



## Annual Report 2018-2019

### **FACULTY DEVELOPMENT, including Center for Excellence in Teaching (CET) and Faculty Development Grants and Awards (FDGA), July 1, 2018-June 20, 2019**

Submitted by Elaine Maldonado on June 28, 2019

#### CHAPTER I- UNIT PROFILE

##### **Mission Statement**

With the goal of improving teaching and student learning through professional development, the FIT Faculty Development Program, anchored by the Center for Excellence in Teaching (CET) supports faculty in the development, use and assessment of effective instructional and curricular strategies. The Faculty Development program provides support for teaching innovation and seeks to foster a community of shared teaching practice. CET also works with faculty to explore new academic technologies and integrate pedagogically sound technology into the classroom.

*"You cannot teach today the same way you did yesterday to prepare students for tomorrow." John Dewey*

##### **Key Functions and Overview**

###### *Key functions*

- Promote excellence in teaching
- Provide effective faculty development activities
- Increase participation in faculty development
- Support adjunct faculty
- Manage Chancellors Awards for Excellence (faculty) and Distinguished Professorships
- Manage Faculty Development Grants and Awards program
- Foster faculty technology skills with regard to teaching
- Provide in-lab and online faculty teaching resources
- Provide 24/7 lab access
- Manage New Faculty Orientation for Academic Affairs and CBA teaching intervention

## Faculty Development/CET

The Faculty Development (FD) Program includes the Center for Excellence in Teaching (CET) and the Faculty Development Grants and Awards (FDGA) program. Professor Elaine Maldonado is the Director of Faculty Development and CET. She reports to Dr. Yasemin Jones, AVP, Academic Affairs. Professor Jeffrey Riman is the CET's coordinator and instructional designer. He reports to Elaine Maldonado. Celia Baez is the associate coordinator for both the CET and FDGA Program and for 2018-19, Daphne Lee and Kelly Wang served as part-time technical aides for the CET lab.

Program activities that include workshops, seminars and round tables promote faculty development and excellence in teaching across the disciplines. Consultations with faculty are conducted in the B502 lab, however, activities are held at locations throughout the campus. Grant-funded activities expand the scope of selected CET programming.

Information on faculty development activities and CET services are disseminated via the CET website ([www.fitnyc.edu/cet](http://www.fitnyc.edu/cet)), Google calendar, FIT Direct, FIT portal, listservs, paper advertisements, plasma displays, posters, presentations at Deans Council, department and chairs' meetings and at college-wide events such as Convocation, new faculty events and at Faculty Senate meetings. SUNY professional development opportunities, as well as national and international professional development opportunities, are disseminated to faculty via CET listserv.

The program web site (<http://www.fitnyc.edu/cet>) is continually updated and enriched. It includes the Online Adjunct Orientation, teaching/learning resources, monthly calendars, videos of FIT master teachers in the classroom, event presentations and recordings, workshop artifacts, grant reports, tutorials and a wide range of internal and external links. One page is dedicated to FDGA, the program that provides professional development funding to faculty; Another page is dedicated to the SUNY Chancellor's Awards. Faculty Development annual reports and annual survey results are posted, as well as program descriptions and CET contact information.

The director manages the Academic Affairs two-day New Faculty Orientation and the online Adjunct Orientation and related activities that include program planning, resources/materials development, campus introductions and tour, mentoring and receptions.

Faculty Development Grants and Awards (FDGA) is FIT's funding arm for faculty development and covers research, scholarship and creative activities, as well as travel to professional conferences (to attend or present papers), industry practicums and the facilitation of campus seminars and projects. The addition of SUNY PDC "points" enables faculty to participate in SUNY training workshops. Managed by the Director, the FDGA Committee makes recommendations on faculty funding to the Office of Academic Affairs. For the 2018-2019 academic year, the committee included Catherine Geib, Ron Amato, Emre Ozsoz, Erica Moretti, Brendon Leach, Christine Pomeranz and Michael Bowen.

Faculty who receive awards are listed on the FDGA web page and project descriptions, when applicable, are summarized and posted. Faculty are invited to present their research findings and/or experiences at CET events. The director works closely with faculty who are developing research/creative projects. A new brochure highlighting completed 2016-18 FDGA-funded research, scholarship and creative activity will be distributed at fall 2019 Convocation.

Selected via faculty governance election process, FDGA Committee also forms the core of the local review committee for the SUNY Chancellor's Awards for Excellence. Committee make-up is tailored, when necessary, to meet SUNY criteria for Professional Service, Librarianship or Adjunct Teaching.

## CHAPTER II: ANNUAL ACTIVITIES AND NEXT YEAR'S GOALS/PLANNING

### **Summary of unit activities and progress on 2018-19 goals**

#### *Special Initiatives*

In fall 2018, Elaine Maldonado completed, with Kyunghee Pyun, a \$50,000 SUNY IITG grant project, which included the regional conference, *Beyond the Bamboo Canvas: Innovative Technology for a Globalized Classroom*. Held at FIT on November 2, 2018, Executive Director, International Institute for Education, Allan Goodman, and J. Wilson, Curator for Chinese Art at the Smithsonian Institution, served as keynote speakers. The director was also awarded a \$1,000 Student-Faculty Corporation (SFC) grant for student-faculty roundtable luncheon on the topic of student-faculty communication. The Online Adjunct Orientation continues to attract adjunct faculty users. User profiles and site usage have been implemented, as well as extra authentication for in-house visitors.

As suggested by New Faculty Orientation Committee, tenure guideline materials were created and are now included in new faculty orientation folders; An interview focused on department mentoring was conducted with Robin Sackin in July 2018, and was posted this past fall. Two Adjunct Orientation videos were redone/posted.

CET curates events with external speakers. Dr. Justin Freedman, Rowan University, was the keynote speaker at the 2019 Adjunct Summer Institute on May 29, which was conducted in partnership with FITABLE: *Neurodiversity in the Classroom: Teaching Strategies that Work!* Additional guest speakers included Jacqueline Leber, CUNY and Achmat Akkad, NYC Department of Health.

CET facilitates faculty development events with other units across campus such as IT/Faculty Research Space, EMSS, Faculty Services, Online Learning, Library, Grants, FITABLE and President's Sustainability Council; Examples include events such as Copyright, Pathways to Innovation, Creating Harmony in the Classroom, Neurodiversity and Tenure & Promotion. Recently, CET pledged support for the new NEH proposal authored by Professors, Pyun, Levinson-Wilk and Quan.

In addition to regularly offered pedagogical workshops on critical thinking, the syllabus, *Voicethread*, *It's Your First Day of Class!* and *Blackboard*, CET designs/facilitates new sessions such as infusing gender and politics into writing assignments, the flipped classroom and integrating sustainability into curriculum.

New books were purchased for the CET mini-library: How Learning Works, Ambrose, Bridges, Lovett, Di Pietro and Norman; Engaging Ideas, Bean; Small Teaching, Lang; Online Teaching at Its Best, Nilson

#### *Metrics*

- CET annual survey accepted faculty responses from December 2018-February 2019; 107 responses were received.
- A total of 55 faculty development activities were facilitated in 2018-19, with a total of 736 attendees. See attached list of activities and sample flyers.
- The director and coordinator conducted approximately 10 individual consultations with faculty per week.

## Faculty Development/CET

Additional program metrics reported by CET coordinator for 2018-19

- CET lab usage: FIT Labstats is no longer reporting accurate B 502 computer usage. This has been reported to IT multiple times. However, based on past 2018-19 monthly data, approximately 500 computer log-ins, minimally, are reported monthly.
- CET web site recorded 7734 entrances using Google Analytics.
- Concourse syllabus usage: 699 templates are currently in use.
- Online Adjunct Orientation recorded 329 entrances using Google Analytics..  
*Faculty Development Grants and Awards*

FDGA OTPS budget for 2018-19 was \$89, 325.95 (includes supplemental \$10,000 AA research funds). Between September 2018 and May 2019, FDGA Committee met 7 times and reviewed 111 applications. A total of 107 faculty were approved for a total of \$ 111, 625 for conference travel, research, creative activities and industry practicums. However, \$20, 500 of these funds were approved for *FY 2019-20*. (Note: Also, approximately \$1,800 reverted to the budget due to underspent/canceled awards.)

FDGA stipend budget for 2018-19 was \$9,000. A total of \$9,000 was used for Adjunct Institute participation and adjunct review/editorial web work in the CET.

### *SUNY Chancellor's Awards*

Materials to elicit award nominations were disseminated at both fall and winter Convocations. Follow-up emails were sent by Human Resources to the entire FIT community. The SUNY Chancellor's Awards Committee, with the FDGA Committee at its core, met on December 4, 2018 and on May 7, 2019. Chancellor's Awards for Excellence 2018-2019 were conferred on Kyunghee Pyun and Amy Werbel, both for Scholarship. Rena Sussman-Silverman received the adjunct faculty award in teaching. Marvin Clawson, Deborah Hernandez, Reginald Rodgers and Nicolas Barratt were recommended to the President for adjunct teaching awards 2019-20. The Distinguished Professorship Selection Committee did not meet in 2018-2019.

### **Faculty/Staff Accomplishments**

Professor Elaine Maldonado, Director, Faculty Development and CET: Served on Faculty Senate Executive Committee, Emerging Technologies Committee and FRS Advisory Group; Chair, New Faculty Orientation Committee; Consultant to Faculty Senate IT Committee; Elected to Faculty Senate Sabbaticals Committee 2019-2021; Co-directed/ completed \$50,000 IITG grant with K. Pyun, culminating with regional November 2018 conference at FIT; Awarded, \$1,000 Student-Faculty Corporation grant; Member, OER Task Force; Two CIT 2019 Conference presentations accepted; Member, Benita Moore T&P Committee; Managed CBA faculty intervention; Managed (including writing summaries) for multiple cycles of Chancellor's Awards process; Met individually with tenure/promotion candidates; Faculty Guild, subscriber

Professor Jeffrey Riman, CET Coordinator: Chair, FACT 2 Council; Chair, Faculty Senate IT Committee; Member, FRS Advisory Group; Two presentations accepted at 2019 CIT conference; Serving on ADA Compliance Committee; Served as guest critic at MFA Fashion Design event; Provided oversight for CET/AA mentoring video; Lynda.com, administrator; Adjunct instructor at Parsons---recipient of their Distinguished Teaching Award; During 2018-19, Jeffrey spent 203 hours on FACT 2 commitments. 2019-20 will be his last year conducting FACT 2 activities, after almost 13 years.

## Faculty Development/CET

Celia Baez, Administrative Coordinator: Trained on new Finance Enterprise system software; Student Chabbad Club advisor; Reformatted FDGA materials to Google Drive; Secretary, FDGA and SUNY Chancellor's Awards; Facilitator, Holocaust Memorial video.

### *Assessment*

The faculty development program relies on a range of metrics in order to assess its outcomes and design future strategies. The following assessment tools are used:

1. Yearly faculty online survey (<http://www.fitnyc.edu/cet/about.php>)
2. Google Analytics for CET web usage
3. IT Labstats for B 502 lab usage
4. Reflective teaching portfolios for self-evaluative teaching development (<http://www.fitnyc.edu/cet/teaching-with-tech.php>)
5. Built-in Concourse usage tools to track digital syllabus usage
6. Miscellaneous event follow-up surveys
7. Pharos print tracking (replacement system about to be launched by IT)
8. Event sign-in for attendance

**2019-20 GOALS** (See below.)

# FACULTY DEVELOPMENT GOALS AND TARGETS

Goals	Proposed activities for 2019-20	Outcomes for 2019-20	Proposed activities for 2020-2021
<p>Promote excellence in teaching</p>	<p>Schedule events based on faculty surveys</p> <p>Conduct events on the scholarship of teaching/learning</p> <p>Conduct events on classroom civility and inclusion</p> <p>Facilitate sessions on topics such as syllabus creation, critical thinking, active learning, classroom management, writing for learning, tips for teaching, etc.</p> <p>Conduct two sessions of <i>It's Your First Day of Class!</i>, focusing on new faculty needs</p> <p>Conduct OER training sessions; Explore Lynda.com as an OER option</p> <p>Increase use of Concourse digital syllabus</p> <p>Expand CET book collection</p> <p>Edit/update CET web site teaching resources</p> <p>Edit Concourse syllabus template Bb calendar to include Bb calendar</p> <p>In collaboration with other units, facilitate workshops on curriculum development</p>		

Increase participation in faculty development activities	<p>Launch SUNY Workplace teaching exchange</p> <p>Test digital attendance recording</p> <p>Conduct partnership activities with diverse college units, including Writing Studio (Spotlight sessions)</p> <p>Schedule more late-day events</p> <p>Follow-up on faculty “no-shows” at events</p> <p>Conduct online workshops</p> <p>Promote event announcements at Convocation; Provide handouts and posters at Convocation</p>		
Serve adjunct faculty and promote inclusion	<p>Launch remote workshops</p> <p>Expand Online Adjunct Orientation with new resources, including talking about teaching forum</p> <p>Conduct adjunct institute in spring 2020, <i>Teaching for a Democratic Society: Politics, Inclusion and Diversity</i></p> <p>Disseminate Adjunct Orientation at other SUNYs</p> <p>Conduct outreach to HR and deans</p>		

	<p>regarding adjunct orientation and sessions such as <i>It's Your First Day of Class!</i></p> <p>Advertise SUNY Chancellor's award opportunity for adjunct faculty; clarify campus guidelines</p> <p>Continue with ADA compliance activities</p> <p>Post new Writing Studio video on Adjunct Orientation</p>		
<p>Seek/follow-up funded research projects, conference presentations and publications</p>	<p>Apply for NEA grant in partnership with Writing Studio, preferably on the topic of "listening" as key to learning</p> <p>Director and/or coordinator attend and/or present at professional gatherings</p> <p>Expand OER program</p> <p>Listserv Concourse template</p>		
<p>Support faculty growth, including research, scholarship and creative pursuits</p>	<p>Update FDGA application guidelines</p> <p>Publish new brochure on FDGA-funded faculty activities 2016-18; Distribute at Convocation fall 2019</p> <p>Schedule F2F sessions focused on funded faculty research, scholarship and creative activities</p> <p>Provide tenure guidelines to new faculty</p> <p>Conduct outreach to tenure candidates</p>		



	<p>Facilitate tenure and promotion workshops</p> <p>Maximize New Faculty Orientation Committee to address issues such as mentoring and non-classroom faculty professional development</p> <p>Co-facilitate faculty grants/research sessions with Library, Jacqueline Jenkins and Grants Office;</p>		
<p>Increase faculty technology skills</p>	<p>Schedule January Teaching with Technology certificate program</p> <p>Imbed Bb calendar into Concourse syllabus</p> <p>Conduct technology introduction at new faculty orientation</p> <p>Provide FIT technology introduction at First Day of Class! sessions</p> <p>Refresh lab computer image</p> <p>Conduct workshops on Voicethread, Lynda.com, Bb Grade Book, Adobe, AR and VR, etc.</p> <p>Conduct emerging tech workshops with FRS</p> <p>Director will continue to serve s IT Committee consultant and Emerging technology Committee.</p> <p>Coordinator will continue to serve on IT Committee</p>		

	<p>Meet with VP Baach</p> <p>Purchase AR/VR equipment</p>		
<p>Improve physical plant and upgrade security in CET</p>	<p>Re-institute tracking system for printing in CET lab</p> <p>Monitor Labstats and Google Analytics more closely</p> <p>Add Security presentation to New Faculty Orientation</p> <p>Mat/frame new event posters</p> <p>Test/upgrade security equipment such as door lock, security camera and audio warning equipment.</p>		
<p>Integrate Assessment</p>	<p>Yearly survey, conducted December-February</p> <p>Follow-up assessment both qualitative and quantitative (online and paper) on key activities; Ask how faculty participation may have changed teaching practice?</p> <p>Continue with Teaching with Technology teaching reflection requirement (published on CET web)</p> <p>Report statistics bimonthly to AA: #CET web hits, #workshops offered, faculty attendance, #active Concourse templates lab usage, materials purchased, # faculty</p>		

	<p>funding requests, Chancellor's awards updates, etc.</p> <p>Include goals/targets charts in future annual reports</p>		
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**Zipped attachments:**

- 1. Annual survey
- 2. Web analytics (Google)
- 3. Events listing
- 4. Sample event flyers