2024 CTEL COURSE CATALOG

CENTER FOR TEACHING EXCELLENCE & LEARNING
BROWARD COLLEGE®

Welcome to CTEL's course catalog! Here, you will find a diverse array of courses that align and support our [Teaching and Learning Excellence Definition & Framework](). Each course is carefully curated to meet the needs of faculty at all stages of their careers. Our goal is to provide you with innovative tools and evidence-based practices that promote student engagement and learning success.

CTEL Course Modalities

Our courses are offered in a variety of modalities to accommodate the needs and schedules of our faculty members. By offering these varied modalities, we aim to ensure that all faculty members can access professional development opportunities regardless of their location, schedule, or preferred learning style.

Here are the primary formats we offer:

In-Person: An In-Person, or face to face, professional development course is delivered on campus during scheduled meeting days and times.

Blended: A Blended professional development course consists of facilitated on-campus or virtual live instruction as well as an online D2L component. The majority of the coursework is completed at the participant's own pace; however, participants must partake in a required synchronous live session(s) with the course facilitator. Before the official course start date, participants will receive an email with instructions on getting started, as well as any additional details such as the synchronous session(s) date(s) and time(s).

Live: A Live professional development course requires participants and course facilitators to meet synchronously via Zoom during designated days and times. Live sessions may include engaging online learning activities such as polls, small group breakout sessions, and hands-on/guided practice.

Online: In an Online professional development course, all instruction is completed fully online, asynchronously. Attendees will complete the course in a self-paced, facilitated online format in the college's learning management system (D2L Brightspace). The majority of the coursework is completed at the participant's own pace within an allotted time frame. Participants may partake in a optional synchronous live session(s) with the course facilitator(s). Before the official course start date, participants will receive an email with instructions on getting started, as well as any additional details such as the optional synchronous session(s) date(s) and time(s).

On-Demand: An On-Demand professional development course consists of all coursework being completed at the participant's own pace in an asynchronous, selfpaced, fully online, format.

Support   Assessment   Discipline   Best Practices   Technology

Core Value	Course Title & Description	Additional Information
Technology	**ALT001 D2L Basics** D2L Brightspace is the learning management system that Broward College uses to deliver online and hybrid classes. D2L also enhances many face-to-face courses and offers a high-quality academic experience that can include integrated librarians and more. This course covers the basic tools and features of the D2L learning environment. Participants will learn how to navigate the D2L environment, create modules, add a syllabus, and develop class activities.	**Modality:** Live **PD Hour(s):** 1.5
Technology	**ALT009 What's My Grade?** The D2L grade book must be setup before using the Grades tool. The grade book contains grading systems, formula or points systems, grade categories, and grade items. This course provides hands-on training and an overview of the grade book in D2L. Participants will work on creating a grade book aligned with their teaching philosophy and best teaching practices to increase student participation in learning.	**Modality:** Live **PD Hour(s):** 1.5 **Prerequisite**: ALT001 D2L Basics
Assessment *Best Practices*	**ALT011 TurnItIn** Turnitin provides instructors with the tools to prevent plagiarism and engages students in the writing process. This course is designed to introduce instructors to the Turnitin tool and some of the updated features. The Turnitin tab offers new and enhanced tools available in the platform, allowing instructors more control over the settings, as well as additional tools such as the e-rater.	**Modality:** Live **PD Hour(s):** 1
Technology	**ALT012 Spark Up Your Courses With Adobe Express** Adobe Express is an app used to create presentations, documents, or videos. This blended course will introduce faculty and staff to Adobe Express and explore how it can be used to create digital content for the classroom or workplace.	**Modality:** Blended **PD Hour(s):** 3

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Core Value	Course Title & Description	Additional Information
Technology	**ALT013 Creating Visual Essays & Reports** Adobe Express is an app used to create presentations, documents, or videos. ALT013 Creating Visual Essays & Reports will introduce faculty and staff to Adobe Express and demonstrate how it can be used to create digital visual essays and reports for use in the classroom or workplace.	**Modality:** Blended **PD Hour(s):** 3
Technology	**ALT014 Explanimations for the Classroom & Workplace** Adobe Express is an app used to create presentations, documents, or videos. This blended course will introduce faculty and staff to Adobe Express and demonstrate how the tool can be used to create an "explanimation", a video that explains a concept or topic, or illustrates instructions or a skill, explored in the classroom or workplace.	**Modality:** Blended **PD Hour(s):** 3
Best Practices	**ALT018 Creating Engaging Presentations** ALT018 Creating Engaging Presentation provides the knowledge and tools for enhancing the quality of presentations for conferences, lectures, and other professional settings. Participants will discover how to create engaging presentations using technology and other planned interactive activities.	**Modality:** Live **PD Hour(s):** 1.5
Assessment	**ALT019 Honorlock Self-Paced** This self- paced tutorial introduces faculty to Honorlock Proctoring. In this course, participants will learn how to review Honorlock dashboard settings, access the live chat function, review Honorlock Resources, view post-exam student sessions for any flagged violations, and explore the student view of the proctored exam.	**Modality:** On-Demand **PD Hour(s):** 1
Assessment	**ALT028 Creating Engaging Discussions in D2L** The use of the discussion board is a powerful tool for promoting asynchronous conversations of current and relevant topics through the encouragement of thoughtful and personal responses. Using discussion boards helps advance student participation and creativity by providing engaging questions and assignments that stimulate student interest and foster a sense of community. This course will review setting up a topic forum in the discussions tool, creating a discussion board assignment, and implement assessment tools and post/response tools.	**Modality:** Blended **PD Hour(s):** 1

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Core Value	Course Title & Description	Additional Information
Technology	**ALT035 Intro to Zoom** Zoom is an external learning tool used for conducting webinars, meetings, office hours, and more. This powerful platform serves as an essential tool for BC faculty, enabling remote synchronous sessions and facilitating online instruction. In this course, participants will be introduced to the basic functions and settings of Zoom and how it can be used in higher education. Participants will learn how to access Zoom, how Zoom is used directly within D2L, how to record, save, and share meeting sessions, and other Zoom capabilities.	**Modality:** On-Demand **PD Hour(s):** 1
Technology	**ALT039 What's New in Zoom** Zoom serves as an essential tool for BC faculty, enabling remote synchronous sessions and facilitating online instruction. In this course, participants will explore the newest features in Zoom. This session will provide best teaching practices and practical "how-to" information on the latest Zoom features.	**Modality:** Live **PD Hour(s):** 1
Technology	**ALT040 Getting Ready to teach Blended/Online** In the blended course modality, up to 79% of the direct instruction can be delivered inside the College's learning management system (D2L Brightspace). This includes assignments, interaction between students and instructors and among students, as well as associated learning activities. There is a requirement in a blended course section for scheduled class sessions to meet in a physical location. In the online course modality, all instruction is completed fully online, asynchronously, through the college's learning management system (D2L Brightspace). The course needs to go through a formal development process and be approved to be offered fully online. A distance learning fee is added to the course. ALT040 Getting Ready to teach Blended/Online is an online self-paced facilitated course where faculty will complete the required course activities and will become certified to teach a blended course and/or an online course that was previously developed by another faculty member.	**Modality:** Online **PD Hour(s):** 15 **Recommended Prerequisite:** ALT001 D2L Basics

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Core Value	Course Title & Description	Additional Information
Best Practices	**ALT041 Designing Quality Blended & Online Courses** Designing Quality Blended & Online Courses is for instructors who have been selected to develop an online (including BC Online Live) or a blended course. In this course, participants will learn to design course content that aligns with course outcomes, design learning activities to help student achieve stated learning outcomes, evaluate student learning with varied and balanced assessment strategies, and create a course that meets BC Quality Standards.	**Modality:** Online **PD Hour(s):** 15 **Recommended Prerequisite**: ALT001 D2L Basics
Best Practices	**ALT045 The Coffee Shop: What's Brewing in Teaching & Learning?** The Coffee Shop is a homebrewed initiative highlighting the work of ACUE learners and alumni. This course provides webinars that are like an espresso shot—short and highly concentrated. Each gathering will feature two to three baristas (presenters) sharing evidence-based teaching practices or strategies. After the presentations, attendees will discuss and exchange ACUE inspired ideas, leaving the session better equipped to improve your teaching and students' learning.	**Modality:** Live **PD Hour(s):** 1
Technology	**ALT046 What's New in D2L** In this course, participants will explore the latest releases in the college's learning management system, D2L Brightspace. Attendees will also explore some of the more advanced features, along with strategies of leveraging technology to provide timely feedback, engage students in course activities, and retain enrollment.	**Modality:** Live **PD Hour(s):** 1
Support	**ALT055 Creating Accessible Documents** The rapid increase of online, D2L enhancement, and synchronous classrooms has highlighted the need for faculty to ensure their course materials are accessible and usable by many different types of learners and students. In this course, participants will explore technology tools designed to ensure that documents shared with students are accessible to learners facing unique challenges. The course will specifically concentrate on enhancing accessibility of Word, PDF, and other document formats for users of screen readers and other adaptive technologies.	**Modality:** Blended **PD Hour(s):** 4

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Technology / *Best Practices*	**ALT056 Appy Hour** In this course, participants will be introduced to a curated list of recommended apps and programs designed to foster student interest and enhance engagement in courses.	**Modality:** Live **PD Hour(s):** 1
Technology / *Best Practices*	**ALT060 Getting Ready to Teach BC Online Live** A BC Online Live course requires students and instructors to meet synchronously via Zoom during designated days and times. Coursework is completed virtually in Broward College's learning management system (D2L Brightspace). Students are not required to physically attend class on campus. BC Online Live sessions include engaging online learning activities such as polls, small group breakout sessions, and D2L discussion forums. ALT060 Getting Ready to Teach BC Online Live is designed for faculty who are currently teaching, or are scheduled to teach, Synchronous Online Learning (BC Online Live) courses. In this course, participants will learn technical and pedagogical aspects as well as best practices for Synchronous Online Learning courses.	**Modality:** Online **PD Hour(s):** 8 **Prerequisite:** ALT035 Intro to Zoom for Faculty
Technology / *Best Practices*	**ALT061 Getting Ready to Teach Flexible** Flexible Learning is a multi-modal student-centered approach to teaching and learning. ALT061Getting Ready to Teach Flexible is for faculty interested in teaching the Flexible modality. This 5 hourblended course will explore the use of streaming and learning classroom technology and best practices in the Flexible Learning modality. This workshop requires a 1.5-hour facilitated on-campus instruction scheduled in a streaming and learning classroom as well as an online D2L component. Before the official course start date, participants will receive an email with course offering instructions on getting started and any additional details.	**Modality:** Blended **PD Hour(s):** 5 **Prerequisite:** ALT035 Introduction to Zoom for Faculty

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Technology Best Practices	**ALT062 Using Office 365 for Teaching & Learning** In this course, participants will learn how to incorporate Microsoft 365, a cloud suite of apps available to all college employees and students, into their courses.	**Modality:** Blended **PD Hour(s):** 3
Support	**ALT063 Brainfuse Overview** Brainfuse is the college's new online tutoring platform that will complement the on-campus tutoring services provided to our students. In this self-paced course, faculty and staff will be introduced to Brainfuse and explore ways the tool supports student success.	**Modality:** Online **PD Hour(s):** 1.5
Technology Best Practices	**ALT064 ALT064 Zoom AI Companion** Zoom AI Companion is a personal generative AI assistant that can transform the way we work and communicate in higher education. As an AI writing assistant, AI Companion can compose email messages and chat messages, and summarize chat threads with the appropriate tone and length. AI Companion can also provide Meeting Summaries and Smart Recordings. In In this course, attendees will explore the security features and functions for using Zoom AI Companion and Zoom Meeting Summaries in virtual meetings. Attendees will also discover ways to implement best practices for students and faculty.	**Modality:** Live **PD Hour(s):** 1 **Recommended Prerequisite**: ALT035 Intro to Zoom for Faculty
Technology	**ALT065 Simple Syllabus Training** In this course, instructors will explore how to use Simple Syllabus in compliance with Senate Bill 7044. Faculty will learn how to access the Simple Syllabus template, how to enter the required sections of the syllabus to maintain compliance, how to make non-required components of the syllabus public or private, and how to publish their syllabus in the public-facing Syllabus Library. Additionally, this course will review the sections of the syllabus that consist of standard college-wide language and will demonstrate how to edit syllabus language as needed. *Update: As of Summer 20243, Simple Syllabus is now a collegewide requirement	**Modality:** Live **PD Hour(s):** 1

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Core Value	Course Title & Description	Additional Information
Best Practices	**COP001F Book Discussion** In this course, colleagues gather on multiple occasions to discuss a selected book or compilations of writings that focus on how students learn, teaching strategies, student success, or national trends in higher education. Participants will engage with the readings and with their fellow colleagues participating in the course. Additionally, participants will reflect on the experience and apply material and/or teaching techniques in their respective classroom setting and share the lessons learned with colleagues.	**Modality:** Live **PD Hour(s):**
Support	**ETP008 Teaching and Retaining Underprepared Students** Faculty often ponder over how to reach and retain students who are under-prepared for the rigors of college courses. In this course, educators will be introduced to strategies they can use in their classrooms to help under-prepared students succeed in all modalities. Participants will learn about college resources and will work on integrating at least one strategy or technique in their classroom.	**Modality:** Online **PD Hour(s):** 3
Best Practices	**ETP011 Applying Online Active Learning Strategies** Educators are often faced with the challenge of maintaining students' interest during class lessons and encouraging learner engagement, specifically in the online classroom. In this course, participants will explore strategies aimed at promoting active learning to enhance student engagement. Attendees will also delve into experiential learning techniques and gain hands-on experience in designing active learning activities.	**Modality:** Online **PD Hour(s):** 10
Assessment **Best Practices**	**ETP016 Designing Effective Writing Assessments** In this course, participants will explore pedagogical approaches to writing across different disciplines and learn strategies for developing impactful writing assignments that align with course objectives. Additionally, effective assessment techniques will be discussed to streamline the grading process. Lastly, faculty will be guided in identifying essential resources to support students in writing within their respective disciplines.	**Modality:** Online **PD Hour(s):** 5

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Technology *Best Practices*	**ETP029 Creating Instructional Micro Videos** ETP029 Creating Instructional Micro Videos is designed to educate faculty members about the expectations of a writing credit course at Broward College. In this course, participants will explore the advantages of integrating videos into course materials and will receive practical guidance on creating and editing videos. The course covers a range of topics, including techniques for video creation, basic and advanced screen capture, fundamental and advanced video editing skills, and best practices for video production. No prior experience in video creation is required to excel in this course.	**Modality:** Online **PD Hour(s):** 12
Assessment	**ETP047 Ensuring Academic Integrity** ETP047 Ensuring Academic Integrity emphasizes the significance of maintaining honest and ethical conduct in academic environments. In this course, the responsibilities of both instructors and students in maintaining academic integrity are thoroughly examined. It explores technologies like Honorlock, Turnitin, and features of D2L that enhance integrity in summative assessments. Furthermore, the course delves into strategies for designing summative assessments that foster sustainable academic integrity practices.	**Modality:** Online **PD Hour(s):** 6
Support	**ETP051 Best Practices in UDL** This course introduces Universal Design for Learning (UDL) and its application across course design. UDL principles aim to provide curricula, learning environments, and instructional materials that are accessible and effective for a wide range of learners, including those with diverse learning styles, abilities, and backgrounds. In this course, participants will learn to utilize UDL's three core principles—Engagement, Representation, and Action & Expression—to craft inclusive, engaging, and equitable assessments. Faculty members will also create a UDLbased assessment as a capstone project, focusing on defining, constructing, providing evidence for, and implementing UDL principles.	**Modality:** Online **PD Hour(s):** 10

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Best Practices	**ETP054 ACUE Alumni's Virtual Meetup** In this course, Association of College & University Educators (ACUE) alumni will network with peers and share popular strategies that they have learned in their ACUE courses. This is an interactive-virtual engagement that is open to all ACUE course completers as well as individuals who are interested in learning more about the program.	**Modality:** Live **PD Hour(s):** 1.5
Support	**ETP057 Best Practices in Classroom Management** ETP057 Best Practices in Classroom Management provides classroom management strategies for online and face-to-face courses. In this course, participants will learn best practices to create an inclusive learning environment that supports all learners and improves their learning experience. Resources available at the college will also be discussed.	**Modality:** Online **PD Hour(s):** 3
Technology *Best Practices*	**ETP058 AI and Emerging Technologies in Teaching and Learning** ETP058 will explore the transformative potential of AI and emerging technologies in the college classroom. In this course, participants will gain a foundational grasp of AI and emerging technology concepts, terminology, and multifaceted applications in education. The course will also address the critical challenges of upholding academic integrity in the age of AI, particularly in assessments. Emphasis will be placed on practical strategies to mitigate potential integrity risks and uphold academic honesty. Participants will also identify and evaluate the nuances and opportunities of using AI and emerging technologies to enhance the educational experience.	**Modality:** Blended **PD Hour(s):** 6
Best Practices	**ETP062 Virtual Exchange** Through technology, a virtual exchange enables classes from different global locations to collaborate on projects and share ideas. This fosters the development of soft skills, digital literacy, and cross-cultural education among students, essential competencies in the modern workplace. Participants will explore strategies for integrating virtual exchange into their classrooms, understand its benefits for	**Modality:** Blended **PD Hour(s):** 5

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Core Value	Course Title & Description	Additional Information
Technology *Best Practices*	**ETP065 Artificial Intelligence (AI) Institute** The Broward College AI Institute is an innovative professional development program designed to equip instructors with the skills and knowledge necessary to integrate Artificial Intelligence (AI) tools into teaching practices across all disciplines. In this course, participants will engage in hands-on activities, collaborative discussions, and the development of a personalized AI toolkit, all aimed at enhancing the educational experience for students and staying at the forefront of technological advancements in education. Additionally, this course combines live discipline-specific synchronous sessions with comprehensive online materials, focusing on evidence-based teaching practices and discipline-specific AI integration strategies.	**Modality:** Online **PD Hour(s):** 21
Support *Best Practices*	**HWB004 Mindfulness in a Post-Pandemic Classroom** Mindfulness is an evidence-based approach to self-care and supports the mental, physical, and emotional health of those who practice it. Its efficacy has been well documented in medicine, psychiatry, and neuroscience research. In an academic setting, a few minutes of mindfulness can ground both teacher and student and prepare them for a supportive learning environment that fosters concentration and connection. In this course, participants will be introduced to ways of incorporating mindfulness and contemplative practice into the classroom.	**Modality:** Blended **PD Hour(s):** 15
Support *Best Practices*	**HWB015 Finding My Why** In this course, participants will delve into aligning their passions, mission, goals, and ideas with their purpose.	**Modality:** In-Person **PD Hour(s):**1.5

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	Assessment	**OBA003 Foundations of Rubrics** In this course, participants will learn about the benefits of using a rubric as a tool to assess student learning. Participants will be introduced to the major types of rubrics and when each is most applicable to assess a particular learning experience. For the interactive portion of the course, participants will select one of the rubric types and construct or refine an existing rubric. Participants will also use the rubric tools available through D2L.	**Modality:** Blended **PD Hour(s):**
	Assessment	**OBA004 Developing Creative & Authentic Assessments** OBA004 Developing Creative and Authentic Assessments is for faculty who want to enhance their face-to-face or blended classes with summative and formative quizzes. These assessments serve to prepare students for exams while evaluating their comprehension of the learning material. In this course, attendees will complete the instructional content, and hands-on workshop activities to meet the expected learning outcomes for creating authentic assessments. Upon successful completion of all the course activities, participants will receive three professional development credit hours.	**Modality:** Online **PD Hour(s):** 3
	Discipline	**ORG032 Preparing for the Continuing Contract Process** ORG032 Preparing for the Continuing Contract Process is tailored for faculty members who are nearing the Continuing Contract review stage or seeking early preparation for this pivotal phase in their academic journey. In this course, participants will gain crucial insights into the Continuing Contract review process, including its expectations, criteria, and effective presentation strategies, through structured discussions, collaborative exercises, and peer engagement. The course equips faculty members with the knowledge and tools needed to approach the Continuing Contract process with confidence and effectiveness.	**Modality:** Blended **PD Hour(s):** 2

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Discipline	**SCH003 Creating Your Teaching Portfolio: Tips to Consider** In this hands-on course, participants will receive guidance in curating, designing, and refining a teaching portfolio that authentically reflects their unique teaching philosophy, methodologies, achievements, and more. The course caters to faculty members at any career stage and is particularly beneficial for endeavors such as Professor of the Year (POY), Adjunct Professor of the Year (APOY), or Endowed Teaching Chair (ETC) applications. Whether building a portfolio from scratch or enhancing an existing one, this workshop provides valuable insights and practical strategies to showcase teaching accomplishments effectively.	**Modality:** Live **PD Hour(s):** 1
Technology *Best Practices*	**SPR407 Lunch and Learn- AI and the Library** Theme: Generative AI: Librarians as Creative Catalysts. In this course, attendees will explore the ethical implications of AI-generated content and learn strategies to address plagiarism. Attendees will also discover ways to collaborate with librarians in incorporating AI resources into their research.	**Modality:** In-Person **PD Hour(s):** 1

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