



# Teaching Learning Center

The Teaching Learning Center (TLC) nurtures instructional design, critical thinking, and technology skills for faculty at Cedar Valley College. The TLC provides assistance in instructional design and technology in a supportive environment. It also provides a forum for informal faculty discussion.

## “Course of the Course” Online

During a recent TLC presentation, Lisa Nightingale, Dean of Instructional Support and Distance Education reminded attendees that it is time-consuming to design course modules, ensure interactivity, create communication guidelines, and develop testing for online students. In essence, online course preparation anticipates situations and problems for every step of the course.

Even with considerable online experience, Dean Nightingale wished she had allowed herself more than just the summer to prepare a new online course for fall. *Make time, plan, and anticipate* were themes of her presentation.

tion.

In a January 2005 audioconference, Jean Runyon and Tom Gorecki of the College of Southern Maryland recommended the following instructional design steps for online course development:

- Use needs assessment to determine target audience, teaching style, and academic components.
- Organize materials in learning modules.
- Find and exploit the best Internet tools for specific teaching objectives.
- Plan out and map the course (storyboard).



### Vision

As Cedar Valley College hones a vision statement, Fine Arts Appreciation student Nikka Manning contemplates the sky from inside Richard Serra's *Vortex* at the Modern Art Museum of Fort Worth.

## October/November TLC Events

### October

- How to Put Your Cooperative Work Experience Course Online 10/5
- Learning Teams in Asynchronous Environments 10/12
- Using Virtual Classrooms 10/18 (postponed until 11/1)
- eCampus Discussion Board 10/20

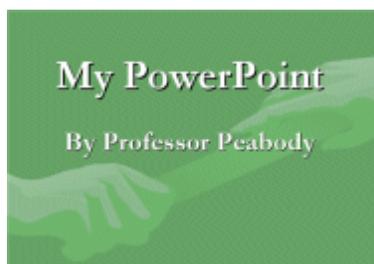
### November

- Using Virtual Classrooms 11/1
- Inclusiveness Series Part 1 of 3: The Culture of Peru 11/8
- eCampus: Downloading Your Gradebook 11/15 and 11/16
- Inclusiveness Series Part 2 of 3: The Culture of Russia 11/18
- Inclusiveness Series Part 3 of 3: The Culture of Mexico 11/21

### Watch for

eCampus Loading Test Banks (TBA)

## FAQ: Can the TLC help with PowerPoint Projects?



The TLC is always ready to assist faculty in developing their technology and presentation skills and improving the instructional design of their classes. Faculty can use PowerPoint to transfer slides,

handouts, poster boards, and lecture notes to a flexible, digital format.

PowerPoint files provide the convenience of carrying information on a variety of portable media and the ability to distribute information to students through the Internet. Drop by the TLC and make an appointment for assistance on your next PowerPoint project.

### Beginner's PowerPoint Tips

1) You can use the arrow keys to move objects very small distances. Just hold down the Ctrl key and use the arrows to move the object one pixel at a time.

2) While editing a presentation, hold down the CTRL key while clicking the slide show view button; this will open a tiny preview window showing that slide in slide show mode.

**CEDAR VALLEY COLLEGE  
TEACHING LEARNING CENTER**

Room A206A  
3030 North Dallas Avenue  
Lancaster, Texas 75134

Phone: 972-860-8239

Email: txeriland@dcccd.edu

**TLC STAFF**

Tim Xeriland, Director/Instructional Designer  
Ed Dawson, Faculty Assistant/Newsletter Editor  
Bijal Desai, Instructional Associate  
Ron Williams, Department Assistant III

**HOURS**

|                  |           |
|------------------|-----------|
| Monday/Wednesday | 9:00-5:30 |
| Tuesday/Thursday | 8:00-4:30 |
| Friday           | 9:00-1:00 |

Visit the TLC online  
[tlccvc.org](http://tlccvc.org)

**INNOVATION IN THE CLASSROOM**



## Here We Grow Again!

Neither India nor China can match the five-year growth of the Cedar Valley College Teaching Learning Center. From data collected since 2000, the TLC has a projected year-end increase of a whopping 1,761%!

A month-to-month comparison is equally dramatic. For example, 250 users came to the TLC in September 2005, almost 12 times as many as the 21 who visited in September 2000. At this time, the TLC's reported year-to-date usage is up 15.3% from this time last year.

Tim Xeriland, Director of the TLC, said, "With the exception of the workshops, we don't get the large crowds, but that is the secret of our success. By having a steady stream of customers, we are able to give personalized service and in the end, the amount of people we help in the college is large. The stats speak for themselves."

