

ACCESO TRAINING FOR INSTRUCTORS

Topics: Instructional Technology, Best Practices, Etudes CMS

| Year | Month | Date | Days | Category |
|------|----------|---------|------------|--------------------------------|
| 2008 | August | 19 – 21 | Days 1 - 3 | Tech Camp IV |
| 2008 | October | 10 | Day 4 | Tech Camp IV |
| 2008 | November | 14 | Day 5 | Tech Camp IV |
| 2009 | August | 18 - 19 | Day 1 - 2 | Tech Camp V -- Newcomer's Camp |
| 2009 | August | 20 | Day 3 | Tech Camp V – Veteran's Camp |
| 2009 | October | 23 – 30 | Day 1 – 2 | Etudes 101 |
| 2009 | November | 06 | Day 3 | Etudes 101 |
| 2010 | March | TBA | TBA | Etudes 101 |
| | | | | |

Project ACCESO
 End-of-The-Year Retreat
 May 15, 2009

SIGN-IN-SHEET



| | Name | Department | Title |
|----|--------------------|------------------|---------------------------|
| 1 | Andres Martinez | ACCESO | IMD |
| 2 | Gloria Carmona | ACCESO | Director/DE Counselor |
| 3 | Michael Heumann | ACCESO/English | Inst. Instructor/DE Coord |
| 4 | Nannette Kelly | Humanities | Prof |
| 5 | Mary Jo Wainwright | ACCESO Hist | DEAC Coordinator |
| 6 | RALPH MARQUEZ | Counseling | Counselor/PRSP. |
| 7 | Laura Mosier | SPEECH | Prof |
| 8 | Deirdre Rowley | English | Prof. |
| 9 | Robert Baukhoff | English | Prof. |
| 10 | Armando Moulder | AT | Adjunct |
| 11 | Toni Fister | Exercise Science | Prof |
| 12 | Brian McNew | English | Prof. |
| 13 | Frank Rapp | Admin. | Dean |
| 14 | Emma Marie Perry | ACCESO Spanish | |
| 15 | Kevin Mast | Science | Instructor |
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Project ACCESO
 Newcomer's Camp09
 ROOM 801
 August 18, 2009



| | NAME | SIGNATURE | |
|----|--------------------|----------------------|---|
| 1 | Aaron Edwards | A.S.G. | ✓ |
| 2 | Alex Cozzani | A. Cozzani | ✓ |
| 3 | Alex Garza | A. Garza | ✓ |
| 4 | Angie Ruiz | Angie Ruiz | ✓ |
| 5 | Caroline Krejci | Caroline Krejci | ✓ |
| 6 | Diedre Pollock | Diedre Pollock | ✓ |
| 7 | Eric Jacobson | E.J. | |
| 8 | Jose Plascencia | Jose Plascencia | ✓ |
| 9 | Judy Cormier | J. Cormier | |
| 10 | Kathy Rodriguez | K.R. | |
| 11 | Lianna Zhao | Lianna Zhao | ✓ |
| 12 | Lisa Solomon | Lisa Solomon | ✓ |
| 13 | Manfred Knaak | Manfred Knaak | |
| 14 | Martha Garcia | M. Garcia | |
| 15 | Rick Castrapel | | |
| 16 | Rick Goldsberry | | |
| 17 | Roberta Bemis | Roberta Bemis | ✓ |
| 18 | Robin Paine | Robin (Yvonne) Paine | ✓ |
| 19 | Rosa Pitones | | |
| 20 | Susan Moss | Susan Moss | ✓ |
| 21 | Sydney Rice | S.R. | |
| 22 | Terry Norris | Terry Norris | ✓ |
| 23 | Tom Morrell | Tom Morrell | ✓ |
| 24 | Tom Paine | Tom Paine | |
| 25 | Trini Arguelles | Trini Arguelles | |
| 26 | Gaylla Finnell | Gaylla Finnell | |
| 27 | Mary Jo Wainwright | Mary Jo Wainwright | |
| 28 | Allyn Leon | Allyn Leon | |
| 29 | Deirdre Rowley | Deirdre Rowley | |
| 30 | Mary-Jo Wainwright | Mary Jo Wainwright | |
| 31 | | | |

From: Michael Heumann

Sent: Wednesday, November 05, 2008 12:40 PM

To: Kevin White; Daniel Gilison; Jane Higginson; Krista Byrd; Robert Baukholt; Laura Mosier; Jeffrey Beckley; Tyson Aye; Leticia Pastrana

Cc: Accesmembers

Subject: Tech Camp Day 5 on Friday, November 14

Importance: High

Hello Tech Campers!

I have some good news and some bad news about our last Tech Camp day on Friday, November 14.

The bad news is that we can't pay you for attending this day, as per Kathy Berry's orders. You see, it's an instructional day, so paying you for attending would be considered "double-dipping." She allowed us to pay you for the October day (since we had already promised to pay you and her edict hadn't gone out yet), but we can't pay you for attending this day.

Because of this, we're going to truncate Day 5 down to three hours. It will go from 8:30 to 11:30, and it will be followed by the ever-popular "Andres Martinez Presents: Lunchtime in the Faculty Lounge." I'm not sure what Andres has in store for us, but I'm certain he will not disappoint! That's the good news!

The other good news is that we'll be doing two very important things during Day 5. First, those who couldn't demonstrate their courses on Day 4 will have a chance to do that on Day 5. Second, we will offer some essential tips for teaching your first online class (including information on orientation day, early assignments, crashers, and so on).

We want these last three hours to really matter for you, so we look forward to seeing you in room 803 bright and early on Friday, November 14.

mh

Michael Heumann

English Instructor/Distance Education Coordinator

Imperial Valley College

760-355-6553

michael.heumann@imperial.edu

2008 Summer Technology Camp

Friday, October 10, 2008
Imperial Valley College, Room 803

Color-Coded Breakdown of Activities

| |
|-------------------|
| Hands-On Workshop |
| Demonstrations |
| Discussion |

FRIDAY, October 10, 2008

| | |
|---------------------|-----------------------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 9:00 am | Welcome Back! Michael Heumann, Distance Education Coordinator |
| 9:00 am - 10:30 am | Camtasia - adding media to your online course Andres Martinez, IMD |
| 10:30 am - 10:45 am | Morning Break |
| 10:45 am - 11:15 am | SnagIt - making your life as an online instructor easier. Andres Martinez, IMD |
| 11:15 am - 11:45 am | TurnItIn.com Michael Heumann, Distance Education Coordinator |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | Show and Tell - DE Instructor Progress MaryJo Wainwright, Academic Coordinator |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 3:45 pm | Show and Tell - DE Instructor Progress (Continued) MaryJo Wainwright, Academic Coordinator |
| 3:45 pm - 4:00 pm | Wrap-up Michael Heumann, Distance Education Coordinator |

- *Unblock youtube from computer
- *Install Camtasia on computer
- *Make copies of camtasia to distribute

2008 Summer Technology Camp

August 19-21, 2008
Imperial Valley College, Room 803

Color-Coded Breakdown of Activities

Hands-On Workshop

Technology Demonstrations

Discussion

TUESDAY, August 19, 2008

| | |
|---------------------|-----------------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 9:00 am | Welcome and Introductions Michael Heumann, Distance Education Coordinator |
| 9:00 am - 10:00 am | Why Teach Online? Mary Jo Wainwright, Academic Coordinator |
| 10:00 am - 10:15 am | Morning Break |
| 10:15 am - 11:45 am | Converting Your Regular Course for Online Delivery using EtudesNG Mary Jo Wainwright |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | Preparing Your Course Content Deirdre Rowley, Academic Coordinator |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 3:45 pm | Resources for Teaching Online Andres Martinez, Instructional Media Designer |
| 3:45 pm - 4:00 pm | Wrap-up and assignments for Day Two |

WEDNESDAY, August 20, 2008

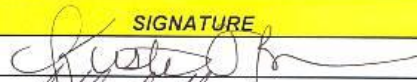




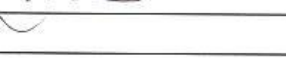


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|---------------------|--------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 10:00 am | Modules Mary Jo Wainwright, Academic Coordinator |
| 10:00 am - 10:15 am | Morning Break |
| 10:15 am - 11:45 am | Tasks, Tests, and Surveys Deirdre Rowley, Academic Coordinator |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | Discussion Forums Toni Pfister, Academic Coordinator |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 3:45 pm | Assignments and Other Tools Michael Heumann, Distance Education Coordinator |
| 3:45 pm - 4:00 pm | Wrap-up and assignments for Day Three |

THURSDAY, August 21, 2008

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|---------------------|--------------------------------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 10:00 am | Practical Matters: Teaching Online Michael Heumann, Distance Education Coordinator |
| 10:00 am - 10:15 am | Morning Break |
| 10:15 am - 11:45 am | Practical Matters: Accessibility and Online Classes Paige Lovitt, High Technology Center Specialist |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | Roundtable Discussion—Best Practices, Concerns, Questions Toni Pfister, Academic Coordinator |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 3:45 pm | Roundtable Discussion Continued |
| 3:45 pm - 4:00 pm | Wrap-up and assignments for Day Four (October 10) |

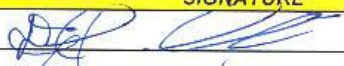




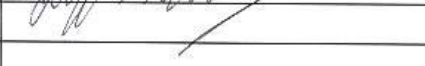
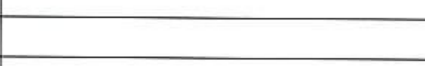

Project ACCESO
TECH CAMP 2008
ROOM 803
08/19/08

SIGN-IN SHEET

| | NAME | SIGNATURE |
|----|-----------------|--------------------------------------------------------------------------------------|
| 1 | Krista L. Byrd |  |
| 2 | Jeff Beckley |  |
| 3 | Jane Higginson |  |
| 4 | Robert Paukhoff |  |
| 5 | Leticia Pastana |  |
| 6 | Kevin White |  |
| 7 | Daniel Gilson |  |
| 8 | Laura Mosier |  |
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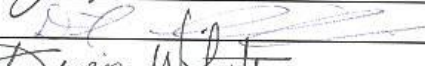
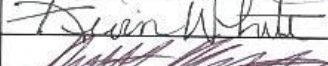



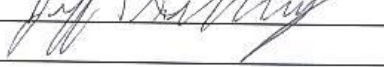
Project ACCESO
TECH CAMP
ROOM 803
08/20/08

SIGN-IN-SHEET

| | NAME | SIGNATURE |
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| 1 | Daniel Gilson |  |
| 2 | Laura Mosier |  |
| 3 | Jane Higginson |  |
| 4 | Kevin White |  |
| 5 | Leticia Pastrana |  |
| 6 | Rob Baukhoff |  |
| 7 | Friston Boyd |  |
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Project ACCESO
TECH CAMP 2008
ROOM 803
08/21/08

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| | NAME | SIGNATURE |
|----|------------------|-------------------------------------------------------------------------------------|
| 1 | LAURA MOSIER |  |
| 2 | Daniel Gilson |  |
| 3 | Kevin White |  |
| 4 | Rob Bankholt |  |
| 5 | Leticia Pastrana |  |
| 6 | Krista Byrd |  |
| 7 | Jeff Beckley |  |
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Project ACCESO
TECH CAMP 2008
ROOM 803
10/10/08

SIGN-IN-SHEET

| | NAME | SIGNATURE |
|----|-----------------|--------------------|
| 1 | Krista Byrd | <i>[Signature]</i> |
| 2 | Leticia Pastore | <i>[Signature]</i> |
| 3 | Rob Bauhoff | <i>[Signature]</i> |
| 4 | Laura Mosier | <i>[Signature]</i> |
| 5 | Kevin White | <i>[Signature]</i> |
| 6 | Daniel Gilson | <i>[Signature]</i> |
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Project ACCESO
TECH CAMP 2008
ROOM 803
11/14/08

SIGN-IN-SHEET

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| 1 | Leticia Lozano | |
| 2 | Kevin White | |
| 3 | Robert Bank Bankholt | |
| 4 | Jeff Beckley | |
| 5 | Krista Byrd | |
| 6 | Daniel Gillison | |
| 7 | Laura Mosier | |
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2009 Newcomer's Camp
August 18, 2009
Imperial Valley College, Room 801

TUESDAY, August 18, 2009

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|---------------------|------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 9:00 am | Welcome and Introductions Michael Heumann, Distance Education Coordinator |
| 9:00 am - 9:30 am | Etudes Overview (Michael) |
| 9:30 - 10:00 am | Examples of Online Classes (MJ, Allyn) |
| 10:00 am - 10:15 am | Morning Break |
| 10:15 - 11 am | Web-enhanced classes with Etudes (Deirdre & MJ) |
| 11 - 11:30 am | Creating a Service Learning Course using Etudes (Gaylla) |
| 11:30 am - 11:45 am | Andres PR for Etudes 101 |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | IVC's Student Portal (Omar & Andres) |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 2:45 pm | Turnitin.com (Michael) |
| 2:45 pm - 3:45 pm | Podcasting and Multimedia for Your Classes (Andres) |
| 3:45 pm - 4:00 pm | Wrap-up (Michael) |

WEDNESDAY, August 19, 2009

| | |
|---------------------|-------------------------------------------------------------------------------------------|
| 8:00 am - 8:30 am | Continental Breakfast |
| 8:30 am - 9:00 am | Welcome and Introductions Michael Heumann, Distance Education Coordinator |
| 9:00 am - 10:30 am | New Tools in Etudes |
| 10:30 am - 10:45 am | Morning Break |
| 10:45 am - 11:45 am | Podcasting and Other Multimedia Tools for DE Teachers |
| 11:45 am - 12:45 pm | Lunch Break |
| 12:45 pm - 2:00 pm | Utilizing the Student Portal for Online and Face-to-Face Classes (Omar and Andres) |
| 2:00 pm - 2:15 pm | Afternoon Break |
| 2:15 pm - 3:45 pm | Best Practices: Effective Online Teaching |
| 3:45 pm - 4:00 pm | Wrap-up |

Project ACCESO
Veteran's Camp09
ROOM 801
August 19, 2009



| | NAME | SIGNATURE | ARRIVAL TIME |
|----|--------------------------|---------------------------------|--------------|
| 1 | Allyn Leon | <i>Allyn Leon</i> | 8:30 |
| 2 | Armando Mendez | <i>Armando Mendez</i> | 8:00am |
| 3 | Brian McNeece | <i>Brian McNeece</i> | 8:10am |
| 4 | Carol Hegarty | <i>Carol Hegarty</i> | 9:50 |
| 5 | Chuck Mason | <i>Chuck Mason</i> | 8:00 AM |
| 6 | Daniel Gilison | <i>Daniel Gilison</i> | 8:15 AM |
| 7 | David Sheppard | <i>David Sheppard</i> | 8:10 |
| 8 | David Zielinski | <i>David Zielinski</i> | 8:05 am |
| 9 | Deirdre Rowley | <i>Deirdre Rowley</i> | 8:06am |
| 10 | Gaylla Finnell | <i>Gaylla Finnell</i> | 8:30 AM |
| 11 | Jean Stroud | <i>Jean Stroud</i> | 8:30 AM |
| 12 | Kathy Rodriguez | <i>Kathy Rodriguez</i> | 9:30 AM |
| 13 | Kevin Marty | <i>Kevin Marty</i> | |
| 14 | Laura Mosier | <i>Laura Mosier</i> | |
| 15 | Leticia Pastrana | <i>Leticia Pastrana</i> | 8:50am |
| 16 | Mary Jo Wainwright | <i>Mary Jo Wainwright</i> | 8:30 |
| 17 | Nannette Kelly | <i>Nannette Kelly</i> | 8:30 |
| 18 | Ralph Marquez | <i>Ralph Marquez</i> | 8:15 |
| 19 | Robert Baukholt | | |
| 20 | Romano Sanchez Dominguez | <i>Romano Sanchez Dominguez</i> | |
| 21 | Scott Simpson | <i>Scott Simpson</i> | 8:42 |
| 22 | Sidne Horton | <i>Sidne Horton</i> | 8:15 |
| 23 | Terrie Sullivan | | |
| 24 | Tom Gilbertson | | |
| 25 | Toni Pfister | <i>Toni Pfister</i> | 8:30 |
| 26 | Walid Ghanim | <i>Walid Ghanim</i> | 8:30 |
| 27 | Craig Blek | <i>Craig Blek</i> | 8:30 |
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