

January 23, 2008

*Professional development information for the faculty and staff  
of West Kentucky Community & Technical College*

## WKCTC

### **Mission:**

WKCTC is an educational institution that provides excellence in teaching and learning, promotes student success, and supports economic development

### **Vision:**

WKCTC will be an innovative learning institution committed to empowering individuals to achieve excellence in an environment of respect.

### **Values:**

At WKCTC, values represent the deeply held beliefs within the organization and are demonstrated through day-to-day behaviors of all employees. An organization's values make an open proclamation about how it expects everyone to behave. Values should endure over the long-term and provide a constant source of strength for an organization.

**Respect: Recognizing the diversity, rights, feelings, attitudes, worth, and beliefs of others.**

**Empowerment: Giving individuals the authority and responsibility to make decisions and to take actions.**

**Innovation: Generating dynamic, creative, and responsive outcomes in an environment of constant change.**

**Learning: Seeking life-long acquisition of knowledge or skills through teaching, experience, study, or practice.**

*Your source for professional  
development announcements,  
forms, and information:*

**POD Website**

<http://pod.westkentucky.kctcs.edu>

## *Life Long Learning*

January 2008 is giving me time to reflect on the forty years of teaching and learning that I have experienced at this wonderful comprehensive community college. During these forty years, four major changes in administrative leadership have taken place, and the college has undergone three name changes with much angst among some and with much growth and realization with others. No change has come easily, but change exists as part of living and learning.

A dear friend of mine says that she throws something away every day that she can live without. Now, she is talking primarily about stuff (paper, magazines, pencils), the things that collect dust around our homes and impede our living purposefully. But this attitude of throwing something away can also apply to our thoughts that often trash our minds with clutter, the misinformation that can cloud our vision and understanding. People often make fun of my office and the clutter, the stuff that fills it. I must agree that throwing away is not always my best action, but this January is allowing me the luxury and the necessity of cleaning and discarding those things that impede my goal of life long learning. And no, I am not sure where all the books and files will go, but most of the books will be donated to libraries through Kevin Gericke's connections, and some of the files will be kept here for some type of future reference.

Don't you feel so much better when you clean, clear out the trash and clutter. Don't you think much better when you rid yourself of all the misconceptions and misinformation, and even prejudices and spiritual binders, that clutter/obscure your thinking. This feeling is the same high that comes from exercising long enough and at such a vigorous pace that you are cleansed physically.

Change does not always come with angels' wings attached, and retirement will not be easy for any of us who have worked at the same place as long as I have. Yet, change is a necessary part of life long learning and of cleaning out the trash and clutter.

Janett Blythe's up-coming pictorial history of the two colleges, now one, gains its title from the minister at Broadway Methodist in the 1930's and my father's spiritual mentor, Dr. James E. Underwood, who spoke at any early PJC graduation: "The ringing challenges of tomorrow are the real values . . . Let us continue the upward stride."

The January 2007 POD Journal had the WKCTC Mission, Vision, and Values on the left. They remain in this journal because we should feel their presence and live them as our "real values" with our colleagues, with our students, and within our communities as we "continue the upward stride." You have enriched my life, personally and professionally, and I am so glad to have had this journey with you.

### The POD Calendar

A change that will be beneficial I think is that the POD Calendar is posted in Outlook (email) under Public Folders, under West Kentucky, under POD. Please learn to use the calendar and print you off a daily, weekly, monthly version with all the information, not just the times. Please access the calendar and use it.

### Conference Announcements



New Horizons Conference, May 19-21, 2008, sponsored by KCTCS, Lexington KY  
Please mark your calendars for this outstanding Kentucky Conference.

#### NOTES:

- **If you are attending a conference or workshop, please consider a recommendation of an on-campus presenter from that event as part of your reinvestment!**
- **February 8 – Celebration of Black History Month (in Higher Education) 3:00-4:00 pm Crouse 101**
- **February 14 – Affairs of the Heart: Concurrent Sessions on Wellness TBA**
- **March 27 – Celebration of Women's History Month (in Higher Education) with a Special Guest, 3:00-4:00 pm, Crouse 101**
- **April 25 – Staff Appreciation Day with Special Keynote, 8:00-10:00 am, Atrium & Crouse 101**
- **May 9 – Best Practices Day, 9:00 am-Noon. Staff please consider sharing a tip/tool that makes your work more efficient.**

### Distance Learning Training

*Friday, January 25, 12:15-1:45 pm R210*

Developing a web-site for on-line instruction or to enhance a traditional course. This workshop is designed for the beginner who would like to develop an on-line course or web-enhance a current course.

*Friday, February 15, 12:15-1:45 pm R210*

Adding Assignments & PowerPoint to Your On-line Course. This workshop is designed for instructors wishing to enhance their on-line courses.

*Friday, February 7, 12:15-1:45 pm R210*

Testing with Bb (Blackboard)

*Friday, March 28, 12:15-1:45 pm R210*

Using Camtasia software to enhance your on-line course. This workshop is designed for instructors who want to add screen videos and narration to their sites.

*Friday, April 25, 12:15-1:45 pm R210*

Using E Folios

*Friday, May 2, 12:15-1:45 pm R210*

Preparing for the End of the Semester

Please e-mail me if you would like to attend one of the workshops, as we will need to create practice "shells" for you. Let me know if you have questions or comments about workshop content. Thanks!

***Tammy Potter, Associate Professor  
Dean of Business & Computer Related  
Technologies***

You must contact Tammy to reserve a seat.

### ***KCTCS Initiatives***

#### **Nominations**

#### **New Horizons Faculty & Staff Awards of Excellence for 2008**

Congratulations to Renea Akin and Bettie Bean in their Nominations for the New Horizons Faculty & Staff Awards of Excellence for 2008