

NTID
Center-Based
Professional Development Program
Report for Academic Year 2003-2004

Professional Development Coordinators:

Margy Brophy – Center for Arts and Sciences
Mike Burns – College Operations
Jessica Cuculick – Center for Baccalaureate and Graduate Studies
Kathleen Dollinger-Meyer – Division of College Advancement
Luane Haggerty – Center for Arts and Sciences
Ken Hoffmann – Center for Technical Studies
Sara Kersting – Office of Dean/Student Affairs
Carol Petote – Educational Design Resources

Betty Morrow – Logistics and Information Specialist
Hope Williams – Facilitator for Professional Development

Submitted by Hope Williams
September, 2004

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Summary of NTID Professional Development Activities for AY 2003-2004

Submitted by Hope Williams, PD Facilitator

Introduction

This report provides a review of the professional development activities sponsored by each Center, those sponsored by the NTID PD Coordinators Group (NTID PD), and those cosponsored by the Office of the VP/Dean. It also serves as a summary of the Coordinators Group meetings.

Summary of Agenda Items/Coordinators Group Meetings

1. Coordinator Elections

Three new Coordinators joined the group this year: Luane Haggerty and Margy Brophy (Center for Arts and Sciences), and Ken Hoffmann (Center for Technical Studies).

2. Paving the Way for Student Success: Special Focus - Hispanic/Latino Students

Under the direction of Ellie Rosenfield and Gerry Buckley, we cosponsored the following series of events that explored issues relating to fostering the academic success of Hispanic/Latino students:

- o 9/24/03 – Dr. Gilberto Delgado (former Superintendent of the New Mexico School for the Deaf) and Dr. Jerry Walter (NTID Office of the VP)
- o 1/23/04 – Robert C. Smith (RIT NorthStar Center for Academic and Cultural Affairs), Dr. Frank Lamas (Student Affairs) and Dr. Eulas Boyd (Associate Provost for Diversity)
- o 4/2/04 – Dr. Emeterio Otero and Mary Mendez-Rizzo (Monroe Community College)

In these dynamic sessions, the presenters discussed feasible strategies for promoting student success. Topics included an overview of academic statistics for RIT/NTID's Latino students, a review of the NorthStar Center's current initiatives, factors contributing to academic success, implementation strategies, current trends, and successful program models.

3. Ronald D. Dodge Memorial Faculty Grant Review

The Coordinators Group received and reviewed three applications. The Dean/VP and Associate VP concluded that the proposed projects did not have a direct impact on the instruction of deaf and hard-of-hearing students. Therefore, the grant was not awarded this year. For 2005, the award will be increased to \$2,000 and the guidelines will be amended to emphasize the importance of the project's "direct impact" on the education of deaf and hard-of-hearing students.

4. **Collaboration with RIT's Center for Professional Development**

Markelia Weaver, CPD Program and Events Manager, participated in Coordinators Group meetings to reinforce our partnership with CPD. This effort was aimed at sharing information, exchanging knowledge of best practices, and leveraging the external partnerships that have been established by CPD.

5. **PD Reorganization**

Chris Licata shared her vision for a unified professional development program. The new program structure will transcend organizational structure while maintaining a decentralized, grass-roots orientation. Mary Lou Basile was asked to submit a proposal for this program model. She consulted with the various PD/Training groups at NTID and RIT and submitted a proposal to the leadership team in May.

Program Implementation and Accomplishments

NTID's professional development programs were developed in response to needs assessments conducted at the Center level. The primary interests across the college this year were: 1) Technology/Teaching with Technology, 2) Wellness, 3) Building Morale/Team Building, 4) Deaf Culture/Deaf Education, and 5) Ergonomics/Prevention of Cumulative Trauma Disorders.

NTID PD sponsored approximately 27 programs this academic year. Program highlights included:

- ✓ Technology Support Services' Open House, 9/12/03 – Sponsored by College Operations.
- ✓ Thriving in the Age of Anxiety, 10/24/03, Presented by Dr. Boike – Sponsored by the Center for Baccalaureate and Graduate Studies.
- ✓ Cochlear Implants, 1/30/04, Presented by Catherine Clark and Karen Snell – Sponsored by CBGS.
- ✓ The Future of RIT, 2/18/04, Presented by Jim Waters – Sponsored by the Division of College Advancement.
- ✓ Technology Fair, 3/12/04, Presented by TSS – Sponsored by College Operations.

In addition to workshops, presentations and other activities, several minigrants were awarded in CAS, CBGS, and CTS for individuals to pursue projects relating to departmental/Institutional goals.

The sustained success of the professional development program can be attributed to the outstanding teamwork of the Coordinators and their committees. Without such collaboration, we could not offer such a diverse array of activities.

We appreciate the support we have received from the Leadership Team in facilitating our programming efforts!

II. Appendix A
PD Programs 2003-04

NTID Professional Development Programs 2003-2004

Date	Topic	Presenters	Sponsors	Open to
09/12/03	TSS Open House	TSS	CO PD, TSS	NTID
09/18/03	CBGS Kickoff Luncheon	----	CBGS PD	CBGS
09/24/03	Paving the Way for Student Success: Hispanic/Latino Students	Dr. Gilberto Delgado, Dr. Jerry Walter	NTID PD, Student Affairs/Academic Services	NTID
10/24/03	Thriving in the Age of Anxiety	Dr. Dennis Boike	CBGS PD	NTID
10/31/03	Team Building	CO PD	Dean/VP, TSS, CO PD	NTID
12/12/03	Hillside Gift Tree	CO PD	CO PD	CO
12/03/03	Counselor Electronic Recordkeeping System	Jane Mullins	Counseling	Counselors
01/14/04	Safe Zone Training	Julie White, Bryan Lloyd	Counseling	Counselors
01/16/04	"Sitting on the Job: A Wellness Workshop"	Dr. Leslie Lange	CBGS PD	NTID
01/23/04	Paving the Way for Student Success: Hispanic/Latino Students	Robert Smith, Eulas Boyd, Frank Lamas	NTID Dean/VP, NTID PD, Student Affairs and Academic Services	NTID
01/26/04	Massage Therapy Services	David Hearne	College Advancement	College Advancement
01/30/04	Cochlear Implants at RIT	Clark, Snell	CBGS PD	RIT
02/04/04	Deaf Wellness Center at Strong	Amanda O'Hearn	Student Affairs and Academic Services	Counselors
02/18/04	Future of RIT	Jim Watters	College Advancement	NTID
02/23/04	Annual Massage Therapy Program	David Hearne	CO PD	CO
03/12/04	Technical Fair	TSS, Simon Ting	CO PD	NTID
03/23/04	Office Relaxation Techniques	Bill Yust	CO PD	CO
03/30/04	Office Ergonomics	Tracy Freas, Kate Marshall	CBGS PD	NTID
04/02/04	Paving the Way for Hispanic/Latino Student Success	Dr. Emeterio Otero, Mary Mendez Rizzo	NTID Dean/VP, Student and Academic Services, NTID PD	RIT
04/21/04	FileMaker Pro	Ken Hoffmann	CTS PD	CTS
04/28/04	MS Word and PowerPoint	Ken Hoffmann	CTS PD	CTS
04/30/04	First Aid	John Buckholtz	CO PD	CO
05/07/04	Excel	Mark Pfuntner	CTS PD	CTS
05/14/04	myCourses	Ken Hoffmann/Panelists	CTS PD	CTS
05/25/04	Highland Park Vietnam Memorial	Geno Lenyk	CO PD	CO
06/04/04	College Operations PD Picnic	---	CO PD	CO
06/28/04	College Advancement Picnic	---	College Advancement	College Advancement

III. Appendix B

Summary Reports Submitted by PD Coordinators

PD Year-end Report

6/04/04

CBGS Professional Development

Coordinator: Jess Cuculick

Committee members: Jan Strine, Gayle Macias, Alycia Burki, Delelegne Woldmedhin, and Josara Wallber.

Programs sponsored by CBGS, activities cosponsored with other Centers, and Institute-wide events:

1. Kickoff Lunch, September 18, 2003 - Validation of needs assessment
2. "Thriving in the Age of Anxiety," by Dr. Dennis Boike, October 24, 2003
3. "Sitting on the Job," Dr. Lange, January 16, 2004
4. "Hispanic Student Success," by North Star Center, January 23, 2004
Co-sponsored with the Dean's Office and Student and Academic Services PD.
5. "Cochlear Implants," Dr. Karen Snell, Josara Wallber and Catherine Clark, January 30, 2004.
6. "Self Massage," Frank Boehm, April 2, 2004
7. Hispanic/Latino Luncheon Series, co-sponsored with Sara Kersting and Hope Williams
8. RIT Ergonomics Office Presentation
9. Take a Colleague to Lunch program
10. Lunch Give-Away program
11. Minigrants

Future goals, plans for future events/kick-off activities (all are subject to change):

No goals and/or plans are planned for AY 2004-5 due to the dissolution of CBGS which is slated for June 30, 2004.

Topics and priorities from the needs assessments results:

No topics and priorities were identified for AY 2004-5. Consideration for the needs of CBGS faculty and staff professional development needs were shared with Mary Lou Basile.



Office Memo

National Technical Institute for the Deaf

Technical Services & Operations-LBJ 2290

To: Hope Williams
From: Michael Burns
Date: 6/08/04
Subject: End of Year PD Report

College Operations (CO) was fortunate enough to have superb support from the following committee members: Gail Courmettes, Carol Westcott, Mary Jo Ingraham, Susie Clair, Paula Zack, Chas Johnstone, and myself as chair of CO's Professional Development committee. All provided untiring support for all functions from the planning, implementation and recovery phases of each and every PD event.

This year we have completed Professional Development events on the following topics:

September – We helped host the Technology Support Services Open House. This event was open to all of NTID faculty and staff. The goal was to help everyone at NTID become acquainted with all of the services offered by the newly renovated Technology Support Services. The open house helped to display the functions of the newly formed groups within Technology Support Services. Those groups are as follows: The Service Center, Client Support Services, and Engineering Services. The event was a great success with approximately 100 in attendance.

October – In conjunction with TSS and The Dean/VP's Area, our group helped to host the 3rd annual NTID Haunted house. This helped to promote teamwork amongst the various departments who are all part of the CO professional development group. This event also helped us to meet others at NTID on an informal level and answer questions about the services that we provide to the Institute. 210 faculty, staff and students attended.

November – We orchestrated and managed the annual "Silent Santa" for the kids at Hillside Children's Center. We were able to collect 30 gifts for a very worthwhile cause, and make the holidays better for some very needy kids.

December – Although the end of year celebration wasn't our event, our PD group did contribute to its success. Our PD group provided the entertainment for the event. Carol Fici, Dean Santos, Janeene Marquez, Baldev Khalsa, and Thomas Warfield entertained us with song and dance. Our PD group concluded the day with a gift exchange. A superb day was enjoyed by everyone.

February 23 – A long Rochester winter had its affect on our group's old and achy bones, so we brought in three massage therapists to relieve our stresses with chair massages. The therapists provided a short class on carpal tunnel syndrome and posture tips to help alleviate work-related injuries. 27 people took advantage of this offering.

March 12 – We held our 2nd annual College Operations Technical Fair which was open to all of NTID. Over 100 faculty, staff, and students attended. Ten booths were set up by presenters from NTID including Technology Support Services and Educational Design Resources. Subjects covered were Mac OS 10.3, Via Video / Web Cam Video Conferencing, Video Relay Service, Client Support Services, Capabilities of the Copy Center, Assistive Listening Devices, IdeaTools and Barcode readers.

March 23 – Office Relaxation Techniques – Both here and at home the pressures of everyday life can really wear you down. Everyday life can be stressful, but there are things that you can do to help you to relax right where you are in only a few minutes. Bill Yust gave a presentation/ demonstration on Office relaxation Techniques. He showed a group of 15 people from CO PD ways of relaxing, that could be done anywhere. Home, office, car...

April 30 – First Aid – Our PD group is made up of staff who work with many different people everyday and there is always a possibility that we could come upon a situation where someone is having a medical emergency. John Buckholtz of RIT Wellness & Recreation gave a presentation / demonstration on first aid. Topics included head injuries, cuts, falls, CPR, and other general first aid. 22 College Operations PD group members attended

May – Vietnam Memorial Visit - The Rochester Vietnam Veterans Memorial located at 1440 South Avenue in Highland Park South was dedicated September 8, 1996 honoring the 280 men who died or are missing from the six county area. Geno Lenyk gave our PD group a special tour of The Rochester Vietnam Veterans Memorial. 22 people participated in this afternoon of remembrance and reflection.

June – We held our annual end of year PD event. This event allows us to celebrate the close of another successful year at NTID through games, lots of food, and a lot more. It also allows us the opportunity to hold a final meeting where the future of professional development was discussed. About 30 people were in attendance.

This was my third year as professional development coordinator for College Operations and I thoroughly enjoyed what we accomplished and my role in the events. None of these accomplishments would have been possible without the hard work of my CO Professional Development committee. They are a fantastic group of people and it has been a privilege to work with them these past two years. I would also like to thank Hope Williams for all her support throughout the year.

I believe that College Operations Professional Development has been a great success and became the model of what other Centers tried to achieve. Everything that we did was very well received by our colleagues and I feel that there will be a void now that we are unable to continue.

My caution to those making the decisions on the future of Professional Development here at NTID would be to not forget the needs of the NTID Staff. While I realize that our primary function is the education of deaf and hard-of-hearing students, we should strive to provide a useful and beneficial professional development structure for the faculty without forgetting about the PD needs of those who support the faculty, classes, and students.

Also keep in mind the benefit of having offerings for smaller groups. Some topics cannot provide maximum benefit when presented to too large of a group. The needs of people differ due to their roles in life. Sometimes gearing an offering to a smaller group's needs creates an atmosphere where more can be accomplished in a shorter amount of time.

I realize that it is beyond our control as to what the future will bring for PD but I hope that when the dust settles we will maintain a voice within the new structure and be able to continue in some manner.

Michael J. Burns
College Operations Professional Development Coordinator
aka. Senior Lab Technician

Center for Technical Studies Professional Development

2003-2004 Committee Report

Committee Members

Ken Hoffmann, Digital Imaging & Publishing Technology (Coordinator)
Norene Chesterton, Digital Imaging & Publishing Technology
Diane Heyden, Industrial & Science Technologies
Ari Ogoke, Applied Computer Technology
Mark Pfuntner, Business Careers
Kurt Stoskopf, Art & Computer Design

Planning for the academic year

The CTS committee membership was finalized by the end of September, 2003 and we met three times in fall quarter to review past Center-based PD activities and discuss previously identified needs. A new needs analysis was determined to be unnecessary for 2003-2004. Fall quarter discussions led to these priorities for 2003-04:

- continue the CTS PD micro-grant program in support of individual professional development goals
- develop and present a series of software application workshops specifically designed for CTS office staff – MS Word, MS PowerPoint, MS Excel, and FileMaker Pro
- host one or more panel discussions related to using RIT's MyCourses or similar on-line course instructional support strategies
- promote awareness of, and encourage participation in, the numerous NTID and RIT professional development activities that are scheduled throughout the year
- host one or more social events designed to enable CTS faculty and staff to better know each other

Implementation of CTS PD activities

The following activities were held this year:

- Holiday social event, co-hosted by CTS Director
- MS Word and PowerPoint workshop, presented by Ken Hoffmann; attended by four CTS staff assistants
- MS Excel workshop, presented by Mark Pfuntner; attended by four CTS staff assistants
- FileMaker Pro workshop, presented by Ken Hoffmann; attended by three CTS staff assistants
- MyCourses panel discussion; panelists were Bill LaVigne, Myra Pelz, and Tony Toscano, moderated by Ken Hoffmann; attended by 14 CTS faculty.

All of the above activities were very well appreciated. The three workshops for the CTS staff assistants were especially appreciated for their focus on tasks and procedures which impact their everyday work. These workshops were made available to others but no one else participated. The MyCourses panel discussion probably should have been scheduled for earlier in the year, but that simply was not possible. However, ideas were well exchanged and additional related PD activities were identified for the next academic year.

Additionally, two CTS faculty (Tom Policano and Tony Toscano) applied for and were awarded \$250 micro-grants in support of their professional development goals

Comment on scheduling

Throughout the academic year, scheduling of CTS PD meetings was challenged by the lack of common available times to meet. More often than not, meetings were scheduled for a 1.5 hour time slot with various committee members available to come for only a portion of the total time. Additionally, the Spring quarter NTID PD meeting was scheduled for a time when the CTS PD coordinator was teaching a class and unable to attend the NTID PD meetings and have direct and timely access to college-wide PD dialogue and information.

Respectfully submitted, May 22, 2004

Ken Hoffmann, Coordinator

Division of College Advancement

Professional Development Activities, 2003-2004

Kathleen Dollinger-Meyer, PD Coordinator

The following events were offered by the Division of College Advancement's Professional Development Committee:

- **PD Lunch Holiday Gathering**
Wednesday, December 10, 2003 from 12:00 pm to 2:00 pm at LBJ - 2590.
- **Massage Therapy Services**
Dave Hearne, Jan. 26 and Jan. 28, 2004; Feb, 2004.
- **The Future of RIT**
Dr. James Watters, Vice President, Finance & Administration.
Wednesday, February 18, 2004
Open to NTID faculty and staff
- **PD Picnic Gathering**
June 17th, 2004 at Henrietta Town Park.

My committee members and I decided to hold on the Red Barn Activity and Dr. Boike's presentation until this fall as we felt that summer activities were not good timing for the professional staff due to vacation, etc.

NTID OFFICE OF STUDENT AFFAIRS PROFESSIONAL DEVELOPMENT YEAR-END REPORT

REPORT OF ACTIVITIES 2003-2004

I. OAS Professional Development Committee

Coordinator: Sara Kersting

Members: Anne VanGinkel, Brian Lloyd, Diana Williams

II. Programs Sponsored and Co-Sponsored

9/24/03	Paving the Way for Student Success: Hispanic/Latino Students Part 1 – Dr. Gil Delgado and Dr. Jerry Walter
12/3/03	Counselor Electronic Record keeping Update (CERS), Jane Mullins
1/14/04	Safe Zone Training, Julie White and Bryan Lloyd
1/23/04	Student Success: Hispanic/Latino Students Part 2 – RIT NorthStar Minority Retention Program
2/4/04	Deaf Wellness Program, Dr. Amanda O'Hearn, Strong Hospital
4/2/04	Student Success Series: Hispanic/Latino Students Part 3 – MCC programs for Hispanic/Latino Students Dr. Otero & Mary Rizzo

III. Additional Programs Attended by Center Members

In order not to duplicate professional development activities, OSA faculty and staff were encouraged to, and did attend, additional events sponsored by other Centers and groups. A significant number of OSA members attended the following workshops:

10/15/03	Cochlear Implants & NTID Clark & Walber
10/29/03	Cochlear Implants: Student Panel

IV. Additional Activities

Free tickets for on-campus lunches were available for OSA faculty and staff this year in order to encourage networking among the various departments of OSA. Many took advantage of this opportunity and reported their satisfaction.

Some members of the Student Life Team have been receiving training from the RIT Women's Center regarding Safe Zone Training, CARES training, and sexual misconduct.

Some members of SAISD staff have attended monthly in-service training regarding chemical dependency at Unity Health Systems, and have attended workshops by the NYS Office of Alcohol & Substance Abuse Services.

The Counseling Department met regularly for group case consultations during the winter and spring quarters.

V. Future 2004-5 Events

Although it is not clear at this time what the future structure of our Center professional development will be, the following ideas were discussed at an earlier date by Committee members:

- Update on Drug and Alcohol Use among RIT Students
- Counseling Strategies with Hispanic/Latino Students (Mary Rizzo)
- Continued ADHD case presentations with Dr. Peter Hauser
- Updates on career exploration and career decision making strategies