presented a workshop on "Effective Leadership for the 21st Century." The challenge of leadership and diversity in a pluralistic society was outlined by Dr. Lea who included results from an ongoing study on teacher attitudes on multiculturalism. The material was also presented to the School of Education faculty and in a new video series, "Worth Talking About" which is distributed to school administrators across Tennessee.

Doug Lepter

Doug attended the annual National Communication Association Convention in San Diego, CA. While there he enrolled in a "short course" on teaching media ethics that was led by a panel of experts/authors in that area. The material is directly applicable to the course in mass communication ethics that he teaches. He attended several scholarly paper panels that stimulated research and course material reflection

Kathy Mowry

Kathy has been asked to present at the Global Mission Conference in Orlando at the Church of the Nazarene General Assembly this summer, June 24-28. One of the major benefits would be networking with missionaries and those in mission leadership as well as other professors of mission. Since most of the presenters are from other world areas, she anticipates gleaning much of the international perspective on missions and current needs/issues to enhance her classroom teaching.

Richard Parrott

Drs. Cox, Lea, and Parrott attended the AACTE convention in Chicago. Together, they presented a workshop on "Effective

Leadership for the 21st Century." Dr. Parrott presented a teaching and learning method for increasing effectiveness in professional reflection. The material was also presented to the School of Education faculty and in a new video series, "Worth Talking About" which is distributed to school administrators across Tennessee.

Prilla Speer

The Minigrant helped fund a trip to Seattle to attend ACRL [Association of College & Research Libraries] conference. The many sessions and workshops attended provided opportunities to network with colleagues and to keep abreast of latest trends and technology services in academic libraries.

Sam Stueckle

Sam attended the Joint Mathematics Meetings of the AMS and MAA in Washington, DC, January 4-8. He took 3 students to the meetings, attended numerous mathematical talks, and attended a mini-course on mathematical biology, where he learned some valuable tools for the next time he teaches one of the mathematical models in biology courses.

Marcia Walker

Marcia presented her research at the Council for Exceptional Children National Conference. Her work researches the usage of paraprofessionals in the regular education classroom. The research focuses on the training, educational level, criteria used to hire paraprofessionals, assignment in schools, roles of paraprofessionals in the regular education classroom, and measuring their effectiveness by studying the students they are working with one-on-one. The benefits of this research will help local school districts make informative decisions when utilizing paraprofessionals in their regular education classrooms. ◆

Trevecca Nazarene University

Mini-Grant recipients 2008-09

Faculty Development Committee

James Agee

Jae presented a paper entitled "Evaluating Faith Integration in the Classroom: The Validity of End-of-Course Evaluations" at the Christian Business Faculty Association conference. It was a statistical analysis of the construct validity of end-of-course evaluations. It was aimed at discussing and developing ways to evaluate faith integration in the classroom. The paper generated a rather interesting discussion in the session in which it was presented..

Ed Anthony

Ed attended the Christian Business Faculty Association (CBFA) conference in Indianapolis. It was a great time to fellowship with colleagues, share and receive insights, and receive professional and personal edification from attending some great conference sessions. Several new contacts in the areas of IT and personal finance were developed which should prove helpful in generating new ideas and furthering the mission of the business department and Trevecca.

Ruth Cox

Drs. Cox, Lea, and Parrott attended the AACTE (American Association for Colleges of Teacher Education) convention in Chicago. Together, they presented a workshop on "Effective Leadership for the 21st Century." Dr Cox's presentation provided clear methods and systems for managing and improving communication. The material was also presented to the School of Education faculty and in a new video series, "Worth Talking About" which is distributed to school administrators across Tennessee.

David Diehl

David attended the annual National Association of Schools of Music (NASM) meeting in Seattle, Washington November 21-24. Attendance at this conference supported the work of curriculum revision in the Div. of Music.

Bryce Fox

Bryce will be presenting two workshops for the General Church of the Nazarene in Orlando, Florida this summer at their General Assembly. The titles of the two workshops are: "Diaries, Sex and Young Adult Christians: Secrets from the Past, Compromises for the Present, Pain for the Future" and "Young Adults: From Faithful, To Fleeting… A Time for Action: The church's unprecedented opportunity to bring back and keep a 'Disillusioned Generation'".

Annette Harber

The Minigrant helped fund my attendance to the Association of College and Research Libraries conference in Seattle, WA. The workshops and conference sessions were valuable experiences in that they provided inspiration, tools, and strategies to help her meet the changing needs of faculty & students.

Don Harvey

Don presented a professional workshop at the International Conference for the Christian Association for Psychological Studies (CAPS) in Orlando, Florida. An upfront presence at professional meetings of this type positively promotes Trevecca Nazarene University in general and specifically the programs offered through the graduate psychology program. Don also benefited personally and professionally by attending other professional workshops and interacting with colleagues from other areas of the country and other Christian academic programs.

Graham Hillard

Graham attended the Association of Writers and Writing Programs (AWP) conference in Chicago, the premier conference for teachers of Creative Writing. His essay "Hearing the Words: Thoughts on Developing Rhythm" was accepted for presentation at the AWP Pedagogy Forum.

Steve Hoskins

Steve used his mini-grant to fund a trip to the Wesleyan Theological Society Meeting at Anderson University in Anderson, IN where he presented a paper about the Church of the Nazarene's ministry to the poor on a panel celebrating the Centennial Anniversary of the founding of the Church of the Nazarene. He also attended a meeting of historians who are sharing their research on the founding of the Church of the Nazarene in a book of essays about Phineas Bresee and his relationships with other holiness movement leaders that will be published by Point Loma University Press. Steve is writing the chapter on Bresee and the founder of Trevecca, J.O. McClurkan for that volume.

Dusteen Knotts

Dusteen spoke at The Learning Disabilities of America National Conference on the topic: Effective use of Paraprofessionals in inclusion classes. She is currently researching this topic and hopes to work collaboratively with local schools in implementing the methods proposed.
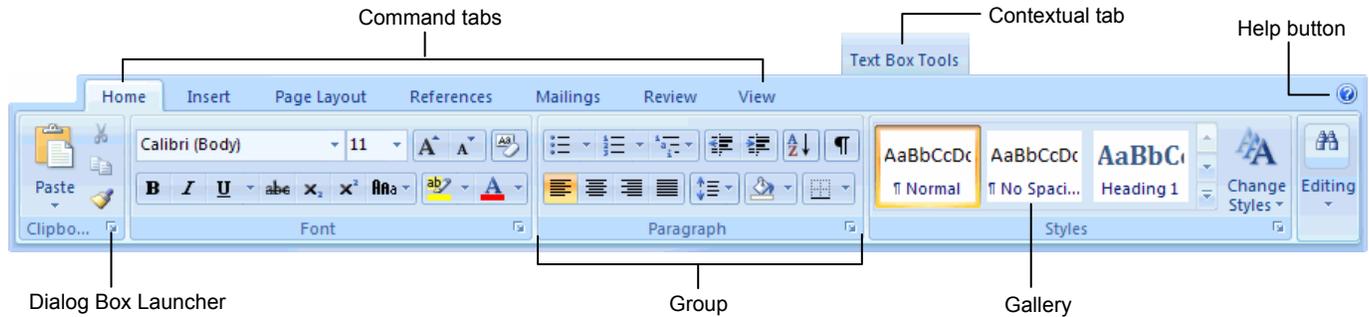
Karen Lea

Drs. Cox, Lea, and Parrott attended the AACTE convention in Chicago. Together, they

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The Ribbon

Microsoft Office 2007 provides easy access to commands through the **Ribbon**, which replaces the menus and toolbars found in previous versions. The purpose of the Ribbon is to keep commands visible while you work instead of hiding them under menus and toolbars.

Command tabs — Contextual tab — Help button

Text Box Tools

Home | Insert | Page Layout | References | Mailings | Review | View

Dialog Box Launcher — Group — Gallery

- **Command tabs:** Appear by default whenever you open a Microsoft Office program. Click on a tab to view its available commands.
- **Contextual tabs:** Appear whenever you perform a specific task and offer commands relative to only that task.
- **Dialog Box Launcher:** Click to display a dialog box or task pane.
- **Group:** To make things easier to find, the commands on each tab are organized into groups of related commands.
- **Gallery:** A set of thumbnail graphics that represent the result of applying a series of formatting commands.
- **Help button:** Click to display the new Help window.

Microsoft Office Button

The **Microsoft Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Office. The Microsoft Office Button menu contains basic file management commands, including New, Open, Save, and Close.

Inspect Document
Removes comments, tracked changes, metadata (document history such as the author and editors) and other information that you don't want to appear in the finished document.

Restrict Permission
Uses Information Rights Management (IRM) to specify access permissions.
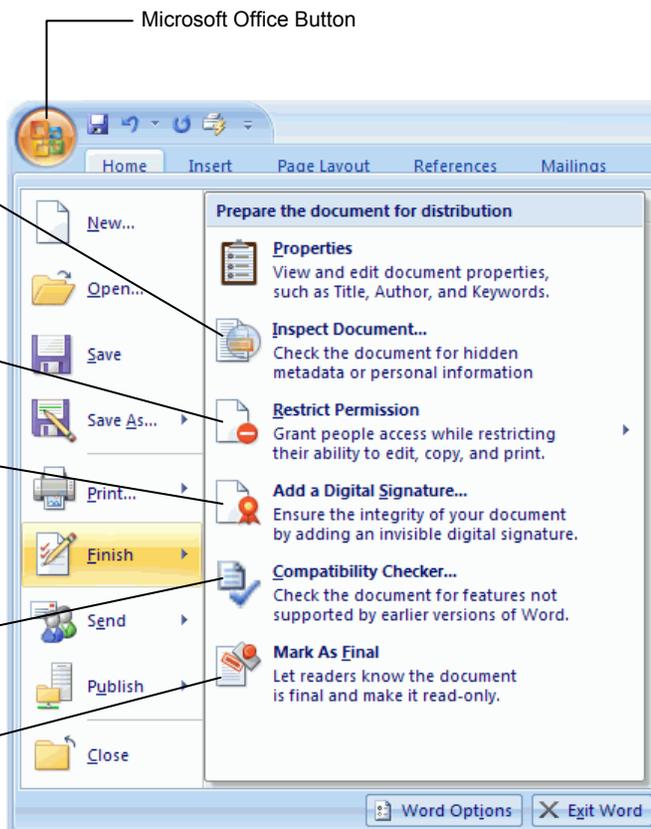
Add a Digital Signature
Adding a digital signature prevents inadvertent changes, ensuring that your content cannot be altered.

Compatibility Checker
Checks for elements in a document that aren't supported or will behave differently in previous versions of the program.

Mark As Final
Prevents changes by making the document read-only.

Microsoft Office Button

New...
Open...
Save
Save As...
Print...
Finish
Send
Publish
Close

Prepare the document for distribution

Properties
View and edit document properties, such as Title, Author, and Keywords.

Inspect Document...
Check the document for hidden metadata or personal information.

Restrict Permission
Grant people access while restricting their ability to edit, copy, and print.

Add a Digital Signature...
Ensure the integrity of your document by adding an invisible digital signature.

Compatibility Checker...
Check the document for features not supported by earlier versions of Word.

Mark As Final
Let readers know the document is final and make it read-only.

Word Options   Exit Word

Quick Access Toolbar

The **Quick Access Toolbar** provides easy access to the commands you use most frequently. The Save, Undo, Redo/Repeat, and Quick Print buttons appear on the Quick Access Toolbar by default, but you can add and remove commands to meet your needs.

Repeat
Save — Customize
Undo
Quick Print
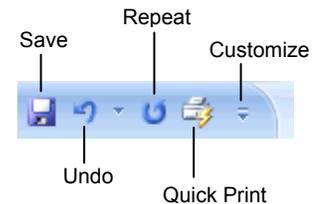
- **To Move the Quick Access Toolbar:** Click the **Customize Quick Access Toolbar** button on the Quick Access Toolbar and, depending on the location of the toolbar, select **Place Quick Access Toolbar below the Ribbon** or **Place Quick Access Toolbar above the Ribbon** from the menu.
- **To Add a Command to the Quick Access Toolbar:** Click the **Customize Quick Access Toolbar** button and select **Customize Quick Access Toolbar** from the menu. Select the command you want to add, click the **Add** button, and click **OK**. Or, on the Ribbon, right-click the command you want to add and select **Add to Quick Access Toolbar** from the contextual menu.
- **To Remove a Command from the Quick Access Toolbar:** Right-click the command you want to remove and select **Remove from Quick Access Toolbar** from the contextual menu.

Mini Toolbar

The **Mini Toolbar** appears automatically whenever you select text and contains common text formatting commands.
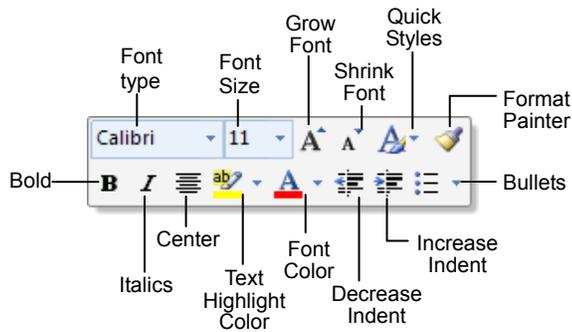
- **To Use the Mini Toolbar:** Select the text you want to format and click the desired command on the Mini Toolbar. Click anywhere outside the Mini Toolbar to close it.
- **To Turn Off the Mini Toolbar:** Click the **Microsoft Office Button** and click the **Options** button. Click the **Personalize** tab, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.

Themes

A **theme** is a set of unified design elements that you can apply to a document to give it a consistent look and feel. Themes coordinate the look of a document using colors, fonts, and effects.

- **To Apply a Theme:** Click the **Page Layout** tab on the Ribbon and click the **Themes** button in the Themes group (Word/Excel) or click the **Design** tab on the Ribbon and click the **More** button in the Themes group (PowerPoint).

XML Compatibility

The new Microsoft Office Open XML format (.docx, .pptx, .xlsx, etc.) is based on the XML (Extensible Markup Language) programming language. Here are its main benefits:

- **Safer documents:** Documents containing unwanted code, macros, or controls are easier to identify and block.
- **Reduced file size:** All Office 2007 documents are automatically compressed.
- **Improved information security:** Personal and business-sensitive information is easier to remove.
- **Improved damaged-file recovery:** A file can still be opened even if part of it is damaged.
- **Easier integration:** Document content can be shared with and opened in other programs.

Save as PDF

Now you can save a document as a PDF without using third-party software. PDF format allows you to share your presentation with users on any platform

- **To Save a Document as a PDF:** Click the **Microsoft Office Button** point to the **Save As** list arrow, and select **PDF**. Give the presentation a name, select **PDF** in the Save as type list, and click **OK**. Click **Publish**.

Live Preview

Live Preview enables you to preview how a formatting change will look before applying it. Simply point to a selection and Office 2007 shows you a preview of what your document or object would look like if the selected changes were applied.
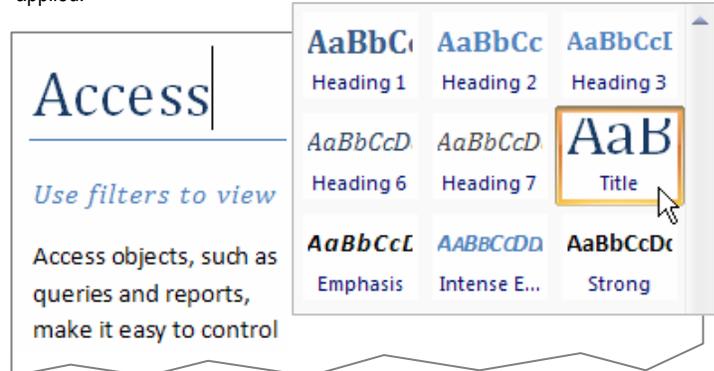

Simply point to a selection to preview how it will look in the document.

SmartArt Diagrams

SmartArt diagrams are dynamic diagrams that update automatically according to the type of information you want to include.

- You can create SmartArt diagrams in Excel 2007, Outlook 2007, PowerPoint 2007, and Word 2007. Although you cannot create a SmartArt diagram in other Office 2007 programs, you can copy and paste SmartArt diagrams as images into those programs.
- **To Insert a SmartArt Diagram:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt type you want to use and click **OK**.
- **To Add Text to a SmartArt Diagram:** Click inside the Text pane and type your text.
- **To Add a Shape to a SmartArt Diagram:** In the Text pane, position the insertion point where you want to add the shape and press **<Enter>**.
- **To Remove a Shape from a SmartArt Diagram:** Select the shape you want to remove and press **<Delete>**.
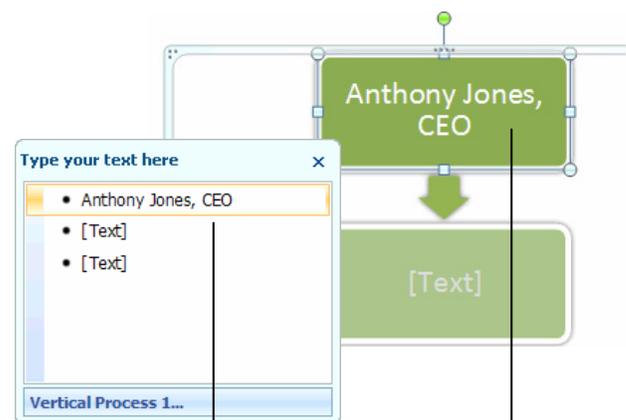
As you type your text in the Text pane…

…Office 2007 inserts it into the diagram automatically.