



Welcome!



AEA Staff Development Instructor's Meeting

To Assist Your Instruction



- Staff Development Dept:
 - Nicole Peterson: Head of Staff Development
 - Anna Bell: Dept. Secretary
 - Betsy Justis: Staff Dev. Specialist
 - Faith Koger: Data Management Specialist
- Drake University Staff
- Instructors

Forms to Prepare/Submit for a Course or Workshop

Instructor Toolbox Documents: *Instructor Toolbox*

- New Course: Course Syllabus
(No more Cover Sheet!)
- Another session of an existing course:
Activation Form
- Workshop (less than 15 hrs of seat time)
- Vita: if new instructor
- Materials Form/Learning Center
Reservation form

Other resources:

- Solutionwhere Guide for Instructors
- Dept of Education/BOEE
- Iowa Teaching Standards/Standards for School Leaders



Submitting a Course Syllabus

Course Syllabus Form

- Instructor Toolbox for all forms:
[Instructor Toolbox](#)
- New Syllabus Form – the building block quality PD
- Submit 60 days before the first day of course

EDMA: Drake Univ.

- Terry Thorpe,
Agency Curriculum
Manager
terry.thorpe@drake.edu



The screenshot shows the website for the Mississippi Bend Area Education Agency. The header includes the agency logo and the tagline "Improving teaching & learning". Below the header is a navigation bar with links for "staff development registration", "student program registration", "media materials", "job openings", and "accelerating student achievement pilot". The main content area is titled "Staff Development" and contains the following text:

Staff Development is an integral part of everything we do at the Mississippi Area Education Agency. We offer courses and workshops for professional growth and personal development. Courses may be taken for relicensure or graduate credit. Informational workshops are offered for shorter time spans and are not available for credit. Persons wishing to teach a course may submit a Professional Development Course Proposal for consideration.

Instructor Toolbox:

- Instructor Handbook
- Course Proposal Checklist
- Professional Development Syllabus Directions
- Iowa Teaching Standards
- Iowa Standards for School Leaders
- Course Syllabus
- Course Syllabus Cover Sheet
- Activation Request Form
- Workshop Input Form
- Learning Center Guidelines (PDF)
- Learning Center Room Reservation
- Materials Request Form
- Solutionwhere Guide for Instructors (PDF)

Other Staff Development Sites:



Mississippi Bend AEA Bettendorf Learning Center

The Learning Center



Hours

- Monday – Friday
8:00 a.m. – 8:30 p.m.
- Saturday/Sunday
8:00 a.m. – 4:00 p.m.
- There will always be a Learning Center Assistant on duty when meetings or classes are scheduled.

Booking a Room

- Before finalizing dates for classes, check availability:
- Outside Instructors:
Betsy Justis
- Internal Staff:
Department Secretary

Required information



- Room set-up request
- Number of participants
- Actual time of meeting
- Equipment/technology required

Rooms



Configuration

- 4 Large Rooms
 - Separate or combined rooms possible
 - ✦ 2 room configurations
 - ✦ 3 room configuration not recommended
- 7 small rooms
 - 5 regular meeting rooms
 - Louisa Room: ICN
 - Tech Lab: Desktop Computer Lab

Set up options

- Table groupings – a.k.a. pods
- Classroom – tables/chairs in rows
- Theater – chairs only
- Square
- U-shaped
- Other variations/special requests

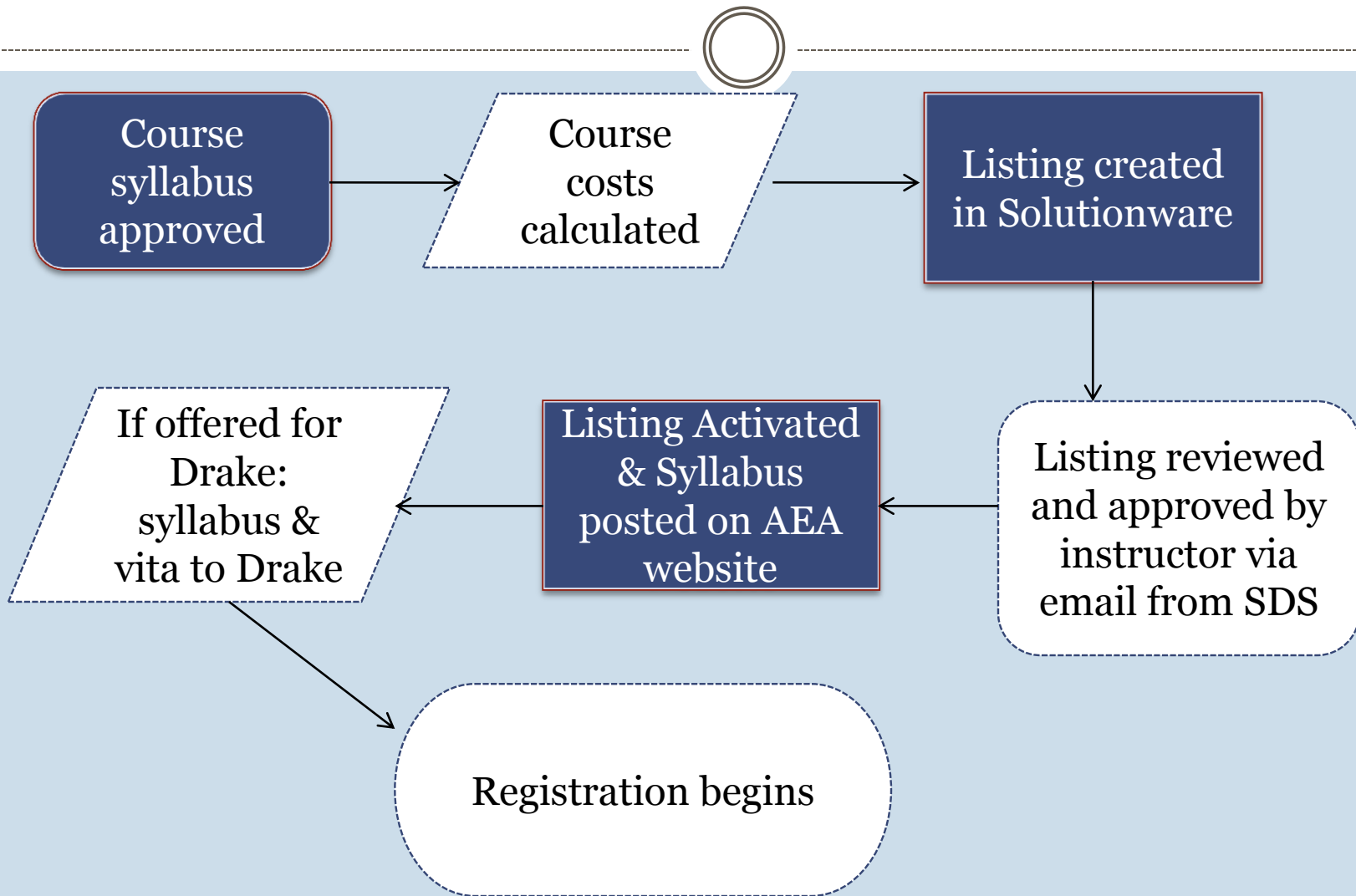
Technology



All Learning Center Rooms have:

- Presenter computer (desktop)
- Projection System (screen/LCD)
- DVD/VCR combo unit
- Presenter laptop hook-up
- Wireless Internet access
- Digital presenter (aka elmo or overhead projector)
- Microphones
- Remote clickers
- Video camera
- Speakerphone
- Polycom video conf.
- Podium with Microphone
- Copyboard
- Mobile Laptop Carts:
20 Mac Laptops & 20 Dell Netbooks

Processing Course Proposal



Drake University: EDMA



- Terry Thorpe, Agency Curriculum Manager
terry.thorpe@drake.edu
- EDMA: can be used for transfer into a degree-seeking program
- Syllabus development

Role of the Instructor



Before the first day

- 2 weeks prior: Submit print requests and finalize room set up
- Print attendance list from SW for each session
- Contact SDS with any changes

During the course

- Take attendance each meeting on log
- Verify credit type and any payment due
- Review syllabus and rubric
- Ask to verify AEA profile email for electronic evals

Role of the Instructor



End of Class

- Enter grades and attendance in SE; let SDS know this is complete
- Email participants that grades are entered and they can request a transcript if needed
- Return a copy of all attendance logs to SDS
- Submit an Activation Form when you offer another session of this same course

Credit Requirements

- *100% attendance is required for all courses and workshops.*
- **Audit:** Meet the same course expectations and coursework (including attendance), but cannot be forced to do so.
- **Relicensure/Drake credit:** Registrants are expected to meet the A or B criteria in order to pass the course.

Grading Codes

Drake - A, B, C, D, F, or I

Drake requires Incompletes be completed within one semester. If the work is not completed within one semester the student earns an “F.” Notify Staff Development when grade changes.

Relicensure Credit - P, F, or I

If student receives an “I,” establish completion plan with instructor; notify Staff Development when grades change.

Audit or Workshop – no grade, just mark attendance

Attendance is marked for transcript/portfolio purposes.

Role of the Staff Dev Specialist



- Assist instructors with course details
- Solutionwhere Training assistance
- Post class on line for registration
- Assist you & your secretary with class materials needs
- Provide syllabi & vitas to Drake
- Forward grades to Drake in timely manner
- Registration assistance to educators



**Thank you for
providing a valuable
service to area
educators!**