Director’s Message

Andrew Lewis, Ph.D.

The warm, warm days of summer are upon us. As we prepare to enjoy the outdoors, beaches, and family reunions, I want everyone to know that we are busy reviewing and developing courses to assist with your professional growth during the fall. This Newsletter will be brief compared to ones of the past. The primary focus in our summer newsletter is to touch base with you and encourage you to think of ways for continuous growth once the school year starts.

During the coming year our office will plan and make more face-to-face visits to speak with current directors and update new directors assuming the position.

It has been our pleasure to meet and serve many of your programs in the past and we look forward to working with you in the future.

Help us to help you by planning early and contacting us with any questions you may have.

We continue to enlist your help with identifying individuals that would meet the criteria to serve as CoC adjuncts.

Enjoy your summer and time away from the busy trials of daily work, but remember the fall will be here shortly.

You may contact us by phone, email, or a visit to the office. We are always glad to see your smiling faces.

Dr. Andrew Lewis
843-953-5613
lewisa@cofc.edu

College of Charleston
School of Education, Health, and Human Performance

Cohort Agreements

The OPDE has been engaged in three school district (Lexington 1, CCSD, and BCSD) cohort agreements during the last three years. The cohort agreement allows programs within the School of Education, Health, and Human Performance to plan a schedule of courses leading to certifications and/or completion of a Master’s degree program of study. The OPDE will be actively looking to develop new cohort agreements with school districts throughout the state. If your district has a need for specific course work beyond professional development courses that prepare teachers to achieve additional certifications and/or advanced degrees, we may be able to assist with a cohort agreement. Granted, we cannot offer all of our Master’s level coursework in this manner, but if you have sufficient teacher interest and would like to discuss the possibility of our working with your district on a cohort agreement, please contact us. It typically takes three to four months to develop an agreement and receive final approval from all parties involved, so please allow adequate time to begin a process of cohort agreement development.
When each day is the same as the next, it’s because people fail to recognize the good things that happen in their lives every day that the sun rises.

~The Alchemist, By: Paulo Coelho

Online Course Evaluations

The process of online evaluations continues to be evaluated. However, we will be using this process with all professional development courses as of fall 2013. Your comments and suggestions are welcomed and appreciated.

Thank you!

Gifted and Talented Partnership with CCSD

The Office of Professional Development in Education has been working with Dr. Lisa Herring, Associate Superintendent, and other administrative personnel from Charleston County School District. Dr. Julie Swanson, from the College of Charleston, will be in charge of course curriculum for this project. The group has developed a set of courses that will be taken by CCSD teachers in preparation to become Gifted and Talented certified.

Frequently Asked Questions

Question: Why is it important for instructors to check and verify their class roles?
Answer: Verification of class roles helps to eliminate and address student enrollment issues at the beginning of the term. It also allows for verification and correctness of the registration process.

Question: How do I find out about PD offerings in my school district?
Answer: Teachers should check with the Director of Staff Development and/or persons in charge of professional development offerings for their district. Other options are to visit the District ERO site.

Question: Why am I being asked to mail verification documents?
Answer: Because many of the documents received in the past by fax or scanned e-mail have been very difficult to read and/or illegible.

New Fee Structure: The College of Charleston Board of Trustees at its summer board meeting approved the following Professional Development course fee increases effective for all classes starting July 1, 2013.

1 credit hour: $50.00
2 credit hours: $100.00
3 credit hours: $150.00
The College of Charleston has replaced its old SIS system with a new management system entitled: Banner. Banner is an administrative software application developed specifically for higher education institutions. MyCharleston is your secure gateway to Banner. Only students, faculty, staff, and alumni can access and manage academic and administrative information via MyCharleston. Some of the services provided are below:

Faculty: view class rolls, assign final grades, obtain official forms for grade changes, additions, and deletions of students from a class roll.

Current Students and Alumni: unofficial academic transcript review, official transcript requests, view status of transcript requests, login or register for the alumni community.

Faculty and students may contact Earline “Kandy” White at whitee@cofc.edu regarding access to MyCharleston.

---

**Professional Development Tip**

“Every single one of us can do things that no one else can do - can love things that no one else can love. We are like violins. We can be used for doorstops, or we can make music. You know what to do.”

~Barbara Sher

There is a known gap between the knowing and doing between professional development and classroom practices. In order to close this gap, professional development experiences need to be designed to be effectively implemented.

According to the School Improvement Network there are four key elements that help build this effective design. The four elements are:

1. Theory
2. Demonstration
3. Practice
4. Coaching

The first three of these elements build the knowledge base and foundational skills. This fourth element of coaching is what increases the implementation factor of PD.

Combining these four elements together creates a professional development design that provides teachers with tools that facilitate significant student growth. It should be assumed that the cycle of professional development is continuous and to ensure quality professional development these four elements should be taken into consideration.
Professional Development Partnerships

Anderson County School District Two  
Aiken County School District  
Ashley Hall School  
Bamberg County School District  
Beaufort County School District  
Berkeley County School District  
Blessed Sacrament Catholic School  
Calhoun County School District  
Charleston County School District  
Chester County School District  
Chesterfield County School District  
Christ Our King-Stella Maris  
Clarendon County Schools District Three  
Colleton County School District  
Darlington County School District  
Dillon County School District One and Three  
Dorchester School District Two  
Edgefield County School District  
Florence County School District One  
First Baptist Church School  
Georgetown County School District  
Greenville County School District  
Horry County School District  
Jasper County School District  
Lee County School District  
Lexington County School District One, Two, and Three  
Marion County School District  
Marlboro County School District  
Medical University of South Carolina (MUSC)  
School District of Newberry County  
Orangeburg County Consolidated School District Three and Four

Pickens County School District  
Porter Gaud School  
Richland County School District Two  
Sumter County School District Two  
Sumter County School District Seventeen  
York County School District Two and Four  
Williamsburg County School District  
S'TEM Centers South Carolina  
Time To Teach  
South Carolina Department of Education  
(Office of Adult and Community Education & the Office of e-Learning)  
South Carolina Department of Juvenile Justice  
South Carolina Department of Special Needs—Autism Division  
South Carolina ETV  
SC Forestry Commission  
Sumter Soil and Water Commission

South Carolina Counties with College of Charleston  
Professional Development Partnerships

Contact Information

General information and questions on Professional Development in Education
Tia Brown, Administrative Assistant  
Phone: 843-953-7651  
Fax: 843-953-4819  
e-mail: browntr@cofc.edu  
Web page: http://www.cofc.edu/~pdie

Course initiation, development, and approval
Dr. Andrew H. Lewis, Director  
Phone: 843-953-8250 or 843-953-0784  
Fax: 843-953-4819  
e-mail: lewisa@cofc.edu

Elizabeth R. Grantham, Assistant for Administration and Public Relations  
Phone: 843-953-6385  
Fax: 843-953-4819  
e-mail: granthame@cofc.edu

Registration, class rolls, grades, payroll, and evaluation  
Earline (Kandy) White, Associate Director for Records and Budget  
Phone: 843-953-8049  
Fax: 843-953-4819  
e-mail: whitee@cofc.edu

Visit OPDE online at: http://cofc.edu/~pdie

“Act as if what you do makes a difference. It does.”  
~William James
– From the OPDE STAFF

Dr. Andrew Lewis, Program Director

Elizabeth Grantham
Asst. for Administration and PR

Earline “Kandy” Lincoln White
Assoc. Director for Records and Budget

Tia Brown
Administrative Assistant

Mahogany Collins
Graduate Assistant

Morgan Collins
Graduate Assistant