

**Center for Excellence
in Teaching**



Annual Report, 2010-11 (July 1, 2010- June 21, 2011)

**Faculty Development, including the Center for Excellence in
Teaching and the Teaching Institute**

**Submitted by Elaine Maldonado,
Director of Faculty Development and CET
June 21, 2011**

Attachments 2010-11: CET yearly survey, CET yearly software/hardware survey, Goals and Targets, Activities Summary; sample web site metrics, sample flyers and newsletter.

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Introduction

FIT's faculty development program includes the Center for Excellence in Teaching and Teaching Institute. Elaine Maldonado is Director of Faculty Development and CET. She reports to Dr. Dymrna Bowles, Dean for Curriculum and Instruction. Delivered in the CET (B502) and at other locations throughout the campus, faculty development activities include tech workshops such as Using Social Networking, Using Clickers, Online Surveys and Voicethread and a wide range of workshops to support the course management system, Angel. Examples of 2010-11 pedagogical workshops were Tips for Teaching, It's Your First Day of Class, Designing Your Syllabus, Rubrics, Using the New York Times in Teaching and workshops on incorporating writing into the curriculum. F2F presentations of special interest included the SIGGRAPH report, Sustainable Classrooms and Experiences of a Haitian Garment Manufacturer. In 2010-11, special events included three Faculty Mini-retreats, New Adjunct Orientation, Adjunct Summer Institute and two Student/Faculty Roundtables on the topics of advisement, grading and homework. The CET routinely partners with other college units, facilitating activities that target topics of special interest. For example, the CET partnered with the Tech Development Team for the college-wide Edu-tech day, with the Grants Office for the Foundation Center presentation on funding for artists and designers, with the Faculty Senate for Sabbaticals and Tenure & Promotion workshops and with the Office of Online Learning for a blended course Angel training session. Outcomes of key events are posted on the CET web site and are available both on and off-campus.

The CET's Perkins-funded module provided faculty development to support Dean Bowles' assessment project. Activities assisted faculty learning to use Angel's online assessment tools, introduced faculty to other online survey tools and enabled the development of new online resources to support these efforts.

Personnel

Elaine Maldonado oversees Faculty Development initiatives, including the CET and the Teaching Institute. Professor Maldonado is responsible for the planning and implementing of faculty training and professional development events such as roundtables, workshops, seminars and conferences, as well as CET publications, materials and web sites. Her asymmetrical schedule, with one late weekday, enables her to meet with evening, as well as day, faculty to develop teaching/learning projects, explore innovative educational ideas and assist faculty with teaching improvement plans. In addition, she manages the SUNY Chancellor's Awards for Excellence and Distinguished Professorships programs. Since June 1, 2010, she has been the Co-principal Investigator, in-kind, for the NSF project: *Advancing Design-related*

Technological Education: A Three-way Partnership. Her primary duty in this federally-funded grant is to design/facilitate the project's faculty development component.

Jeffrey Riman, Coordinator and Instructional Designer of the CET, provides the technical support for a broad range of CET initiatives. Daily, he assists colleagues, individually and in groups, with the integration of diverse technologies into their teaching. CET faculty tech support is distinguished by the educational experience and expertise of its staff, critical to the responsible and effective integration of technology in teaching. Professor Riman is also the primary Angel trainer on campus, conducting multiple workshops and providing individual faculty support. He produces Angel web resources, including tutorials, and manages the Angel Faculty Liaisons Group and Angel Technology/ Resource Group. Professor Riman is a member of the Tech Development Team and regularly interfaces with IT to ensure that CET resources are up to date and operating at full capacity. He is also FIT's appointed SUNY-FACT representative.

Celia Baez is the Administrative Coordinator for Faculty Development, which includes the CET and Teaching Institute. She provides support for a wide range of activities and also produces/maintains the monthly calendar, invitations, newsletters, advertising materials, attendance records and data summaries. She also coordinates with Facilities, Purchasing/Accounts Payable, Media and Work-study Programs As administrative coordinator to the Teaching Institute and SUNY Chancellor's Awards, and the SUNY Distinguished Professorships program, she provides the administrative and clerical activities necessary for the faculty funding program and SUNY awards processes. Ms. Baez is an advisor to the student Chabad Club and was recently elected to the UCE Staff Committee.

*It is important to note that Ms. Baez's duties have substantially expanded since 2007. A sampling of these additional duties include: administrative coordination of grant funded projects such as the SUNY-wide COCID Conference, *four* Student Faculty Corporation funded projects, *four* Perkins-Vatea funded projects and the current \$150,000 NSF project. She is administrative coordinator for the new SUNY Distinguished Professorships program, launched in 2010. In addition, she is the editor and a contributing writer to the recently created CET newsletter, she manages new online resources such as the CET's Google-based calendar and online awards processes.

Faculty Development/CET Metrics

The Faculty Development program relies on a wide range of metrics in order to assess its outcomes and base future strategies on these results. For example, the CET conducts an overall yearly survey, a yearly software assessment survey and conducts a face to face focus group in order to generate broad-based faculty input. Feedback is routinely garnered from selected key events, both electronically and in hard copy and sign-in sheets provide on-site attendance. B502 lab usage is electronically recorded by IT (CET Recorder), web site usage is recorded/analyzed using a Google App and results are reported monthly.

Based on these ongoing outcomes, the director, with the Dean for Curriculum/Instruction and CET staff, determine future strategies. The CET maintains a suggestion box in B502 and the CET web site is posted with staff contact information. The Annual Reports on faculty Development/CET/Teaching Institute are posted on the CET web site at <http://www.fitnyc.edu/cet>

DATA for special CET activities:

Advertisements and information on faculty development activities and CET services are disseminated via the CET web site, FIT Direct, the FIT portal, listservs, paper advertisements, plasma displays, posters, CET newsletter, through presentations at department and chairs' meetings, e-mail, at college-wide events such as Convocation, new faculty events and at the Faculty Senate.

- The CET facilitated 3 faculty mini-retreats during the 2010-11 on the following topics: 1.) *Toward a Greener More Sustainable Curriculum*, 2.) *Science +Design= Effective Business* (Part II of the Sustainability) and 3.) *Student/Faculty Mini-retreat: A Campus Conversation*. A total of 169 participants attended these events.
- The all-day Adjunct Summer Institute took place on June 14, 2010. The topic was *The Reflective Teaching Portfolio*, with 54 participants.
- Two Student/Faculty Roundtables (funded by the Student/Faculty Corporation) were held with a total of 95 participants.
- The Angel Faculty Liaisons group, managed by Jeffrey Riman, has 24 official members, however, as many as 32 interested faculty have attended meetings. The group met two times during the academic year.
- Angel Technology/Resource Group meets online and 735 faculty log-ins/posts were recorded.
- Thanks to Celia Baez, two newsletters were produced (*CET Reporter*). A sample document is attached.

DATA for routine CET activities:

The CET, located in room B502, is the anchor for FIT's faculty development program, and many activities are held at this location. It is a 24/7 space, providing convenient access to all resources, including the computer lab. On a daily basis, the CET faculty meet the needs of colleagues with individual and small group consultations, both impromptu and pre-arranged.

- A total of 42 workshops, seminars, special events, tech workshops (excluding Angel), and F to Fs were scheduled and 713 faculty attended. *This figure includes Edu-tech Day attendance.
- A total of 51 Angel training workshops, including basic, advanced and specialized workshops were conducted. A total of 157 faculty attended. This figure includes Rubrics (part 2) attendance since the Angel rubric tool was targeted in these workshops.
- Based on data from door log-ins, computer log-ins and electronic calendars, it is estimated that the director and coordinator conducted well over 1,500 individual

- and small group faculty consultations on topics such as technology (hardware and/or software), teaching with technology, developing funding proposals, addressing pedagogical questions and faculty development improvement plans.
- CET web averages 700-750 hits” per month.
 - Although improvements have been noted, the IT system for electronic data collection breaks down occasionally. Based on existing data, it is estimated that B502 experienced over 7,000 faculty log-ins during 2010-11.

As a result of a new cooperative program with IT, the CET has a heavy duty color/B&W printer; a new camera is currently being purchased and i-pads were purchased to support Perkins training workshops. Software to be installed during summer 2011, in addition to the image upgrade, include Camtasia and Fashun;

CET web site

The CET web site is continually updated and expanded. For example, new videos of master FIT teachers in the classroom have been added to the off-site accessible faculty development program, a new page dedicated to the syllabus and student outcomes was installed, the Adjunct Advocate is expanded and new materials from key CET activities uploaded. CET web site hits are reported above.

Teaching Institute

The Teaching Institute is FIT’s faculty development funding arm, supporting research and scholarly pursuits that include travel to professional conferences, industry practica and seminars. In addition, the TI funds new initiatives and innovative educational projects. The Teaching Institute Committee for the 2010-11 year included Ann Denton (chair), Lana Bittman, Jean Jacullo, Sandra Marcus, Jennifer Miller, Karen Pearson, Melanie Reim and Andrew Seifer. The Institute met 8 times. A total of 88 faculty members were given awards for professional travel, conferences and special projects such as Triangle Shirtwaist Fire initiative and alumni/student project on communication skills in the business world, in addition to the Summer Adjunct Institute. As of June 21, a total of \$86,364.20 of Teaching Institute OTPS funds have been dispersed. A stipend of \$1500 was awarded to a student counseling project and Summer Adjunct Institute stipends totaled \$ 5,800.

Due to an inordinately high number of 2010-11 faculty funding requests, supplemental monies were secured from Curriculum/Instruction. Also, the TI Committee was obliged to curtail the funding of faculty who made multiple requests during any one budget year. Currently, the TI application form is being redesigned to enable online application.

SUNY Chancellor’s Awards

This year, the following SUNY Chancellor’s Awards for Excellence were conferred on faculty: Excellence in Teaching, Karen Pearson, Daniel Levinson-Wilk, Chin-yuz Yeh and Nancy Ostroff; for Excellence in Faculty Service, Melanie Reim; and for Excellence

in Scholarship and Creative Activities, Lourdes Font. Awardees were recognized at the Faculty Awards Ceremony on May 17, 2011, on the FIT web site and in 2011 convocation literature.

Note: A new profile for the SUNY Chancellor's Award Committee is currently being considered in order to bring the committee make-up into greater compliance with SUNY guidelines.

Special Director/Coordinator Activities:

Director:

- Co-PI, in-kind, National Science Foundation grant, 2010-12.
- Appointed, SUNY Assessment Advisory Group, Office of the SUNY Provost.
- Current member and reelected 2011-13, Faculty Senate Curriculum Committee.
- Grants reviewer, FIPSE, U.S. Department of Education
- Member, Middle States Workgroup (Faculty Standard), Diversity Council and Angel Migration Team.
- Consultant to the Faculty Senate Instructional Technology Committee.
- Elected to UCE Grievance Committee.
- Student/Faculty Corporation grant for Student/Faculty Roundtables, 2010-11.
- Student Faculty Corporation grant for continuation of Roundtables, 2011-12.
- Perkins-Vatea grant for CET assessment project, 2010-11.
- Presented at the following conferences: Campus Technology Conference (7/10); NSF-ATE Conference (10/10); Sustainability Conference (4/11).
- Faculty of Future panel facilitator (12/10)
- Art work currently on display in the Faculty Art Exhibit on the 9th floor, C Building.
- Completed training for both Brio and Excel.

Coordinator

- Current chair, and reelected member 2011-13, Faculty Senate Instructional Technology Committee
- Member, Tech Development Team and Angel Migration Team.
- Coordinator, Angel Liaisons Group and Angel Technology and Resources Group.
- Co-presenter, Campus Technology Conference (7/10)
- SUNY invitee for CMS evaluation project, SUNY (Albany, June 21).
- Elected to UCE Executive Committee.
- Co-chair of Edu-tech Day with IT.
- Facilitated first Voicethread pilot and follow-up roundtables.
- Strategist for visual storage in anticipation of NASAD evaluation.
- Faculty of the Future panel member.
- Conducted multiple departmental Angel presentations.
- Tenure awarded September, 2010

Issues and Concerns:

- To benefit Academic Affairs and goals of improved communication, the director should routinely report Faculty Development activities to groups such as the Deans' Council.
- The electronic data collection, CET Recorder, needs to be monitored regularly by IT because it continues to periodically break down. As a result, the collection/reporting of accurate data for computer usage is impeded.
- It is not always clear whether certain kinds of tech training responsibilities belong to the CET or TDT.
- Space should be located outside of B502 for the Online Learning coordinator. This will alleviate the CET space crunch as well as the confusion over Angel training responsibilities.
- B502 workstations need to be cleaned more regularly by B&G.
- Camera was stolen from Coordinator's locked office after hours. CET video camera must be reactivated by Security.

Note: Last year's door problem appears to be resolved with the new Safeloc card system, but all faculty must now secure a new card with Security in order to access the CET.

Appendix: The following items are attached: CET yearly survey, CET yearly software/hardware survey, Goals and Targets, Activities Summary, sample web site metrics, sample flyers and newsletter.