework for online education first proposed by Garrison, Anderson, and Archer in 2000.

This is a competency-based offering. Participants can attempt the assessment during the first week of the course, if they are able to, based on their past education and experiences. Offered on Brightspace (by D2L), this course will be facilitated and participants who have not submitted their competency evidence during the first week are expected to participate in all the learning activities, as per set timelines, in order to complete the course.

> Sep 22 - Nov 3 . . . . Online

Introduction to Brightspace & Communication Tools 🖥

This workshop is intended for users who have had little to no exposure to Brightspace in the past. Providing an overview of the Brightspace learning environment, this workshop enables you to log into the system and recognize and access courses and tools within them. Available communication tools will be introduced and you will use e-mail and News tools.

> Mon Aug 31 . . . . 9:00 - 10:30

Brightspace Content 🖥

In the context of Brightspace courses, "Content" refers to any learning material that is shared with students and can have different forms of text, audio and visual.
This hands-on workshop will provide the steps to accessing the Content tool, understanding its structure and adjusting it, where needed, to meet the needs of your course. You will have the opportunity to practice creating, modifying, reorganizing, hiding or removing different types of content.

> Mon Aug 31 . . . . 10:45 - 11:45

Brightspace Setting up Grades 🖥

In this hands-on workshop, different grading systems available in Brightspace are introduced and the "weighted" grading system will be explored in depth. You will practice setting up the Grades tool from scratch and linking grade items to the gradable activities (quiz, assignment, etc.) in the course.

> Mon Aug 31 . . . . 1:00 - 2:30

🖥 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

Educational Technology

Teaching with Brightspace 🖱

This two-week online, self-paced and facilitated course is designed for instructors who are new to Brightspace and/or online teaching. In this course you will become familiar with, and use the Brightspace learning environment, its communication tools, content tool, and assessment tools. You will also discuss and explore pedagogical aspects, and best practices of using these Brightspace tools. To pass, you must complete all course work and assessment activities.

> Aug 13 - 27 . . . . Self-Paced Online
> Nov 17 - Dec 1 . . . . Self-Paced Online

MS Teams - Setting up Your Class 🖥

Providing an overview of the MS Teams environment, you will learn the best practices for setting up your MS Teams Class, how to schedule your synchronous virtual classes, and how to manage MS Teams channel, content, and class permissions.

> Tue Aug 25 . . . . 9:00 - 10:00
> Wed Aug 26 . . . . 9:00 - 10:00

MS Teams - Running Your Synchronous Virtual Class 🖥

In this workshop, you will learn how to share and collaborate on materials in your synchronous virtual classes, how to setup and manage groups, how to record and manage class recordings, and how to end a virtual class correctly.

> Tue Aug 25 . . . . 10:15 - 11:45
> Wed Aug 26 . . . . 10:15 - 11:45

MS Teams - Using Class Notebook 🖥

In this workshop, you will learn how to setup your class notebook, how to create content, using class notebook to collaborate with your class, distributing content to learners, and how to review and provide feedback on learner class work.

> Tue Aug 25 . . . . 1:00 - 2:30
> Wed Aug 26 . . . . 1:00 - 2:30

🖥 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

Ignite Faculty Onboarding Program

As described in Bow Valley College's Academic and Research Priorities, 2019 and beyond, within the Authentic Learning priority:

Ignite is our comprehensive approach to faculty orientation and development. An initial three days of professional development continues with online and cohort learning throughout the year that emphasizes high impact instruction, applied learning, and inclusive learning environments and learning-centered practices.

Our program covers five themes:

- Enhance awareness of adult learners and the learning process
- Build intentionality in instructional practice
- Professionalize the skilled college educator
- Transform teaching and learning at Bow Valley College
- Support understanding of CBE, WIL, and Applied Research

Introduction to Ignite

A three-day introduction for faculty focused on teaching and learning practices that serves as an introduction to teaching in a college context, and an orientation to the Ignite online modules. Participants will also become familiar with the support and resources available to them and their learners at Bow Valley College.

Aug 19, 20, 21 . . . . 8:30 - 4:00

💻 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

Ignite Online Modules

These modules go into more depth on the topics covered in the Introduction to Ignite. Eight modules are offered online with the expectation that the five required modules be completed within a two-year time frame.

1. **TLE201: Creating a positive Learning Environment (Required)**
2. TLE202: Technology in the Learning Environment (Optional)
3. **TLE203: Competency Based Education (CBE) (Required)**
4. TLE204: Lesson Planning and Active Learning (Optional)
5. **TLE205: Ways of Knowing, Being, and Learning (Required)**
6. TLE206: Introduction to Assessment (Optional)
7. **TLE207: Authentic Learning & Applied Research (Required)**
8. **TLE208: The Teaching Professional (Required)**

Annual Schedule

Modules are offered each year allowing participants two opportunities to complete. Each module requires approximately 15 hours to complete over a two-month period.

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun - Aug
Module 1*									
	Module 2								
		Module 3*							
			Module 4						
				Module 5*					
					Module 6				
						Module 7*			
							Module 8*		

* Required

SUMMER 2020

AUGUST			
11 12 13 14	8:30 - 4:00 8:30 - 4:00 8:30 - 4:00 8:30 - 4:00	Instructional Skills Workshop (4 days)	🖥
13 - 27 Self-Paced		Teaching with Brightspace	🖱
19 20 21	8:30 - 4:00 8:30 - 4:00 8:30 - 4:00	Introduction to Ignite (3 days)	🖥
24	9:00 - 11:00	Building Intercultural Teaching Competencies - Day 1	🖥
25	9:00 - 11:00	Building Intercultural Teaching Competencies - Day 2	🖥
25	9:00 - 10:00	MS Teams - Setting up Your Class	🖥
25	10:15 - 11:45	MS Teams - Running Your Synchronous Virtual Class	🖥
25	1:00 - 2:30	MS Teams - Using Class Notebook	🖥
26	9:00 - 11:00	Building Intercultural Teaching Competencies - Day 3	🖥
26	9:00 - 10:00	MS Teams - Setting up Your Class	🖥
26	10:15 - 11:45	MS Teams - Running Your Synchronous Virtual Class	🖥
26	1:00 - 2:30	MS Teams - Using Class Notebook	🖥
27	9:00 - 11:00	Building Intercultural Teaching Competencies - Day 4	🖥
28	9:00 - 11:00	Building Intercultural Teaching Competencies - Day 5	🖥
31	9:00 - 10:30	Introduction to Brightspace & Communication Tools	🖥
31	10:45 - 11:45	Brightspace Content	🖥
31	1:00 - 2:30	Brightspace Setting up Grades	🖥

FALL 2020

SEPTEMBER			
9	2:15 - 3:15	Best Practices in Teaching Synchronous Classes	🖥
10	9:45 - 10:45	Best Practices in Teaching Synchronous Classes	🖥
16	8:30 - 11:30	How to Develop Effective Assessments	🖥
18	8:30 - 11:30	Institute for Course Design - Day 1	🖥
Sep 22 - Nov 3		Online Asynchronous Pedagogy	🖱
Sep 23 - Oct 7 Self-Paced		How to Make Your Course "COOL"	🖱
25	8:30 - 11:30	Institute for Course Design - Day 2	🖥
30	9:30 - 10:30	Fair Dealing at BVC	🖥

OCTOBER			
2	8:30 - 11:30	Institute for Course Design - Day 3	🖥
7	1:30 - 2:30	Copyright Evaluator Training	🖥
9	8:30 - 11:30	Institute for Course Design - Day 4	🖥
9	9:30 - 11:30	How to Make Your Course "COOL" - Day 1	🖥
13	12:45 - 1:45	Best Practices in Teaching Synchronous Classes	🖥
16	9:30 - 11:30	How to Make Your Course "COOL" - Day 2	🖥
20	1:00 - 3:00	Building Intercultural Teaching Competencies - Day 1	🖥
22	8:30 - 11:30	Institute for High-Impact Instructional Strategies - Day 1	🖥
22	1:00 - 3:00	Building Intercultural Teaching Competencies - Day 2	🖥
27	1:00 - 3:00	Building Intercultural Teaching Competencies - Day 3	🖥
29	8:30 - 11:30	Institute for High-Impact Instructional Strategies - Day 2	🖥
29	1:00 - 3:00	Building Intercultural Teaching Competencies - Day 4	🖥

🖥 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

FALL 2020

NOVEMBER			
3	1:00 - 3:00	Building Intercultural Teaching Competencies - Day 5	🖥
5	8:30 - 11:30	Institute for High-Impact Instructional Strategies - Day 3	🖥
Nov 17 - Dec 1 Self-Paced		Teaching with Brightspace	🖱
19	1:00 - 4:00	How to Develop Effective Assessments	🖥
26	1:30 - 3:30	How to Make Your Course "COOL" - Day 1	🖥

DECEMBER			
3	1:30 - 3:30	How to Make Your Course "COOL" - Day 2	🖥
17 18 21 22	8:30 - 4:00 8:30 - 4:00 8:30 - 4:00 8:30 - 4:00	Instructional Skills Workshop (4 days)	🖥

🖥 **Microsoft Teams Webinar**   🖱 **Brightspace Online Course**

NOTES

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