

TLC Activities – Outline of Report for Fall, 2004 (2/9/05)

Workshops:

- Number of Workshops: 50 (not including Winter intersession which will bring it to 60)
- New Workshops Developed:
 - WebCT: Setting Up Your Course (prepared in Fall, 04- Given first during Winter Intersession, 05)
 - Hot Potatoes (web-based quizzes)
 - Dreamweaver 101- Introduction to Dreamweaver

Contribute Project -

- Train pilot participants (started with 15, ended with 10)
- Transition to Contribute3
- Set up “server” (Luis Muniz-Maya from the Help Desk)
- Purchase support contract
- Start mentee training – ½ trained before Jan.13. The rest on Jan.13. during the Winter Intersession, 05.
- Develop and distribute survey for pilot participants

Custom and Onsite Training

- Mentoring and Service Learning
- Southeast Campus – Visits to Library and individual instructors
- Writing Success Project - Calendar
- Chinatown (2 visits with workshops)
- Southeast (see below)

Department Technology Grant

- Astronomy

Outreach

- Southeast – visit to Library, sessions with individual users
- Health Science Technology (Tim Berthold) preliminary visit and digital camera preparation.
- Admissions and Records – March tentatively scheduled as “Admissions and Records” month. Workshops to fill needs of department.

TLC Publicity

- Brochures- sent to campuses and HR.
- Appearance at Faculty Senate.
- Posters & Bookmarks (Graphic Communications) – in progress
- City Currents

WebCT for “Tech-Enhanced Users”

- 19 new “tech-enhanced” WebCT users in Fall, 2004

- CVC Self-paced tutorial on using WebCT in place, November, 2004.
- Create new “tech-enhanced” application form
- Create new “WebCT at CCSF” series of web pages with WebCT resources and CVC4 prerequisites.
- Receive all inquiries, vet requests, request accounts, keep records of new users, inform new users of log in procedures and training options. Work with WebCT administrator to create accounts and support users.

Other Activities

- Administer Grant program for @ONE Winter Institute
- Reports to TLTR
- TLC Coordinator named TLTR Co-chair
- Meeting with Wimba
- Choose and purchase new software for faculty and TLC staff, Impatica, Captivate
- Creation of online tutorials using Captivate (Vic)- in progress
- Barracuda info distribution – TLC website, City Currents

Staff Training

- Vic – training in GroupWise 6.5 (Jan.)
- Carol – WebCT and Dreamweaver Workshops through CVC
- Digital Photography Workshop through @ONE (Vic and Carol, June, 2004)
- All-day @ONE training, Sept. 04: WebCT workshop @ONE (Carol); Vic – Powerpoint

Immediate Concerns

- Staffing issues for Contribute will impact expansion of project.
- Upgrade of GroupWise 6.0 to GroupWise 6.5 may impact staff time spent on other training/issues.
- Spring/Summer 05 temporary relocation of lab.