

Summary Report: College of DuPage Teaching & Learning Center

New Faculty:

- Formal Program for new full-time faculty, administrators and classified exempt employees consisting of:
 - 3 days of programmed seminars and activity prior to the 3 days of general orientation in the Fall quarter.
 - A class that meets each Friday during the Fall quarter – faculty are given 3 hours of release time for this quarter and their teaching schedules are arranged so they have Friday afternoons free to attend.
- New adjunct faculty are given a CD-Rom.
- Mentoring program is informal. Seasoned faculty member from the Faculty & Staff Development Committee volunteer to mentor. The seasoned faculty member calls the new faculty member before the start of the quarter and then is available as a “Personal Resource Assistant” for the remainder of the year. There is no compensation or training.

Faculty Development:

- Very structured and a variety of offerings. At least 3 offerings per week.
- Currently marketed through a quarterly schedule book and online. Will be going to strictly online in the Spring.
- Formats: Credit Courses, Workshops, FYI
 - Credit Courses generally are courses the college offers and arranges a special section for COD employees only.
 - Workshops are offered in 3 to 6 hour formats. There is homework assigned. Some are self-paced 18 hours of workshops = 1 credit on the salary schedule for full-time faculty. Once the 18 hours are accumulated, paperwork is filled out that gives the faculty member 1 credit of EDUC 188. Adjunct faculty are given a \$20 stipend per workshop. They may take 5 workshops per quarter the first year and 3 per quarter after the first year.
 - FYI are 1 hour seminars and cannot be accumulated for credit and adjunct are not given a stipend for attending.
- Workshops and FYI are taught by faculty members. They are considered adjunct faculty for the T&LC and are paid as overload.
- Contractually required to accumulate 18 workshop hours every 3 years.
- Special incentive for “wellness” courses. Health insurance premium reduced \$5 per pay period.
- There are no adjunct-only workshops. Only exception: department/division requests one.
- Adjunct attendance is “fair”.
- Offerings sometimes based on national initiatives like NCTE focus on George Orwell’s 1984.

- 24 hour lab that is accessible with an ID card. No classroom just for IT training. Tech classroom must be scheduled with the college.
- Attendees of IT workshops leave with a “cheat sheet”. These materials were once grant funded, but the college thought it important enough to put hard money behind it.
- Support staff for faculty & staff development:
 - Full-time faculty coordinator: Carol Scott
 - Full-time staff coordinator: Karen Troller
 - Part-time assistant coordinator for staff
 - 2 full-time administrative assistants
 - 2 student workers
 - 2 full-time IT employees that work with online instructors

Adjunct Faculty:

- Not observed teaching.
- Coordinated by the Dean unless there is an Occupational Coordinator.

Origin and Future:

- Physical area opened in 1996. Developed according to college’s needs.
- T&LC reports to HR due to state regulations and funding.
- In the future they hope to have new training classrooms.