
2008-2009 Annual Report
Faculty Professional Development Activities
Center for Teaching Excellence



submitted to
Dr. Gerald Intemann
Provost and Vice President for Academic Affairs

by
Laurel J. Black
Director, Center for Teaching Excellence
Submitted
July 10, 2009

INTRODUCTION

This report will summarize the Teaching Excellence Faculty Recognition Awards, New Faculty Orientation, Reflective Practice Group, Formative Dialogues Project, and the New Faculty Orientation: Sustained Support Program. The appendices verify these activities but are attached to only the Provost's Office copy because they are extensive.

Mission

The mission of the Center for Teaching Excellence is to foster the enhancement of teaching excellence in all its forms. We seek to provide constructive and developmental mechanisms for nurturing the excellence in teaching which already exists at IUP. These mechanisms will honor our differences and build on our strengths by:

- achieving the goals and missions of IUP, its faculty, and its students as they relate to teaching;
- facilitating the professional and personal development of faculty through teaching excellence and instructional design center activities;
- defining and providing mechanisms for enhancing and recognizing excellent teaching;
- stimulating thinking, discussion, and research about teaching and learning;
- providing forums for the exchange of information and ideas about teaching and learning

Goals

In addition to the annual ongoing activities of the CTE, the following goals were also identified for the 2008-2009 AY:

1. Recognize and reward excellent teaching through the CTE Faculty Recognition Awards
2. Nurture and sustain the Reflective Practice Project
3. Continue to develop the CTE webpage
4. Continue to develop New Faculty Orientation and address the need to provide additional

Orientation for Temporary faculty

5. Create stronger ties between the CTE and ITS
6. Begin to create a stronger support system for the growing number of Teaching Assistants

GOAL ONE: RECOGNIZE AND REWARD EXCELLENT TEACHING

CTE Advisory Committee: Membership and Awards

Membership

Membership on the Advisory Committee was confirmed following the representation and rotation guidelines established in 2004. The committee elected Pankaj as chair. The committee met to discuss the goals of the CTE and to offer advice. Members indicated interest in establishing a CTE Wiki that would provide for interactive electronic discussion of teaching. However, the continuing delay in developing the new IUP websites has put that on hold. A wiki was used, however, in discussing applications for the CTE Faculty Recognition Awards.

The 2008-2009 CTE Advisory Committee members included Rosalee Stilwell, Judith Villa, Pankaj, Mary Anne Hannibal, Kelly Jo Kerry-Moran, and Barbe Moore. New members were Edel Reilly, John A. Lewis, Patricia Villalobos-Echeverria, and Jenna Sitosky (student representative). Acknowledgement of their work and thanks for their service and expertise as members of the advisory committee are in order and are hereby extended to them.

FACULTY RECOGNITION AWARDS

The CTE Advisory Committee ranked and discussed all of the submissions (7) for five Faculty Recognition Awards. Three awards were made: one for Advising to Fredalene Bowers, and one each for Content Pedagogy to Kelli Reefer Paquette and Lori Lombard. Each faculty member received a \$500 monetary award to be used to further enhance teaching. The recipients were honored at a recognition dinner on April 30, 2009.

- Last year, I noted that we needed to provide a larger audience for the winners. In accordance, the

awards were made at a dinner that **combined** awards for participation in Reflective Practice and the Faculty Recognition Awards for Excellence in Teaching. Many faculty expressed their enjoyment at hearing from the Excellence in Teaching award winners, and I recommend that we continue this practice.

Other Awards Consideration:

In addition, the CTE Director and Dr. Mindy Wygonik considered one application from a faculty member for the Award for Innovative Excellence in Teaching, Learning and Technology presented at the 20th International Conference on College Teaching and Learning. No name was sent forward to the Provost, but feedback was provided to the applicant.

The CTE Director contributed rankings and comments on eleven applications for the 2009-2010 Innovation Awards.

Because the CTE Director was named as a Project Director for a Faculty Professional Development Council Grant application, she recused herself from discussions of those applications from IUP.

FOR NEXT YEAR:

- We will continue to encourage our faculty to apply for the Instructional Technology Award. We have received low numbers for this category, despite the fine work many faculty are doing.
- We will be adding a new award category honoring faculty support for experiential education. The details of the award and description will be decided upon by the 2009-2010 CTE Advisory Board, with input from Richard Lamberski and Mark Anthony, but it is titled the *The Heiges-Lamberski Award For Exemplary Commitment to Experiential Education*.

GOAL TWO: NURTURE AND SUSTAIN THE REFLECTIVE PRACTICE (RP) GROUP

Reflective Practice Co-Directors

Valerie Helterbran continued in her position as Co-Director of Large Group Meetings, and for fall semester, Stephanie-Taylor Davis also Co-Directed Large Group Meetings. Dr. Francisco Alarcon was Co-Director for fall semester of Teaching Circles; upon his sabbatical for spring semester, Dr. Taylor-Davis assumed his responsibilities, and Dr. Rosalee Stilwell shifted from Co-Director for Special Projects to Large Group Meetings. Dr. Judith Villa was Co-Director for Special Projects. Dr. John Woolcock, Chemistry, continued as co-director of the RP Portfolio project. The CTE Director is the standing Co-Director for Weekend Workshops and is responsible for overall management of RP Co-Directors.

Reflective Practice Statistics

The overall RP group size was 81 active members including faculty representing 7 academic

colleges, 27 departments and the Academic Affairs division. Four cross-disciplinary teaching circles and 6 departmental teaching circles met at least monthly to discuss problems and successes encountered in their teaching and to mentor each other about the teaching/learning process. All were presented certificates for participation by their Deans or a designee at the Recognition Dinner on April 30th. Laurel Black and Judith Villa organized the Recognition Dinner. The RP executive summary for 2008-2009 is in **Appendix A**.

While the overall number of active members of Reflective Practice increased from the previous year, the number of teaching circles declined. Teaching circles demand a significant time commitment from members, and increased class sizes and the high course load works against the formation of such groups.

Workshops for RP/CTE

The all-day Fall workshop (**Appendix B**) on Saturday, Oct. 11, 2008, “Tech Teaching 101: A Hands-on Workshop for Integrating Technology into your Pedagogy”, was conducted by Dr. Gian Pagnucci. Dr. Pagnucci, of IUP’s English Department, was honored at the 19th International Conference on College Teaching and Learning with the Ernest L. Boyer International Award for Excellence in Teaching, Learning and Technology with a \$5,000 cash prize. Evaluations of this workshop were excellent, with participants commenting on how clearly Dr. Pagnucci explained the technology and the opportunities he created for them to begin to actually put technology into their course structure. Attendance was limited to 40, due to the size of the computer laboratory; a waiting list was maintained, and Dr. Pagnucci’s material was posted on the CTE Website.

The Spring workshop on January 31, 2009 titled “Overcoming Apathy in the Classroom: Strategies for Teaching from the Psychology of Learning,” was conducted by Dr. Todd Zakrajsek on the University of North Carolina, Chapel Hill (**Appendix C**). Dr. Zakrajsek has an extensive background in the psychology of learning and motivation, and is the Executive Director of the Center for Faculty Excellence at UNC. His workshop on motivation at the Teaching Professor Conference was highly rated, and faculty members at IUP urged me to see if he could come to IUP. This workshop is also a direct response to repeated requests from IUP faculty to provide support for what they see as a student body that is comprised of passive learners who demonstrate apathy in the classroom. Again, there was a high degree of interest, with almost 70 faculty members attending.

Last year’s success in offering May workshops led to the offering of a workshop this year on May 8th, 2009. Titled “Team Building for the Classroom and Workplace,” it was facilitated by Jennifer Jones, of the ECOB Department of Technology Support and Training. Ms. Jones limited the number of participants to 40 in order to make it highly interactive, and the CTE maintained a waiting list. Ms. Jones materials were posted on the CTE website for those who could not attend. Evaluations were excellent. Ms. Jones had conducted a workshop for New Faculty Orientation and a Reflective Practice Large Group Meeting on successful group work, and faculty response was so positive that I asked her to extend the material to a day-long workshop. (**See Appendix D**.)

Reflective Practice Special Projects

The Special Projects portion of Reflective Practice incubates and, if warranted, institutionalizes new projects designed to support excellence in teaching. A new initiative this year was the development of a program called PACT: Professors and Associates Collaborating on Teaching. This experiential learning program uses the departmental internship course (PREFIX + 493) to create teams of undergraduate Instructional Associates and Faculty Mentors who work together in an appropriate classroom. It creates a dynamic learning situation for all members of the team, with the Faculty Mentor reflecting on his/her practice and the Instructional Associate gaining experience in teaching, leadership, and organization. One outcome was the receipt of a Faculty Professional Development Council grant; another was a presentation at a national conference. The grant holders will continue to develop this program, though it has met significant resistance for a number of reasons, some of them connected to institutional funding concerns and some to deeply established paradigms of what constitutes an “internship.” It is currently being used in the English department, though Journalism, History, Criminology, and Psychology faculty have indicated interest.

FOR NEXT YEAR:

- The Cross-Disciplinary Teaching Circle focused on the RP Portfolio (an archive of sorts) is conducting interviews to determine how the presence of RP on the IUP campus has affected administrators. If their analysis is ready, the RP Co-Directors will act on the analysis. Action could include conducting workshops for administrators, extending knowledge of RP more fully, and creating materials encouraging reflection for administrators that could be posted on the CTE website.
- Formative Dialogues is a valuable program with many faculty who are trained. However, they are apparently rarely asked to observe colleagues in classrooms. For next year, we will attempt to make the program more visible with print as well as email notices, and will encourage current FD Colleagues to visit each other’s classrooms to maintain their skills.
- The Teaching Circles Co-Director will make additional effort to increase involvement in both Cross-Disciplinary and Departmental Teaching Circles.

GOAL THREE: DEVELOP THE CTE WEBPAGE

The CTE webpage www.iup.edu/teachingexcellence/ was maintained by Sharon Aikins, the administrative assistant.

Development of the CTE webpage was on hold for the 2008-2009 AY, as it was one of the last to be shifted to a standardized template. Expected new pages that will helpfully reorganize the material will include a Teaching Resources page, a page specifically for New Faculty, and an expanded conference and calls for papers page.

GOAL FOUR: CONTINUE TO DEVELOP NEW FACULTY ORIENTATION AND TEMPORARY FACULTY ORIENTATION

There were 23 new tenure-track and 35 new temporary faculty at orientation in Fall, 2008. The tenure-track faculty attended a three-day orientation, as did a number of temporaries. The first day focused on gaining familiarity with technology used in planning courses and communicating across campus. The second day focused on important policies and support services for teaching and research, while the third day provided seminars to support excellence in teaching strategies and classroom management as well as support on campus to develop and sustain a research agenda. This third day was a dramatic change from the “information fair” concept that had been used before. The change was a direct response to faculty evaluation asking for additional emphasis on teaching and research, with delayed information about programs and organizations in Academic and Student Affairs.

In 2007-2008, a half-day orientation was held for temporary faculty. This year, it was extended to a full day, and Teaching Assistants were also encouraged to attend. All faculty, tenure-track as well as temporary/TA, shared the morning’s offerings. In the afternoon, tenure-track faculty met with representatives of the Research Institute and Graduate School and Research, as well as faculty who had been successful in finding funding for research projects. At the same time, temporary faculty and TAs learned about policies, procedures, and technology they’d need to be familiar with to begin teaching.

The agenda for all NFO events is located in Appendix E.

The **Sustained Support Program** continued to offer all new faculty the chance to continue to meet and interact over the course of the academic year in small seminars on topics faculty indicated were of interest to them. A list of those workshops, conducted by either the CTE Director or a guest speaker when appropriate, is also located in **Appendix F**. In a change from last year, the CTE Director contacted the IUP Community at large to ask for volunteers to conduct workshops they felt would benefit the newest faculty members. In addition, representatives of various offices and organizations on campus were asked to contact the CTE to put regularly scheduled seminars and workshops onto the New Faculty Sustained Support program agenda.

A listing of events for the Sustained Support Program is in Appendix F.

FOR NEXT YEAR:

- Attendance at the workshops for the Sustained Support Program ranged from 2-15 faculty. Often, there were 3-5. This is a very low number, and thus the formal nature of that program might be rethought. A new approach to providing new and newer faculty with additional information in a timely fashion is needed. I recommend that instead of offering many workshops spread out over the course of the AY, instead an intensive, day-long follow-up

orientation be offered, possibly on a Saturday. All new faculty and TAs should be invited. This would also provide an opportunity for new faculty to mingle, improving the sense of community that faculty need to have if IUP is to retain them.

GOAL FIVE: INCREASE CONNECTIONS BETWEEN THE CTE AND INSTRUCTIONAL TECHNOLOGY SERVICES

A full-day workshop with Barbara Frey on “Best Practices in On-Line Pedagogy” was offered and filled to capacity on May 20, 2008. The CTE Director met several times with Dr. Wygonik to discuss additional training and theory opportunities for faculty interested in integrating technology into their classrooms. The CTE Director also sits on the On-Line Action Learning Committee, where discussion of the switch from WebCT to another course management system concluded with a choice of Moodle as the Course Management System. Dr. Wygonik and the CTE Director met to discuss how to better evaluate proposals for on-line courses as they move through the Graduate Curriculum Committee. An October weekend workshop offered assistance to faculty who felt they were beginners in using technology in their classes. That workshop was conducted by Dr. Gian Pagnucci, and Dr. Mindy Wygonik assisted. Dr. Wygonik also offered two sessions addressing on-line learning during New Faculty Orientation, and continued to offer a half-day of technology training for new tenure-track faculty on Day One of NFO and offered condensed training on Day Three of NFO.

FOR NEXT YEAR:

- The CTE can encourage the formation of teaching circles focusing on the use of technology.
- Much more prompting for applications for the CTE Awards for Excellence in Teaching, in the category of using technology, should precede the deadline for the award application. We have not had any applications for several years.
- The proposed “STAR ACADEMY” (Summer Teaching and Research Academy, proposed by the CTE Director to the FPDC) will include workshops on using technology, offered by some of our more experienced faculty.

GOAL SIX: CREATE A STRONGER SUPPORT SYSTEM FOR TEACHING ASSISTANTS

As IUP continues to develop its doctoral programs, an increasing number of Teaching Assistants will be instructing undergraduates. While the mentoring and disciplinary training of these TAs are the primary responsibilities of each program Director, the Center for Teaching Excellence can offer support in a variety of ways. This year, mailings about the Reflective Practice program went out to teaching assistants, encouraging them to join. Teaching and graduate assistants were invited to all weekend workshops. Teaching Assistants were active in the Reflective Practice Project in 2008-2009.

Additionally, the CTE compiled and will continue to update a list of graduate programs offering Doctoral Level students the opportunity to teach, along with the names of the mentors or supervisors for these students. All mentors were contacted and asked if the CTE could offer any assistance. The CTE Director met with TA supervisors/mentors for Communications and Media and English.

FOR NEXT YEAR:

- It may be possible to support teaching awards for TAs or to create a separate category for them in the CTE Teaching Excellence Awards.
- A page on the CTE Website may be directed specifically at TAs and those Graduate Assistants who expect to be TAs as they continue their programs.

Personnel 2008-2009

Director

In addition to the activities mentioned above, the director represented Teaching Excellence on the following:

- IUP Faculty Professional Development Committee
- On-Line Learning Action Team (OLAT)
- Academic Excellence and Innovation Awards Committee

Additional activities of the director are listed throughout this report.

Administrative Assistant

Sharon Aikins, Administrative Assistant, worked for the CTE approximately quarter time. The CTE administrative assistant is, uniquely to IUP, shared with Liberal Studies, Women's Studies, and the University-wide Undergraduate Curriculum Committee.

Graduate Assistant

Kathleen Foreman, graduate student in the Composition and TESOL program, was the quarter-time (10 hrs. per week) graduate assistant this year. The scope of activities that are included in this report are impossible to accomplish without a graduate assistant.

Summary

This annual report provides clear evidence that all of the goals were achieved. IUP's faculty is enriched by the presence of the Center for Teaching Excellence, and the support of the Office of the Provost is greatly appreciated. Additional information on the Center for Teaching Excellence can be found on the CTE website: <http://www.iup.edu/teachingexcellence>.

Prepared by: Dr. Laurel J. Black, Director 2008-2009 AY, Center for Teaching Excellence.

APPENDICES

- Appendix A** Reflective Practice Executive Summary 2008-2009
- Appendix B** Fall Weekend Workshop: Gian Pagnucci, Dept. of English, IUP. “Tech Teaching 101: A Hands-On Workshop for Integrating Technology into your Pedagogy.” Oct. 11, 2008.
- Appendix C** Spring Weekend Workshop: Dr. Todd Zakrajsek, Executive Director, Center for Faculty Excellence, University of North Carolina at Chapel Hill. “Overcoming Apathy in the Classroom.” Jan. 31, 2009.
- Appendix D** May Workshop: Ms. Jennifer Jones, Indiana University of Pennsylvania. “Team Building Skills.” May 8, 2009.
- Appendix E** New Faculty Orientation 2008: Tenure-Track, 3-Day Orientation Agenda
Temporary Faculty Orientation Agenda
- Appendix F** Sustained Support Program

Appendix A

REFLECTIVE PRACTICE EXECUTIVE SUMMARY: 2008-2009

MEMBERSHIP

81 members in 27 of 40 Departments

AA 10%, ECOB 2%, ED&ET 7%, FA 0%, HHS 14%,
HSS 36%, NSM 29%

44 Active and 37 Active Plus RP Members;

Full Professor 12%, Associate 21%, Assistant 42%,
All Others 25%; Male 33%, Female 66%

Fall Large Group Meetings

August 21, 2008 *Opening Meeting #1: Ah...Ha! Reimagining Your Teaching by RP Co-Directors*

August 27, 2008 *Opening Meeting #2: Teaching Circle Organization by RP Co-Directors*

September 16, 2008 *Effective Group Work by Jennifer Jones*

October 15, 2008 *Using Student development Theory to Improve Your Classes by Dawn Zeligman*

November 13, 2008 *Games in the Classroom: Panel*

December 10, 2008 *End of Year Wrap-up Reception*

Spring Large Group Meetings

January 14, 2008 *Stop the Insanity! Plan Ahead for Promotion by Rosalee Stilwell*

February 12, 2008 *Internship Best Practices by Richard Lamberski*

[March 11, 2008 The Invitational Classroom: Panel](#)

April 9, 2008 Classroom Management and Civility Panel

April 30, 2008 *Annual Recognition Dinner*

May Workshops

[May 20 and 21, 2008](#) [29 & 30 Participants](#)
On-Line Pedagogy and Classroom Civility, Barbara Frey,
Facilitator

Fall Workshop

[October 11, 2008](#) [38 Participants](#)
TechTeaching 101, Gian Pagnucci, Facilitator

Spring Workshop

[February 9, 2008](#) [66](#)
[Participants](#)
Overcoming Apathy in the Classroom: Strategies from the Theory of Teaching and Learning, Todd Zakrajsek, Facilitator

4 Cross-Disciplinary Teaching Circles

(Total: 30 participants)

Allied Health Writing for Publication (5)
 Writing for Publication (9)
 RP Portfolio (6)
 Punxsutawney Regional Campus Faculty (10)

6 Departmental Teaching Circles

(Total: 46 participants)

Criminology (10)
 College Chemistry (9)
 General Chemistry (6)
 Information Access and Evaluation: Library (7)
 Teaching Math to Elementary Teachers (6)
 Special Education and Clinical Services (8)

Reflective Practice Member Outcomes**Laurel Black**

- “In and Out of a Looking Glass: Undergraduate Instructional Associates” a presentation at the College English Association National Conference, March 28, 2009.
- “Survivor Academe: Assessing Reflective Practice” *To Improve the Academy* Volume 28, Jossey-Bass, San Francisco.
- “The PACT Program: Developing Student Internships in English Studies” a PASSHE Faculty Professional Development Council grant, \$6090.
- Currently working on an article about reflection when undergraduate students work closely with faculty in the classroom; co-authors will be two undergraduate Instructional Associates from the PACT program.

Michael Briggs and George Long

- NSF CCLI grant “Student Construction of Mental Models: A Framework for the Evaluation of Inductive Teaching Methods in Chemistry.” \$144,736.

Wendy Elcesser and Anne Kondo

- “Still Working With Chemistry? A Five-Year Review” a presentation at the 20th Biennial Conference on Chemical Education, Indiana University, July 2008.

Crystal Machado

- “The Use of Discussion Boards and Weblogs to Promote Critical Thinking and Reflective Practice in Aspiring School Leaders” a presentation at the European Teacher Education Network, Izmir Turkey.

Mark Palumbo

- “Perception of Job Knowledge Test: Do They Influence Test Performance”. A presentation at the 21st Annual Conference of the Association for Psychological Science, San Francisco, PA, May 22-25, 2009.
- “Bringing Logistics Into the Laboratory: The Development of a Team-Based Logistics Task” *Air Force Journal of Logistics*, 2008, 31(4), 45-52.

Stephanie Taylor-Davis

- Outstanding Dietetic Educator Award, Pennsylvania Dietetic Association, Dietetic Educators of Practitioners Practice Group.

John Woolcock

- “Embracing the CSI Effect” a presentation at the 20th Biennial Conference on Chemical Education, Indiana University, July 2008.
- IUP Senate Research Committee Award (\$1489.80, 2008): “Development of Forensic Science Demonstrations”.

Mindy Wygonik and Dolores Bryzcki

- “A Collaborative Model for Technology, Evaluation Selection and Decision Making”. A presentation at the EDCAUSE 2009 Mid-Atlantic Regional Conference, Philadelphia, PA, January 9, 2009.

Appendix B: Fall Weekend Workshop

SAVE THE DATE! SAVE THE DATE! SAVE THE DATE!

Tech Teaching 101: A Hands-on Workshop for Integrating Technology into your Pedagogy

Date: Saturday, Oct. 11, 2008

Time: 8:30-2:30

Location: Eberly College of Business

Presenter: Dr. Gian Pagnucci

The Center for Teaching Excellence and Reflective Practice is pleased to offer their fall weekend workshop on using technology in their classrooms. This workshop is geared for **NOVICES**. If you have been thinking for some time that you really need to gain some skills in integrating technology into your courses but don't know where to begin, this is the workshop. Our own Gian Pagnucci, who won the 2008 Award for Innovative Excellence in Teaching, Learning, and Technology from the International Conference on College Teaching and Learning and the Center for the Advancement of Teaching and Learning, will lead us through some basics. You'll learn how to build a faculty web page, how to build a course page with assignments, syllabi, and internet resources, and how to create a blog. For those faculty who have felt that learning how to use technology is just overwhelming, this is a great place to begin!

Registration is limited, because this will take place in a computer classroom. Please let Sharon Aikins know if you wish to attend by emailing her at saikins@iup.edu.

Appendix D: May Workshop

SAVE THE DATE! SAVE THE DATE! SAVE THE DATE! SAVE THE DATE!

Topic: Team Building for the Classroom and Workplace

Date: Friday, May 8

Location: Morning: Eberly 120; Lunch and afternoon: Crimson Event Center

Time: 9:00-2:30 (Breakfast at 8:30)

Facilitator: Jennifer C. Jones

Team Building Workshop

8:30-9:00 Eberly, 2nd floor lobby area: Light breakfast refreshments and mingling

9:00-9:10 Eberly 120: Welcome

9:15-12:00 Eberly 120 Session One

Get-To-Know-You Activities

Introduction to team work, how it's effective, why organizations are using teams.

Work in the computer lab on interpersonal assessment, Myers-Briggs, and other online assessments

Activities based on assessments

12:15-1:15 Crimson Event Center: Lunch

1:30-2:30 Crimson Event Center: Session Two

Hands-on team building activities and debriefing: team building

activities to use throughout the semester to encourage team development.

Application in other classroom settings

2:30-2:45 Evaluations

Appendix E: New Faculty Orientations

Three-Day, Tenure-Track Orientation

NEW FACULTY ORIENTATION – Day 1 Monday, August 18 Crimson Event Center (Folger Banquet Area)

Welcome to IUP! This morning, we will get acquainted with one another and with the technology you'll need to move smoothly through designing and organizing your classes. We'll finish with a lunch, leaving you time to attend to some of the many things you need to do to get moved in, prepared for class, or oriented to the community. Faculty who are teaching on-line or hybrid courses or wish to integrate technology into their courses are urged to attend the one-hour session after lunch.

Time	Event	Presenter/Moderator
8:00 – 8:30	Breakfast and Informal Discussion, Sponsored by the Center for Teaching Excellence	Laurel Black, Director, Center for Teaching Excellence
8:30 – 9:00	Welcome and introductions	Laurel Black, Director, Center for Teaching Excellence
9:00 – 9:15	Break and travel to computer lab Eberly 109	
9:15 – 11:45	Overview of Information Technology Services, URSA, network accounts, class lists and email for courses	Mindy Wygonik, Instructional and Research Technologies (IRT) Faculty Liaison and IT Services Staff Theresa McDevitt, Library
11:45 – 12:00	Return to Crimson Event Center (Folger Banquet Area)	
12:00 – 12:15	Welcome	Dr. Gerald Intemann, Provost and Vice President for Academic Affairs
12:15 – 1:15	Lunch sponsored by the Provost's Office.	
1:15-1:30	Evaluation	

NEW FACULTY ORIENTATION
Day 2, Tuesday, August 19, 2008
Crimson Event Center (Folger Banquet Area)

Today is a bit longer in order for us to provide you with a wide range of presentations and informal discussions. Support for teaching and research, questions about tenure and promotion, and advice from new and newer faculty all give you the opportunity to get answers to questions about important aspects of your teaching, service, and scholarship at IUP.

Time	Event	Presenter/Moderator
8:00 – 8:30	Breakfast and Informal Discussion Sponsored by the Center for Teaching Excellence	Laurel Black, Director, CTE
8:30 – 9:15	Survival Tips from Newer Faculty	Newer Faculty Panel: Julie Greenawalt, Nursing DeAnna Laverick, Prof. Studies in Education John Lewis, Criminology Michele McCoy, Journalism Lisa Newell, Psychology Mark Palumbo, Psychology Leslie Stenger, Health and Physical Education
9:15-9:45	Liberal Studies at IUP	Mary Sadler, Director Liberal Studies
9:45-10:00	Break	
10:15 – 12:00	Center for Teaching Excellence and Reflective Practice	Laurel Black, Director, CTE Reflective Practice Program Co-Directors: Francisco Alarcón, Val Helterbran, Stephanie Taylor-Davis, John Woolcock; Judith Villa, Rosalee Stilwell, Laurel Black
12:15 – 1:15	Lunch sponsored by the Office of the President	Dr. Tony Atwater
1:30 – 2:00	APSCUF	Francisco Alarcón, Vice-President, IUP-APSCUF
2:00 – 2:45	Tenure and Promotion at IUP	Sue J. Glor-Scheib, Chair, UWTC Sean McDaniel, Chair, UWPC
2:45-3:00	Evaluation	

NEW FACULTY ORIENTATION
Day 3, Wednesday, Aug. 20, 2008
Successful Teaching and Research
Crimson Event Center (Folger) and Eberly

Each institution has its own culture and support mechanisms. Today, faculty will be able to speak with colleagues about their best practices in teaching IUP students. They will also discuss research funding and ways of balancing research and teaching at IUP. After today's session, the Three-Day Intensive Orientation concludes, but the year-long NFO: Sustained Support Program and the Reflective Practice Project offer additional support.

Time	Event	Presenter/Moderator
8:00 – 8:30	Breakfast and Informal Discussion in The Crimson Event Center (Folger). Sponsored by the Center for Teaching Excellence	Laurel Black, Director, CTE
8:45-9:00	Walk to Eberly	
9:00 — 9:30	Strategies for Successful Teaching and Learning Eberly 121	Laurel Black
9:45—10:30	Break-Out Sessions 1. Teaching Large Classes – Eberly 211 2. Using Group Work – Eberly 218 3. Grading Strategies – Eberly 310 4. On-Line/Hybrid Courses – Eberly 109	Faculty Tom Lord, Ken Coles Jennifer Jones, Laurel Black Rosalee Stilwell, Dee Klein Mindy Wygonik
10:45-11:30	Break-Out Sessions 5. Teaching Large Classes – Eberly 211 6. Using Group Work – Eberly 218 7. Grading Strategies – Eberly 310 8. On-Line/Hybrid Courses – Eberly 109	Faculty Tom Lord, Ken Coles Jennifer Jones, Laurel Black Rosalee Stilwell, Dee Klein Mindy Wygonik
11:45-12:00	Break and return to Crimson Event Center	
12:00-1:15	Lunch, Sponsored by the Council of Deans	Deans: Michael Hood, CFA, David Myers, Graduate Studies and Research
1:15-1:30	Return to Eberly	
1:30-2:30	Research at IUP: Funding and Support Eberly 312	Michele Schwietz, Assistant Dean, School of Graduate Studies and Research Tracy Eisenhower, IUP Research Institute
2:45-3:45	Break-Out Sessions 1. Research in the Sciences – Eberly 211 2. Research in the Social Sciences–Eberly 218 3. Research in the Fine Arts – Eberly 319 4. Research in the Humanities – Eberly 310	Faculty : Some still TBA 1. Steven Hovan, Jeffery Larkin 2. David Myers, Calvin Masilela, Ramesh Soni 3. Hank Knerr 4. Theresa McDevitt, R. Scott Moore
3:45-4:00	Evaluation of Day Three	

NEW TEMPORARY FACULTY ORIENTATION
Wednesday, Aug. 20, 2008
Successful Teaching and Orientation to IUP
Crimson Event Center (Folger) and Eberly

Each institution has its own culture and support mechanisms. Today, new temporary faculty will be able to speak with colleagues about their best practices in teaching IUP students. They will also learn how to navigate the various computer applications, hear about instructional support, and hear from Union representatives. After today's session, the year-long NFO: Sustained Support Program and the Reflective Practice Project offer additional support.

Time	Event	Presenter/Moderator
8:00 – 8:30	Breakfast and Informal Discussion in The Crimson Event Center (Folger). Sponsored by the Center for Teaching Excellence	Laurel Black, Director, CTE
8:45-9:00	Walk to Eberly	
9:00 — 9:30	Strategies for Successful Teaching and Learning	Laurel Black
9:45—10:30	Break-Out Sessions 8. Teaching Large Classes--211 9. Using Group Work--218 10. Grading Strategies--310 11. On-Line/Hybrid Courses--109	Faculty Tom Lord, Ken Coles Jennifer Jones, Laurel Black Rosalee Stilwell, Dee Klein Mindy Wygonik
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11:45-12:00	Break and return to Crimson Event Center	
12:00-1:15	Lunch, Sponsored by the Council of Deans	Deans: Michael Hood, CFA; David Myers, Graduate Studies and Research
1:15-1:30	Return to Eberly	
1:30-2:00 Eberly 121	Union Orientation and Support Information; CBA and rights	Rob Mutchnick, President of APSCUF-IUP, Francisco Alarcón, Vice President, APSCUF-IUP, Soundararajan Ezekiel, Chair, APSCUF Temporary Faculty Committee
2:00-2:15 Eberly 121	Employment-related Information <ul style="list-style-type: none"> - Expectation of service at university and department levels - Voting rights - Contract renewals 	Mary Grace Gainer
2:15-3:15 Eberly 121	Review of Key University Policies Related to Teaching <ul style="list-style-type: none"> - Syllabus of Record 	Heide Witthöft Pankaj Pankaj

	<ul style="list-style-type: none"> - Pro-packet information (how to assemble and where to go) - Office hours - Academic Integrity - Student Conduct - Final Exam Policy - Mid-term and final grades - Peer and Student evaluations - Center for Teaching Excellence - Writing Center 	
3:15-3:30	Break	
3:30-4:00 Eberly 109	Instructional Support <ul style="list-style-type: none"> - WebCT and other course related technologies - Instructional & Research Technologies Workshops - Accessing library resources 	Waleed Farag Mindy Wygonik
4:00-4:45 Eberly 109	Introduction to Information Technology Landscape <ul style="list-style-type: none"> - Network Login - The Banner/URSA system - The SAP self-service system - Email - Network Drives - Requesting Equipment - Helpdesk - Free Software 	Mindy Wygonik/ITS Staff
4:45-5:00	Evaluation of Temporary Faculty Orientation	
5:00	Reception for New Faculty: Blue Room, Sutton Hall	President Tony Atwater, APSCUF

The Temporary Faculty Orientation has been organized by the following faculty and staff:

- Sharon Aikins, Administrative Assistant, Center for Teaching Excellence
- Laurel Black, Center for Teaching Excellence/English
- Soundararajan Ezekiel, Computer Science
- Waleed Farag, Computer Science
- Mary Grace Gainer, English
- Pankaj Pankaj, MIS & Decision Sciences
- Heide Witthöft, French and German

Appendix F, Continued: Sustained Support Program

New Faculty Sustained Support Program: 2007-2008 New Faculty Sustained Support Program: Fall Offerings

Date(s)	Title and Description	Time and Location
Thurs. Oct. 16	<p>Teaching Effectively Now that you have been teaching at IUP for six weeks, you have some idea what's working and what's not. This session is a discussion between participants about strategies for success directed toward the difficulties you have been experiencing. Discussion topics have covered attendance policies, student motivation, grading, skills development, and disconnections between faculty and student work expectations.</p> <p>Facilitator: Laurel Black, Director, Center for Teaching Excellence</p>	3:30-4:45 Keith 102
Wed. Oct. 22	<p>Helping New Students Deal With Out-of-Class Issues Faculty often are sought out by new students to listen to concerns about roommate issues such as uninvited guests, personality differences, and the misuse of alcohol. This workshop will give attendees an opportunity to talk about how best to respond to these students.</p> <p>Presenter: Mike Lemasters, Associate Dean of Students, Director of Housing and Residence Life</p>	3:35-4:25 G-5 Susan Delaney Hall
Tues. Oct. 28	<p>Writing an Effective Syllabus Your syllabus is not just a requirement. It's part of creating course excitement, establishing your voice and relationship with students, and introducing your teaching philosophy. Participants will learn some strategies for using the syllabus to start the course off on the right foot.</p> <p>Presenter: Laurel Black, Director, Center for Teaching Excellence</p>	3:30-4:45 101 Stabley
Wed., Oct. 29	<p>Introduction to EndNote Bibliographic Management Software Want to keep you notes electronically and keep track of all those electronic versions of journal articles, books or images? Want to be able to create bibliographies in a snap or automatically insert parenthetical references and create complete bibliographic citations as you write? If so, EndNote bibliographic management software can help.</p>	3:30-4:30 Library Lab

	Presenter: Theresa McDevitt, Government Documents/Reference Librarian	
Thurs. Oct. 30	Meet the Applied Research Lab (ARL). The ARL provides free statistical assistance to the university community. This short presentation will introduce newer faculty to the services offered by the ARL, and will introduce them to our facilities. Presenter: Christoph Maier, Coordinator, Applied Research Lab.	3:30-4:00 ARL 310 Suites on Grant— Upper
Tues, Nov. 4 Wed., Nov. 5	What the University Library can do for you. Topics that will be covered will include: <ul style="list-style-type: none"> • support for faculty research • the incorporation of information literacy into their curriculum, assignments and syllabi • class instruction sessions • library resources, especially databases, along with book and media purchases • Using ILLIAD, PALCI, and the VPN Presenters: Blaine Knupp, Reference Coordinator; Susan Drummond, Instruction Librarian	3:30-4:30 Stabley 101
Thurs. Nov. 6	Introduction to Turnitin Plagiarism Detection Software. Want to discourage your students from plagiarizing or assist them in understanding what it is? Can you use a tool that will assist you in detecting non original text in your student's papers? If so, Turnitin plagiarism detection service may be of use to you. Presenter: Theresa McDevitt, Government Documents/ Reference Librarian.	2:00-3:00 210 Stabley
Wed. Nov. 12	Academic Integrity and Grade Appeals Academic Integrity issues and Grade Appeals are part of the occasional "less than pleasant" aspects of teaching higher education. This workshop will review IUP's policy, options available as faculty members, and what services are available. Presenter: Lynnann Mocek, Executive Staff Assistant, Provost's Office	3:30-4:30 Allegheny Room, HUB

New Faculty Sustained Support Program Events: Spring, 2009

The events below are offered by various offices and programs across campus. If there are any changes or updates, the CTE will let you know. Also, we'll send a reminder about ten days before the event. It is very helpful to presenters to know how many are planning on attending so that they can have handouts or other materials in sufficient number. Please RSVP directly to the presenter or facilitator if you plan to attend.

Date	Title and Description	Time and Location
Wednesday, Feb. 11	<p>Travel Costs and the Tax Code: A Short Introduction to Financial Issues for Professors.</p> <p>Few of us who present at conferences can expect full reimbursement for our travel. What are the tax consequences of such unreimbursed professional expenses? Fortunately, there are ways to deduct them for most taxpayers. This informational session will cover these and other basic financial issues that often impact those in higher education, with plenty of time for questions and discussion about specific concerns.</p> <p>Presenter: Dr. Christopher Kuipers, English. (c.kuipers@iup.edu)</p>	Nicholson Library, 112 Leonard 3:35-4:50
Tuesday, Feb. 17	<p>Teaching Talk: Bring it On, and We'll Help!</p> <p>This is an informal session, where participants talk about what works and what doesn't in their classrooms, what they are struggling with and what they want to achieve.</p>	3:30-4:45, Stabley 101

	<p>We share strategies that have worked for us and try to offer solutions to problems and support each others' efforts to improve teaching and learning.</p> <p>Facilitator: Laurel Black (Laurel.Black@iup.edu)</p>	
Wednesday, Feb. 25	<p>Advising Students: Beginner's Workshop.</p> <p>We'll cover advisor/advisee roles; liberal studies overview; policies, procedures and forms; and resources to help you advise.</p> <p>Presenter: Rebecca Sterley, Editor: Advisor Advocate. (Rebecca.Sterley@iup.edu)</p>	3:35-4:50 Stabley 101
Friday, Feb. 27	<p>What the University Library can do for you.</p> <p>Topics that will be covered will include:</p> <ul style="list-style-type: none"> • support for faculty research • the incorporation of information literacy into their curriculum, assignments and syllabi • class instruction sessions • library resources, especially databases, along with book and media purchases • Using ILLIAD, PALCI, and the VPN <p>Presenter: Susan Drummond, Instruction Librarian (Susan.Drummond@iup.edu)</p>	12:15-1:15 Stabley 101

Thursday, March 12	<p>Teaching Without Lecturing: Learning Through Student-Centered Initiatives.</p> <p>How does a teacher get pertinent information across to class members without telling them what they need to know? In this workshop we'll discuss this problem and learn how to transform passively taught students into actively involved learners. Get blood flowing into your students' brains—and knowledge with it!</p> <p>Presenter: Tom Lord, Biology (Thomas.Lord@iup.edu)</p>	3:00-5:00 Weyandt 9
Thursday, March 12	<p>What the University Library can do for you.</p> <p>Topics that will be covered will include:</p> <ul style="list-style-type: none"> • support for faculty research • the incorporation of information literacy into their curriculum, assignments and syllabi • class instruction sessions • library resources, especially databases, along with book and media purchases • Using ILLIAD, PALCI, and the VPN <p>Presenter: Blaine Knupp, Reference Coordinator (Blaine.Knupp@iup.edu)</p>	3:30-4:45 Stabley 101
Monday, March 23	<p>University Large Group Instruction: Suggestions from a Professor and Supportive</p>	3:35-4:25 G-7 Stouffer

	<p>Literature.</p> <p>The presentation and discussion will focus on the more influential strategies to create a learning culture for success in large group settings.</p> <p>Presenter: Richard Lamberski, Communications and Media (Richard.Lamberski@iup.edu)</p>	
Monday, April 6	<p>FERPA</p> <p>The consequences of not fully understanding FERPA requirements and the release of unauthorized information can be far-reaching – for both the University and the employee. Therefore, please plan to update your understanding of FERPA by attending this important program.</p> <p>Presenter: Jeannie Broskey, Associate Registrar for Student Records (Jeannie.Broskey@iup.edu)</p>	3:35-4:50 317 Clark