

## Connection - Instructor And Staff Resources

When the snow starts flowing, how do I know if I should get going? CCBC Snow Policy.



With winter in full swing, so is the chance of inclement weather causing college closings or delays. So **how can you see if the college or one of the campuses is closed** or on a modified schedule when a significant weather event occurs?

- In the event of a delayed opening, **classes will commence at the announced opening time** and resume the normal schedule thereafter for the remainder of the day. Faculty, students and classified staff should report to wherever they would normally have been at the announced opening time. (For example, if you have a class that began at 9:35 a.m. and the college opens at 10 a.m. you should report to your 9:35 a.m. class at 10 a.m.)
- Students in field placement programs (such as **internships, clinical placements, etc.**) should receive instructions regarding emergency situations at the beginning of the placement period.
- When CCBC is closed, **do not call Public Safety unless it is an emergency**. When phone lines to Public Safety fill up with weather inquiries, those with real emergencies are unable to reach officers on duty.

Each college campus has a weather line for closing announcements-

- **Catonsville -- 410-455-4567**
- **Essex-- 410-780-6711**
- **Dundalk-- 410-285-6700**

Or the College web site can be used- [www.ccbcmd.edu](http://www.ccbcmd.edu) <<http://www.ccbcmd.edu>>, click on "Closings" in the "Newsroom"

The high schools, where much of the Community Ed programming occurs, close according to the Baltimore County Public Schools closings which are different from the College.

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**CCBC is working on creating a safer campus for both students and faculty. Find out what safeguards will be put into place in the not too distant future.**

CCBC will be implementing a new emergency communication network during the spring semester.

Part of this Campus Alert system will include a free messaging service that will be available by text message to cell phones, voice messages to any phone or e-mail. The message service delivery can use multiple phone numbers and e-mails for contact. CCBC will use this system for emergency college alerts only and will not share this information. In addition, the emergency communication network will

have the ability to turn on CCBC computers to send an emergency desktop message. A "panic button" will also be installed in all classrooms to send an immediate help message to Public Safety separate from a help button for technical support.

Details on sign up will be in future issues of the CEED Connection.

**A new way to recruit faculty at CCBC. The Allied Health area will hold an adjunct faculty open house on the Essex Campus.**



**Are you interested in teaching the next generation of health care workers?**

**Interested in teaching for the Allied Health area?**

**Do you know someone with a medical background who is interested in teaching for CCBC/CEED?**

**On February 29, 2008, the Allied Health area is holding its first ever Job Fair for Adjunct Faculty.**

This program area will be recruiting for all of its 24 disciplines:

- Anesthesia Technician
- Cardiovascular Technician
- Central Service Technician
- Certified Office Lab Technician
- Complementary and Alternative HealthCare
- Dental Assisting
- EKG Technician
- Emergency Medical Services
- Medical Assistant
- Medical Billing and Coding Medical
- Receptionist
- Medical Transcribing
- Medicine Aide
- Nurse Refresher
- Nursing Assistant
- Nurse Support Technician
- Oral Radiography
- Ophthalmic Medical Assistant
- Pharmacy Technician
- Sleep Technologist
- Surgical Technology
- Venipuncture and Specimen Collection
- Veterinary Assistant

**The Job Fair will be from 10 a.m. to 6:00 p.m. on the Essex Campus, Rooms N102 and N103.**

**Free parking available in lot 6, in front of the N-Building, the day of the event.**

Computers will be available to fill out on-line applications or participants can do so ahead by going to <http://ccbcmd.edu/hr/index.html>. Participant should come ready

to be interviewed by program coordinators.

Light refreshments will be served.



**Teaching on campus one of the CCBC campuses? Don't forget to register your vehicle. It can be a costly mistake.**

For those instructors new to CCBC, parking can sometimes seem like a mystery. It's important to remember that all campus faculty need to register their vehicles if they wish to park in a faculty parking spot. If you are parked in a faculty parking spot without a permit, there is a \$20 fine.

The procedure for registration is simple and free. The faculty member should go to the campus parking office. There is a receptionist on duty from 8:00a.m. to 4:00 p.m. An officer should be available after hours, but call ahead to be sure.

<p><b>Catonsville</b>  <b>800 South Rolling Road</b>  <b>Baltimore, MD 21228</b>  <b>Building/Room: W 228</b>  <b>Tel: 410-455-4455</b>  <b>Fax: 410-455-6100</b>  <b>Emergency: 410-455-4958</b></p>	<p><b>Dundalk</b>  <b>7200 Sollers Point Road</b>  <b>Baltimore, MD 21222</b>  <b>Building/Room: LRC 101</b>  <b>Tel: 410-285-9700</b>  <b>Fax: 410-285-6903</b>  <b>Emergency: 410-285-9700</b></p>	<p><b>Essex</b>  <b>7201 Rossville Boulevard</b>  <b>Baltimore, MD 21237</b>  <b>Building/Room: A 110</b>  <b>Tel: 410-780-6300</b>  <b>Fax: 410-780-6373</b>  <b>Emergency: 410-780-6893</b></p>
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Forms are available at the office or you can use this link <http://ccbcmd.edu/media/publicsafety/vehiclereg.pdf> to print out the form and bring it with you to the office.

**RECRUIT! RECRUIT! RECRUIT! CEED needs your help to find the best instructors to teach our classes and to develop new and innovative classes to excite our students.**

Although the year has just begun, our program areas are already looking towards the Fall and providing new course offerings to our students. Do you have a special talent or an interest in a unique area of history or architecture?

CEED is always looking to expand our courses. The Senior Institute in particular is looking for instructors who are willing to design courses in Art History, Architecture, World or US History and Homeland Security.

Forward new course ideas to: Karen Paris, Coordinator, Adjunct Faculty at [kparis2@ccbcmd.edu](mailto:kparis2@ccbcmd.edu).

**Or Better Yet, Staff a Current Class!** CEED is currently in need of line dance instructors. If you love line dancing and have an interest in teaching, contact us at [kparis2@ccbcmd.edu](mailto:kparis2@ccbcmd.edu). We will even offer instruction in teaching these very popular courses.

We are also recruiting:

- Instructors to work with children in the following areas: computer technology, math/ English, forensic science, Spanish, Chinese, Japanese, SAT Prep, computer design
  - Dance Instructors &mdash Jazz, Hip Hop & Modern
  - Cooking Instructors&mdash All types
  - GED Instructors
  - Italian Instructors
  - Harmonica Instructors
  - Art History and Architecture Instructors for Seniors
  - Human Resources Instructors
  - Instructors to work with physically challenged in swimming, art instructor and exercise. Also, instructors to work with developmentally disabled adults teaching ceramics, money management and basic living skills with those with emotional problems. All day classes.
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**Senior Trainer, Penny Jung, recently shared her teaching expertise at a meeting. Read her top tips for teaching adults.**

CEED Senior Trainer Penny Jung was invited to speak at a dinner for the Associated Builders and Contractors on the Catonsville Campus, January 7. The dinner was in appreciation for the all the work of the instructors in the Apprenticeship Program at CCBC put forth throughout the year. Ms. Jung spoke to the group about teaching techniques and how to hold students interest. She stressed creating teacher student interaction and suggested way to draw students into the process.

1. **Prepare questions to ask at the start of a class**  
*Today we will learn about \_\_\_\_\_ .  
Who can tell me how they have used this \_\_\_\_\_ on the job?*
2. **Prepare questions to ask during the class**  
*How does what we covered today differ from what you know about \_\_\_\_\_ ?*
3. **3.Plan for group activities**  
*Case studies/scenarios that require the application of the content covered to real-life situations*
4. **Plan for intergroup activities**  
*Ask the group to develop a real &ndash life situation/problem they will give to the other group in the class to solve. Of course they must know the answer to the problem.*
5. **Relate new content to previous content**  
*Develop long term group projects that combine content from pre-requisite theory and requires the group to seek additional resources. E.g. Internet*