**Center for Excellence in Teaching** **FIT**

**Annual Report, 2014-15**

**Faculty Development, including the Center for Excellence in Teaching and the Faculty Development Grants and Awards Program**

**Submitted by Elaine Maldonado,**
**Director of Faculty Development**
**June 15,  2015**

**INDEX**

- **Annual Report**
- **Strategic Goals Summary**
- **Attachments**
  - ○ Goals and Targets
  - ○ Sample metrics
  - ○ Sample flyers
  - ○ Activities summary

# Annual Report, 2014-15

# FACULTY DEVELOPMENT, including CET and FACULTY DEVELOPMENT GRANTS AND AWARDS PROGRAM (FDGA)

Submitted by Elaine Maldonado, June 15, 2015

## FACULTY DEVELOPMENT/ CET:  OVERVIEW AND KEY DATA

The faculty development program includes the Center for Excellence in Teaching (CET) and the Faculty Development Grants and Awards Program (FDGA). Professor Elaine Maldonado is the Director of Faculty Development and CET. She reports to Dr. Yasemin Jones, AVP for Academic Affairs. Reporting to the director, Professor Jeffrey Riman is the CET's coordinator and instructional designer.  Celia Baez is the associate coordinator for both the CET and FDGA Program, and for 2014-15, Paola Pachon served as part-time technical aide for the CET lab.

### Center for Excellence in Teaching (CET)

CET program activities are designed to support faculty and promote excellence in teaching. Selected activities are conducted in B502, however, most activities are held at locations throughout the campus.

Information on faculty development activities and CET services are disseminated via the CET web site, Google calendar, FIT Direct, 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 mini-retreats, Convocation, new faculty events and at the Faculty Senate. SUNY professional development opportunities are disseminated campus-wide to faculty via CET listserv.

Overall CET data:
- A total of  91  CET workshops, seminars, special events and tech workshops were scheduled and  978  faculty attended (including June 15-30 projections). *This figure includes the Academic Affairs fall 2014 Faculty of the Future Mini-retreat---an event that the CET helped facilitate.

Specific activities data:

- The all-day *Blackboard Immersion* Adjunct Summer Institute took place on June 4, 2015. A total of  59 adjunct faculty attended and received certificates of completion.
- Two Student/Faculty Roundtables on the topics of Academic Integrity, Intellectual Property and Plagiarism (funded by the Student/Faculty Corporation) had a total of 79 participants.
- A total of   45  Angel/Blackboard (Bb)  training workshops, including "boot camps" were conducted, and  299 faculty attended.
- A total of  46 professional roundtables, pedagogical and technology-centric workshops (excluding Angel/Bb) were conducted on topics such as the syllabus, writing across the curriculum, curriculum mapping, object-based teaching, maximizing student office hours, academic integrity, reflective teaching portfolios, assessment, writing student learning outcomes, Fulbright, Voicethread, Clickers, Apps for Beginners, and  Google Docs and over 679   faculty attended.
- Based on data from computer log-ins, electronic calendars and personal agendas, it is evident 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 300 page views per month.
- Over  17, 955 faculty computer log-ins were recorded in the CET lab from July 1, 2014-June, 11, 2015 (July 2014 usage estimated due to IT software failure.).

CET web site
The CET web site is continually updated and enriched. It contains monthly calendars, videos of FIT master teachers in the classroom, event presentations and recordings, workshop resources, tutorials and a wide range of internal and external links. Google provides usage analytics.

Assessment
The faculty development program relies on a 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 that is now combined with its survey of faculty technology needs.  Feedback is routinely garnered from selected events, both electronically and/or in hard copy and sign-in sheets provide on-site event attendance. B502 lab usage is electronically recorded by IT (CET Recorder), web site usage is recorded/analyzed using a Google App and results are forwarded to the director monthly.

Based on these outcomes, the director, with the AVP for Academic Affairs 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. Annual Reports and annual surveys on faculty Development/CET are posted on the CET web site at http://www.fitnyc.edu/cet.

# FACULTY DEVELOPMENT GRANTS AND AWARDS PROGRAM (FDGA)

FDGA is FIT's faculty development funding arm for professional development that 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 FDGA Committee makes recommendations to the Office of Academic Affairs and for the 2014-15 year, the committee included Anna Blume, Sandra Markus, Stephan Kanlian, William Low, Jennifer Miller, Karen Pearson, Helene Verin and Katherine Geib. Faculty who receive awards via this program are listed on the FDGA web site and projects, when applicable, are summarized and posted.

The committee met 7  times and recommended 95 applications  for professional travel, innovative projects and practicums; 3 were not recommended. A total of 14 applications for research and related activities were recommended; 2 were not recommended. 4 coommittee-recommended research projects were denied by Academic Affairs.

After paying out against the $79, 325.90 FDGA OTPS budget, $100  (=/-)  remained unspent. After paying out against the FDGA stipend/practicum budget of $9,000, $1, 375 remained unspent. Practicum opportunities will be more heavily advertised in FY 2015-16.

### SUNY Chancellor's Awards (SCA)

SUNY Chancellor's Awards for Excellence in Teaching 2014-15 were conferred on both of FIT's nominees: Joseph Antee and Matthew Petrunia.  SUNY conferred awards for Excellence in Adjunct Teaching on all three adjunct nominees: Georgia Kalivas, Darra Landman and Chad Laird. On May 5, the SCA Committee for Excellence in Adjunct Teaching met to review two nominations for the 2015-16 cycle. Both nominations were recommended to the President.

### Personnel

Director: Elaine Maldonado oversees and sets the direction for the faculty development program, including the CET, FDGA, SUNY Chancellor's Awards for Excellence and Distinguished Professorships. She is responsible for the planning and implementing of faculty training, professional development events such as roundtables, workshops, seminars and conferences, budgets and CET publications, materials and web sites. She meets with faculty individually to develop teaching/learning projects, explore educational strategies and to assist faculty with teaching improvement plans. Her schedule accommodates evening, as well as day faculty (M-W-Th, 9-4, T, 9-6, F, 9-2).
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Coordinator: Jeffrey Riman lends teaching experience and provides a broad range of technical support to CET initiatives. Daily (M-F, 10-5), he assists colleagues, individually and in groups, with the integration of technologies into their teaching. He also designs and conducts a wide range of teaching with technology workshops and maintains the CET web site. Professor Riman trains faculty who use the LMS to enhance their classes, providing group and individual support. He is playing a key role in the CET's transition from Angel to Blackboard and has

produced many Angel/Bb resources, including web-based tutorials. He coordinates with IT and Online Learning.

Celia Baez is the associate coordinator for the faculty development program, which includes the CET and FDGA and reports to the director. She is the CET's newsletter editor and provides support for a wide range of activities. She produces/maintains the monthly calendar, invitations, advertising materials, attendance records and data summaries (M-F, 9:30-5:30). She also coordinates with Human Resources, Facilities, Purchasing/Accounts Payable, Media and Federal Work Study. As coordinator for FDGA, SUNY Chancellor's Awards and the SUNY Distinguished Professorships program, Ms. Baez provides key administrative services for these processes. She also manages timesheet and scheduling activities for part-time technical aide, Paola Pachon.

**Concerns:** 1.) The current reappointment timeline of adjunct faculty needs to be revaluated if CET intervention is recommended. 2.) CET non-classroom faculty should be included in all teaching faculty conversations in order for CET to better understand faculty needs. 3.) The CET Reporter that tabulates B-502 lab usage is still not repaired and this interferes with our being able to accurately report faculty lab usage. 4.) The CET/B502 is a destination for SUNY, FIT advisory boards and international visitors. However, it has grown quite shabby. Understanding the need for upgrade, the Administration asked the college space planner to complete a CET construction design plan in 2014, with the expectation that renovations would be completed during summer, 2014. Although carpeting and new projection screen are now promised as an alternative for the near future, the much needed larger scale work has again been postponed. 5.) Continuing Education teachers and staff need a resource for technology training. The CET does not have staff to take on this challenge and training staff and Continuing Education teachers is not within the CET's mission. 6.) The lock on the CET door has been replaced and appears to be working.

*See appendix for full, detailed list of events, public relations tools and assessments.*


# ALIGNED WITH STRATEGIC GOALS:

FIT's faculty development program, including the CET, helps realize FIT's strategic plan and contributes to FIT's role as an exceptional educational institution. By providing faculty with opportunities to grow as teachers, scholars, designers and business innovators, faculty are better able to ensure student success. Annually, the CET computer lab records over 17, 955 faculty visits, CET events attract nearly 1,000 faculty participants annually, and the CET web records over 300 page visits monthly from faculty across the globe. Activities are assessed and outcomes are analyzed in order to develop future strategies. Selected examples of 2014-15 activities that align with the FIT Strategic Plan are described below and document samples are included in the appendix.

**Goal #1: Ensure Academic and Creative Excellence:** Academic and Creative Excellence are fostered throughout the year with pedagogical, as well as technology-centric pedagogical activities. Examples include: It's Your First Day of Class!, Writing Student Learning

Outcomes, The Reflective Teaching Portfolio, Curriculum Mapping, Object-based Teaching with the Metropolitan Museum of Art, Writing Strategies for Everyday Assignments and New York Times Multi-media Resources. Activities modeled strategies such developing student writing and oral skills and working in teams. Other sessions focused on writing learning outcomes and program design, and provided a forum to share new teaching methodologies. Additional faculty development focused on emerging educational technologies. These sessions included multiple workshops on Angel/Blackboard, Google Docs, Voicethread and Building Apps for Beginners. The CET's Teaching with Technology (TwT) Certificate Program was re-launched in fall 2014 with a pre-program faculty self-assessment and 25 participants. Faculty who complete this program are listed on the CET's TwT website.

CET is committed to providing adjunct faculty with high quality, accessible professional development. Multiple faculty development sessions are scheduled in late afternoon, making participation more convenient.  The director and coordinator each have one late night to accommodate adjunct faculty who are not on campus mid-day. The yearly all-day Adjunct Summer Institute (ASI), a Blackboard immersion this year, was held on June 4 with guest speakers from Blackboard and Lynda.com. ASI provides important professional development and a collegial networking opportunity for adjunct faculty. A total of 59 adjunct faculty attended and were awarded certificates of completion and day stipend. Also, planning a redesigned adjunct orientation will be on the fall agenda for the AA New Faculty Orientation Committee.

SUNY Chancellor's Awards for Excellence in Adjunct Teaching were conferred on all three adjunct faculty nominees, and SUNY conferred Chancellor's Awards for Excellence in Teaching on both fulltime FIT faculty nominees. All were honored at the President's award ceremony on May 18. Two adjunct nominees will be forwarded to the President's Office shortly in consideration of the upcoming 2015-16 adjunct awards cycle. All Chancellor's Award recipients are listed on the CET web site and their names forwarded to the college relations office.

Faculty Development Grants and Awards (FDGA) budget enables faculty to deliver papers, chair panels and/or attend professional conferences or gatherings. It also funds faculty research, scholarly and creative work and industry innovation. Additional funds are available for faculty to complete industry practicums or facilitate campus projects or seminars. A total of 109 faculty were recommended for funding via FDGA during 2014-15.

CET facilitated numerous sessions to showcase, as well as promote, faculty professional achievements. In September, Praveen Chaudhry conducted a follow-up session in the CET on his Convocation presentation on nomadic weavers, and Chloe Chapin facilitated a session on fashion and textile museum research. In October, Distinguished Professor Arthur Kopelman presented his research on dolphins and whales. On April 22, Lourdes Font, an expert in fashion history, facilitated a seminar on Jewish designers living in Paris during World War II. In collaboration with the Grants Office and Office of International Education, two Fulbright sessions were held with representatives from Washington DC.

With Academic Affairs, the director coordinates the two-day New Fulltime Faculty Orientation. New Academic Affairs faculty are provided with an introduction to FIT and campus resources such as the library, CET, Online Learning, FITABLE, CARE Team, Writing Studio, IT, Human Resources and UCE. The orientation provides new faculty with the opportunity to meet each other and network with new colleagues. The upcoming program will include an extended session to define expectations for faculty research and scholarship. This session will also provide a forum for selected faculty to share their research.

Ongoing CET assessment systematically identifies faculty needs. Selected activities throughout the year are evaluated along with annual surveys and these measures provide formative as well as summative information. Results guide future planning and outcomes are posted yearly on the CET web page. For more information, please see "2014 Survey" and "Goals and Targets" documents attached to this report.

The Director of Faculty Development is currently a member of the SUNY Teaching and Learning Certificates Group. She is consultant to the Faculty Senate IT Committee, a member of Faculty of the Future Committee and this spring was elected to the Faculty Senate Executive Committee. She chairs the Academic Affairs New Faculty Orientation Committee and served on search committees for the Director of Continuing Education (Faculty Senate) and Director of Grants. This year, she also facilitated two faculty development grant projects: Student-Faculty Corporation Roundtables ($2,000) and with CET coordinator, a Sustainability Council grant to develop an online syllabus ($5,000). The Director participated in the LILLY Conference on Evidence-based Teaching, and was named to the editorial board of *The Common Good* (SUNY Plattsburgh Journal of Teaching and Learning). On June 1, with Brian Fallon, she submitted a $5,000 proposal to the National Education Association for a workshop series to promote inter-cultural communication and global citizenship in the classroom.

The coordinator is a member of SUNY FACT2 Council and one of two campus FACT2 representatives, he alternates as IT Committee consultant and recently completed four years of service on the Faculty Senate Executive Committee. He is coordinating the online Syllabus Connect project (Sustainability Council) and the Teaching with Technology program. He served on the search committee for the Assistant Dean for Assessment. He continues to be an important contributor in the college transition to Blackboard. The coordinator attended the SUNY-COIL Conference on March 19 and was a presenter at CIT 2015 in May.

**2. Be an Innovation Center for Creative Industries World-wide:**

Independently, or in partnership, activities were facilitated to promote faculty innovation. In 2014-15, the FDGA program was expanded with $10,000 in faculty incentives to support faculty research. In addition, this program supports faculty practicums for work in their respective industries. The names of faculty who receive FDGA awards are maintained in a data base and listed on the FDGA web site. Projects descriptions are included.

A new partnership was established between the Metropolitan Museum of Art and the CET. On April 29, MET fellow Margaret Lind gave an on-campus workshop designed to help faculty

incorporate museum collections in the curriculum. A very well attended event, it will be followed up with collaborative events with the Museum at FIT.

Two sessions were held on the future of 3-D printing that included a Campus Technology webinar and presentation by Jana Duda, and the CET partnered with Academic Affairs on its maker movement mini-retreat.

With open resources designed for sharing, the CET web is visited regularly by faculty across the globe. In 2014-15, the site recorded over 3,600 page visits. The site includes web-based resources such as tutorials, videos of FIT master teachers, PPTs, downloadable materials, and both internal and external links. Annual reports and surveys are posted and SUNY, as well as FDGA faculty awardees are recognized. Plans are underway for the establishment of CET Global. This new global web portal will provide international faculty and FIT faculty off-campus with access to monitored online professional development.

CET is contributing to a more sustainable campus. It has reduced paper usage by carefully monitoring faculty lab printing and creating half-size flyers. Chancellor's award and FDGA materials are delivered electronically, event announcements are delivered via listserv and portal and the web calendar is updated weekly.

In order to provide a more effective faculty resource, conversations are underway to place the CET/B502 renovation on the capital projects list. A refurbished space will include collaborative workspace, meeting area and equipment more productively located.

*As per strategic plan outline, please find additional faculty research items under Goal #1.*

## 3. Provide an Empowering Student Experience in a Cohesive Community:

CET faculty development prepares faculty to empower students through effective educational experiences. For example, CET conducted two Student-Faculty Roundtable Luncheons on the subjects of academic integrity, intellectual property and plagiarism. Event recordings are posted on the CET web. In order to promote student written and oral skills, the CET facilitated two workshops with the Writing Studio: Engaging ESL Students and Writing Strategies for Everyday Assignments. Two very well-attended sessions on promoting students research were conducted with the library.

In support of faculty who may want to enrich design curriculum with historical context, CET provided a follow-up session to the campus-wide Holocaust Memorial. Lourdes Font delivered a presentation on two Jewish designers living in Paris during the Nazi takeover. This event received a Diversity Council stamp. Other examples of CET events that promote the student experience were the webinar, Using Social Media without Violating FERPA, Blackboard for Tutors, Helping Students Move from Two Year to Four Year Programs and Maximizing Student Office Hours---a topic for the fall 2015 session,  It's Your First Day of Class!

Ongoing efforts seek to better include adjunct faculty in campus life. Workshop sessions are scheduled in late afternoon to meet the needs of part-time faculty and additional training tutorials have been posted online. The Adjunct Summer Institute, this year held on June 4, provides an important networking opportunity for part-time faculty and offers a convenient forum for faculty exchange. Currently, a new adjunct orientation is on the discussion agenda for the Academic Affairs New Faculty Orientation Committee.

CET has created numerous online meeting spaces via Bb. These include Adjunct Summer Institute Blackboard room and meeting space for Voicethread, as well as pop-up spaces for events held throughout the year.

*Appendix*
The following items are attached: Goals and Targets, Sample Metrics, Sample Flyers and Activities Summary.