

Table of Contents

Learning Technologies	F 2
Learning Technologies Staff	F 2
Services of the Professional Development Center	F 2
Services Provided by the Learning Technologies Group.....	F 2-3

**Learning Technologies**

Learning Technologies focuses on the effective application of instructional technology in education. The group works with faculty on instructional computing projects, offers workshops and informational events, and investigates new technology for instructional use. Learning Technologies is committed to enhancing the quality and efficiency of learning through the effective integration of technology in education.

Learning Technologies, as a core component of Information Services at KCC, provides access to integrated technology support for faculty for both technical and instructional technology needs. Learning Technologies also maintains and operates the Professional Development Center.

Learning Technologies Staff

Information Services Learning Technologies provides an interdisciplinary team of professionals who draw on experience in instruction, media production, instructional design, web development, multimedia authoring, and programming. The staff understands the culture of higher education and recognizes how the appropriate application of technology can greatly enhance the teaching and learning process.

Director: Ted Wyckoff

Location: Learning Resource Center,
Room 304

Web: <http://www.kellogg.edu/is/learntec>

Phone: 269.965.3931, ext. 2378

Email: learntec@kellogg.edu

Office Hours: Open all normal LRC hours
staffed 8:00 am to 5:00 pm
Monday - Friday

Services of the Professional Development Center

The Professional Development Center, located in the Learning Resource Center (Room 303), is a seminar room and computer lab dedicated for use by KCC full-time and adjunct faculty. There are 12 workstations, a scanner, CD writer, and black/white printer. All of the workstations are IBM-compatible and are loaded with Microsoft Office XP. The room also has a ceiling mounted projector for presentations and workshops.

Services Provided by the Learning Technologies Group

The Learning Technologies group supports faculty with instructional technologies. Listed below are the numerous services provided to assist faculty with planning, development, and implementation of instructional technology in teaching and learning environments:

- **Academic Web Server**
A web server, uniquely allocated for KCC faculty use, has been provided by the College and supported by the Learning Technologies group. Faculty are provided with a web account in order to create and publish web-based materials in their own personal web folder.
- **Chariot Grading Program**
This software will be available through the I.S. Help Desk for your record keeping. Contact the Help Desk at ext. 4148 or <helpdesk@kellogg.edu>.
- **Computer Equipment Check-out**
KCC faculty and staff are welcome to check-out and use a number of pieces of media equipment. Small equipment including laptops and cameras are checked out through the circulation desk of the LRC. Large media equipment including media carts, and TV carts are available through the I.S. Help Desk also located in the LRC.
- **Consulting**
The staff provides one-to-one and group assistance to faculty to help them use technology effectively in their instruction and work, with a special emphasis on

teaching and learning. Faculty are welcome to make an appointment with a group member to discuss uses of technology in a course, to obtain help with planning an instructional technology project, or to learn more about using a particular type of technology. They also will come to a department to offer a presentation on using technology or to discuss developing a plan for using technology.

- **Instructional Technologies**

The group provides assistance with a number of instructional technology tools, such as Blackboard software for developing web-based courses. We also provide and support the software known as the WIDS Learning Design system that creates performance-based curriculum. Each instructional building on campus is equipped with at least one multimedia cart or there is a built-in media presentation system in the classroom. You are welcome to request personalized assistance in learning how to use these carts in the classroom.

- **Online Course Support**

KCC supports Blackboard as the college's course management system. Faculty can attend Blackboard training workshops, request a Blackboard course, receive help in developing online courses, or talk with the Learning Technology staff about web-based teaching or course development in general.

- **Professional Development**

The professional growth and development of faculty at KCC is an important goal of the college. The group sponsors a variety of events related to teaching and learning, and all faculty are welcome to attend. Some events feature faculty demonstrating and discussing creative applications of technology in teaching. Other activities used to promote professional development have included off-campus workshops, seminars, conferences, and short courses.

- **Microsoft Office Suite**

This software is available for you to check-out and put on your home computer. Contact the Help Desk at ext. 4148 or helpdesk@kellogg.edu.

- **Training Workshops**

The Learning Technologies group provides seminar and hands-on training workshops on a variety of instructional technology tools.

For more information on Learning Technologies, and access to the resources described here, visit the Learning Technologies web site at <http://www.kellogg.edu/is/learntec>.