## Grand Rapids Community College

### Faculty Equated Overload/Release Time

#### End of Semester Report, *(revised July 2013)*

**Instructional Support & Interdisciplinary Studies**

**Name:** Chad Sytsma  
**Faculty Assignment:** Faculty Professional Development Liaison to DLIT

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

### Section 1: Report of Accomplishments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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| **Providing technical assistance to faculty colleagues, primarily in the area of instructional technologies** | Completed in-depth testing of Blackboard Service Pack 12 (SP12) in preparation for Fall semester upgrade.  
  Assisted staff during the with the Drop-in session on Aug 23 | The testing activities I conducted on SP12 allowed the college to move forward with its planned upgrade to SP12 knowing that Blackboard under this upgrade would work as expected. | I utilized a testing document previously set up by DLIT that identified areas that needed to be tested and documented any issues discovered for resolution. Testing went smoothly, issues were minimal and easily resolved. No barriers to completing this work were encountered. |
| **Developing and facilitating learning opportunities focused on teaching with technology to be offered through the CTE such as: workshops, brown-bags, learning communities, online, hybrid, or face-to-face sessions.** | Served as a Facilitator at the Summer Technology Institute  
  -Lead facilitator for Blackboard Basics session  
  -Assistant facilitator for New Tools in BlackBoard SP12  
  -Assistant facilitator for Classroom Technologies session  
  -General assistant for all other sessions  
  -Helped with Faculty Drop-in session offered by DLIT on Friday Aug 23 | Attendees of the Summer Technology Institute were able to walk away from the sessions with a plethora of information, skills, and resources to better allow them to incorporate and utilize Blackboard and other technologies into their classes. Additionally, we were able to share important updates, improvements, and changes to Blackboard that are included in SP12. | No barriers were encountered in the facilitating the Summer Technology Institute as all sessions were very well planned and were well attended. Session evaluations by attendees for sessions I co-facilitated were very positive. |
| **Developing tip sheets, tutorials, and on-demand resources** | With the upgrade to SP12 ongoing this summer, opportunities for this were not yet available | | |
| Serving as a faculty reviewer for the Online Course Review Committee | Attended Online Course Observation Training session for implementation of observations in online courses under new faculty contract. | I attended the training session in order to learn the process and objectives so that I could be a facilitator of future training sessions. I attended the training session in order to be certified to be an Online Course Reviewer beginning Fall ’13 semester. | No barriers were encountered in this training session. This work will continue into the Fall ’13 semester. |

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**Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.**

| Please list and describe no more than three activities or accomplishments that went particularly well. | As I came on-board at the beginning of the summer session, Bb Service Pack 12 (SP12) testing for Fall ’13 implementation was made a priority. A great deal of my early summer time was spent testing SP12 utilizing a testing document previously prepared by DLIT. The testing was successful and SP12 schedule was followed. The Summer Technology Institute was a very successful CTE/DLIT event. The sessions were very well attended and attendees were able to leave with a vast amount of skills and resources for technology utilization in their own classes. Evaluations by Summer Technology Institute were very positive for sessions I co-facilitated. | Working with DLIT this summer term has been professionally rewarding. I enjoyed working with other faculty and staff members to promote, train, and develop a better understanding of how to use BlackBoard and other technologies in their classroom teaching. |

| Please list and describe how your particular efforts could have been better supported. | This summer assignment also posed its’ challenges, specifically with the departure of Eric Kunnen. With Eric’s departure and until the restructure of the leadership of DLIT was finalized, I was lacking in someone who could direct me on what areas and items were in need of my specific time and attention. As also described by other DLIT staff members to me, this summer was much slower than past summers with regards to staff requests for assistance and training. | Working with DLIT this summer term has been professionally rewarding. I enjoyed working with other faculty and staff members to promote, train, and develop a better understanding of how to use BlackBoard and other technologies in their classroom teaching. |

| Please use this space to document any other concerns, suggestions, or comments. | | | |