



West-MEC Professional Development Offerings

West-MEC offers a series of courses and workshops. Some workshops are free, but many have a cost associated with them. Educators from throughout Arizona are welcome to participate. Priority is given to employees from West-MEC member districts. The prices quoted below are for employees in member districts. Individuals from districts outside of West-MEC who wish to participate in these workshops should contact the West-MEC Professional Development office at 623.435.4940 for pricing.

All workshop/course participants will receive certificates documenting their hours for purposes of recertification.

To register, go to www.west-mec.org and click the Professional Development link at the bottom of the home page.

Cancellations must be in writing and postmarked or e-mailed to mike.bush@west-mec.org no later than fourteen (14) days prior to the date of the workshop.

Substitutions will not be accepted unless received in writing from the original registrant or CTE Director's office. Registrants unable to attend may send a substitute. A letter from the original registrant authorizing the substitution must be e-mailed to mike.bush@west-mec.org along with the substitute's completed registration form no later than seven (7) days prior to the date on which the workshop will be held.

Refunds are not available. Registrants who fail to cancel participation within 14 days prior to a workshop or who fail to make a substitution within seven days will be charged for the workshop.

Workshops and Courses

Beginning Officer Training—

Cost \$150.00 per team

These are one day, stand alone trainings designed for CTSO officer teams and advisers. This workshop will cover a variety of topics including officer elections, officer duties, events management, and developing a Program of Work. Participating teams will receive lunch, notebooks, jump drives and a gavel. Choose one:

September 14, 8:00 a.m. to 3:00 p.m. Location - Peoria Unified School District Transportation Facility, 10721 N 95th Avenue, Peoria, 85345

November 3, 8:00 a.m. to 3:00 p.m. Location - Peoria Unified School District Transportation Facility, 10721 N 95th Avenue, Peoria, 85345

SESSION CLOSED

CTE Certification Help Session—

No cost

Representatives from the Arizona Department of Education will be on hand to help you with CTE certification questions and to process applications. If you have any questions at all about CTE certification you won't want to miss this informative session. This workshop is available only to employees of West-MEC member districts.

August 25, 2:30 to 5:30 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Orangewood Avenue, Glendale, 85305

A general session will be held from 3:30 to 4:00p.m. during which general certification information will be provided. During the balance of the time, teachers will have the opportunity to meet individually with representatives from the Arizona Department of Education.

Conducting Effective CTSO Meetings — SESSION CLOSED

Cost \$130.00 per team

This workshop is designed for CTSO officer teams and advisers. The workshop will cover agenda development and parliamentary procedure. Participating teams will receive lunch and printed materials.

October 5, 8:00 a.m. to 3:00 p.m. Location - Peoria Unified School District Transportation Facility, 10721 N 95th Avenue, Peoria, 85345

Laboratory Safety—

Cost \$65.00

This workshop is designed to help participants to develop a laboratory improvement plan including management, clean-up procedures, safety procedures and meeting monitoring agency mandates. Participants will have the opportunity to evaluate their CTE labs and develop management system for their CTE labs. Participants who complete the lab safety course have the opportunity to earn 15 CEU hours approved by ADE to be used for moving from provisional to standard CTE certificate or for recertification hours.

August 28, 9:00 a.m. to 3:30 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Oranewood Avenue, Glendale, 85305

Second Session conducted at 'best practice' sites at a date to be determined by course participants. The second session will occur within three weeks after the first session.

Participants will also complete two related assignments and submit them via email.

Best Practices—

No cost

These are workshops designed to enable teachers within the same discipline to get together and discuss issues of common interest.

September 16, 3:30 to 5:30 p.m. Location - TBA (Pre-Engineering)

September 28, 3:30 to 5:30 p.m. Location - TBA (Culinary Arts)*

*** Postponed to November 2010. Please visit the West-MEC website for further updates.**

SMARTboard Training—

Cost \$50.00

SMARTboard training will focus on basic to intermediate technology skills with the related software and hardware. Participants will also modify existing curricula to correspond with interactive SMARTboards and will learn how to use SMARTboards to improve classroom instruction.

September 27 and October 4, 3:00 p.m. to 6:00 p.m. Location - Peoria Unified School District Cholla Annex, 6625 West Cholla, Glendale, 85304

Using 2.0 Technology—

Cost: \$20.00

This workshop provides you with an overview of various types of Web 2.0 software that you can use in the classroom. The technologies covered will include Prezi, Dropbox, Google Apps, etc. Come learn about free technology you can use right away!

October 7, 3:30 to 5:30 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Oranewood Avenue, Glendale, 85305

Classroom Management*—

Cost: \$125.00

*** Postponed to Spring 2011. Please visit the West-MEC website for further updates.**

This course is designed to teach and enhance classroom management techniques. Topics covered include: effective classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation, room arrangements, strategies for organizing and facilitating classroom instruction and learning styles.

Participants who complete the lab safety course and the classroom management course will have the opportunity to earn 4 college credits from Rio Salado College that can be used for moving from provisional to standard CTE certificate or for recertification hours. Participants must attend all session below:

September 24, 3:00 p.m. to 7:00 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Oranewood Avenue, Glendale, 85305

September 25, 8:00 a.m. to 2:00 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Oranewood Avenue, Glendale, 85305

November 20, 8:00 a.m. to 2:00 p.m. Location - Raymond S. Kellis High School Media Center, 8990 West Oranewood Avenue, Glendale, 85305

The class will meet four additional times for two and one half hour sessions at dates to be determined by class members. Participants will also complete independent, on-line assignments.

Using Technology in the Classroom—

No cost

The purpose of this workshop is to give a quick overview of popular instructional technology hardware. During this two-hour workshop, you'll be introduced to interactive white boards (e.g. SMARTboards), slates and student response systems (i.e. clickers). Learn how these and other types of educational technology can enhance classroom instruction. Also, learn how to manage a computer laboratory more effectively using student management software. The workshop will be presented by an award-winning CTE teacher. This workshop is available only to employees of West-MEC member districts.

September 20, 3:30 to 5:30 p.m. Location - Glendale Union High School District Training Center, 4508 West Northern Avenue, Glendale, 85302

Solar Energy—

Cost \$550

This workshop is designed to equip teachers with the materials and skills necessary to teach about solar power. Topics covered during the workshop will include the history of solar power, overview of solar power components, basic electricity and basic solar installation. All participants will receive over \$500 in solar equipment including four solar panels, a charge controller, inverter and rack. In addition, attendees will receive solar power lesson plans.

October 2, 8:00 a.m. to 12:00 p.m. Location - Raymond S. Kellis High School Building Trades Classroom, 8990 West Oranewood Avenue, Glendale, 85305