TEAM TEACHING TRAINING

CLC's newest approach
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 stretched 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?

Contact info:
Mary Lynn Carver  
ABE/ASE Faculty, Reading  
ABE/ASE/SAE/BRGA/IET Department Chair  
mlcarver@clcillinois.edu  
847.543.2677