



TEAM TEACHING TRAINING

CLC's newest approach


CLC ICAPS

CLC has ICAPS in 10 different subject areas – many have 6-9 courses.


- Nurse Assisting
- Healthcare Office Assistance (2 courses)
- Phlebotomy Technician
- Automotive Technology (6 courses; 2 certificates)
- Automotive Collision Repair Assistant (3 courses)
- Automotive Damage Analysis Specialist
- HVAC/Refrigeration Engineering Technology (5 courses)
- Administrative Management and Technology (2 certificates; 9 courses)
- Computer Information Technology (2 certificates; 5 courses)
- Criminal Justice (5 courses)

ADULT EDUCATION STEP UP PROGRAM

Step 1: Enroll in a free Bridge to Careers program. Improve your language, math and computer skills by applying your learning to a career field. Also developed several PBRA (Pre-Bridge) classes in certain subjects.



Step 2: Earn a career certificate in one year or less while studying with a group of students in a program called the Integrated Career and Academic Preparation Systems (ICAPS), which offers 10 certificate options.



Step 3: Get a Job - Meet with a Student Success Coordinator to assist you with

- Resume and cover letter preparation
- job search engines
- Interview preparation

THIS IS WHAT WE DID

- Team Teaching Training (TTT) offered in person (then Zoom virtual) several times a semester for groups of CTE & AE teachers.
- Got way too labor intensive – sometimes 5-6 trainings for 1-2 people each time every year.
- Staff is already s-t-r-e-t-c-h-e-d to their max.
- Had difficulty coordinating times to get teachers together.
- We feel TTT is a very important piece to successful ICAPS courses.

THIS IS WHAT WE DO NOW

- Created a training in Canvas that all new teachers are requested to take prior to their classes starting.
- College class schedule is usually done the semester before and assignments 6-8 months before the classes run, so we generally know assigned instructors.
- Only asked to take it one time, not each semester they teach.
- AE teachers can take it for 3 hours of ICCB PD; CTE Teachers get a certificate of completion sent to their division.

WHAT WAS OUR APPROACH?

- Let's put it in Canvas to allow for self-directed, convenient training!
- Things we considered:
 - Modules should be locked so no one can just skip to the last one.
 - Modules have a quiz at the end of each module to ensure going through all the content.
 - Who will keep track, send out certificates, modify and update?
- Module content ideas:
 - Video clips (from Transitions Academy, CLC Adult Ed)
 - PowerPoint, PDFs and documents

HOW LONG DO TEACHERS HAVE TO COMPLETE THE TRAINING?

- Takes between 2.5 – 3 hours to complete all the modules.
- Ask that teachers complete prior to beginning of semester.
- When teachers have not completed prior to semester start, we follow up with our Student Success Coordinators, their Department Chairs and if necessary, the Division Deans.
- Intent is to update yearly and have it “live” with the Student Success Team

HOW DO WE INSPIRE TEACHERS TO WORK TOGETHER AND BUILD OUR PROGRAM?

- Introduce teams via Zoom when possible, email prior to semester beginning.
- Assign a Student Success Coordinator to every section to liaison between Department Chairs, teachers and students.
- Try to keep the same support teachers and CTE teachers together throughout the course of a certificate program.

WHAT DOES IT LOOK LIKE?

- [Team Teaching Training Link Canvas](#)
- A HUGE note of thanks to CLC's TLETC tech team who helped us set up the quizzes, modules and videos for the course!!

QUESTIONS?

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