



CET REPORTER

FIT Fashion Institute of Technology
Center for Excellence in Teaching
The Office of Curriculum and Instruction

Center for Excellence in Teaching and the Teaching Institute

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Editors: Celia Baez and
Elaine Maldonado

Welcome Back! By Elaine Maldonado

During the winter break, the CET planned Spring 2013 events and secured new resources to support your teaching. If you haven't yet responded to the yearly CET survey, please check your email for this survey and send us your comments. Your input helps us identify your needs and design activities for the future. You will have the opportunity to respond until February 4, 2013.

A wide array of activities are already on the CET calendar. On January 25, from 10:00-11:30, *It's Your First Day of Class!* will launch the new semester—with faculty presenters Michael Hyde, Ellen Lynch and Christine Pomeranz. Spring events include a vendor introduction to Lynda.com, a workshop highlighting interdisciplinary projects that are currently underway, a sabbaticals workshop in collaboration with the Faculty Senate and Faculty Services, a critical thinking webinar, VoiceThread demonstration, Student-Faculty Roundtable on the topic of social media, FIRPA presentation by Rita Armenia, Director of Registration and Records, as well as collaborative workshops with the Writing Studio, EOP and the Grants Office. On June 6, the yearly Adjunct Summer Institute will take place. Please watch for our flyer! Angel training, at multiple levels, will continue throughout the spring. Please check the CET calendar regularly at www.fitnyc.edu/cet for details on all CET activities.

The CET is a 24/7 facility. Please visit the Security Office (D442) to have a Safeloc card activated. This card will give you access to the CET and its resources during non-business hours. If you have additional questions, please contact the CET at 7-4064.

Best regards...and have a wonderful semester!! Elaine

ANGEL@FIT News and Information..

ANGEL LMS is the learning management system used throughout FIT. At present 43% of the courses taught at FIT use ANGEL to some degree. **ANGEL Training** is available to all faculty of every month at FIT. Please check the CET calendar at <http://www.fitnyc.edu/5964>, for more information on ANGEL use, go to our

ANGEL@FIT pages at <http://www.fitnyc.edu/7881> where you will find

orientation and tutorial materials.

ANGEL goes mobile at FIT. Students and faculty can now access their ANGEL courses anywhere. The Mobile Learn App is now available for all Angel users on their Apple and Android devices. You can use the App to manage your course from your device—update announcements, participate in discussions, add content, and much more. Mobile Learn was launched on a trial basis late in the fall semester with positive results. Tamara Cupples, Executive Director of Online Learning and Academic Technologies, says that “Nearly 600 FIT

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Too Much to Do, Not Enough Time: Maximizing Time Management Skills by Robin Zarel

Whether it's the end or beginning of the semester, do you ever find your plate "too full" with not enough time to fulfill all of your commitments? Grades to get in, projects or papers to evaluate, a class to plan for, meetings to attend, a committee that you need to gather information for, and oh yes, what about your life outside of work with its various commitments? All these different tasks and responsibilities can sometimes feel daunting, overwhelming and anxiety provoking. Even the most efficient person can at times be challenged. So what's the best way to manage the myriad of demands placed upon you with the least amount of stress and the most amount of productivity?

Let's start with the positives. What is working right now? Are there some tasks that you find easier to get done? For instance, if you had to fill in the blank to the following questions, what would your answers be? No matter how busy I get, I always find time to _____. I'm pretty clear on how long it takes me to _____. Meeting deadlines is easiest for me when _____. I never procrastinate when I have to _____.

Are there any similarities in your responses above? Chances are that these are things that you are less ambivalent about doing and feel more competent in completing in an easier manner. Not a "rocket science" analysis, but nonetheless, an important reminder so that you can then analyze what makes other tasks harder. In all likelihood these are things that might touch on some underlying insecurity, or you are more ambivalent about having to do in the first place.

So now, let's go to the difficulties. Start by asking yourself some basic questions by filling in the following blanks. My least favorite task to do for my job is _____. I never have enough time to _____. I don't have well defined goals for _____. I procrastinate whenever I have to _____.

For each of the problematic areas you defined take a few minutes and do a bit of self analysis. Ask yourself why you might feel that way. If your immediate response is "I don't know," dig a little deeper. Are they truly legitimate and based in reality? Are there commonalities between the things that you find most difficult? Are they related to organizational, social, analytical, verbal, written or personal themes? First define it, name all the resistances to change (real and defensive), then point by point devise a way to deal with each roadblock you name. "Taking the time" to realistically and honestly appraise your strengths and weaknesses is a time saver in the long run. Becoming more fully conscious of what has held you back can now propel you forward.

As we move along from psychological awareness to general practicalities here are some tips that can be useful to all. As Steven Covey, author of *The 7 Habits of Highly Effective People* says, "The key is not to prioritize your schedule, but to schedule your priorities."

1. Write things down – this frees your brain for more creative endeavors. Make appointments to do things in a calendar or notebook. **Be realistic** so as not to disappoint yourself or others, and to ensure success.

Maximizing Time, continued from Page 2

2. Whenever a project or task is due, set interim deadlines so that you are sure to meet the ultimate deadline with a minimal amount of anxiety. Along these lines, break large, consuming tasks into smaller tasks. Work on them for a few minutes at a time until you get them all done.
3. In a calendar fill in due dates for high priority items – e.g., budgets, grades, meetings, etc., and work backwards indicating when you need to prepare for each of them.
4. On Fridays, review the master list of everything that must be done the following week. Plan to do the most complex tasks when you have the most available uninterrupted time and you are most alert and able to concentrate fully. Block out times on your calendar to make this easier to stick to—it's your appointment with yourself.
5. Practice the 10 minute rule. Work on a dreaded task for 10 minutes each day. Once you get started, you might find that you finish it.
6. Limit distractions. Block out time on your calendar for big projects. During that time, close your door; turn off your phone and email.
7. Have a good filing system. Misplaced, misfiled information or mess creates more anxiety for us and is a time waster. For high priority items put them in a brightly colored To Do file. Use the TRASH test.

Toss it – if you don't need it

Refer to it – if you need it and know where it is

Act on it – don't procrastinate or let fears get in the way

Save it – keep what is important

Halt it – eliminate what is not necessary or stop unproductive behavior

*Some of the preceding was taken from: <http://www.mayoclinic.com/health/time>



Robin Zarel, MSW, EAP Coordinator

The FIT/UCE Employee Assistance Program

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students and faculty are using the Mobile Learn App, and we hope to see even more growth in the spring. The app is free through May 2013, so there is no better time to try it."

ANGEL Boot Camp: In January, over a two-day period, 40 faculty gathered for the second annual ANGEL Introductory Boot Camp. This is the largest group we've trained at one time since ANGEL was launched at FIT in August of 2007!...Jeffrey Riman



"If we teach today's students as we taught yesterday's, we rob them of tomorrow."

...John Dewey, 1859—1952

Student/Faculty Roundtables—Social Media

On December 11, 2012, the CET held its fifth annual Student/Faculty Roundtable. This year's topic is the timely subject of "Social Media." Originally scheduled for October 30, 2012, the event had to be cancelled due to Hurricane Sandy. But that didn't dampen anyone's enthusiasm, and the event was rescheduled for December. Along with students, the following faculty attended: Deborah Beard, Technical Design, Renee Cooper, FMM, Frederick (Bill) Freeman, Communication Design, Jeanne Golly, CIC, Jean Jacullo, FMM, Fran Kalish, Financial Aid, Shelley Kohan, FMM, Sheila Marks, Fashion Design, Sandra Markus: Fashion Design, Shireen Musa, ITM, Lawrence Pizzi, Fashion Design, and Albert Romano, AMC.

Part II of this roundtable is scheduled for April 11, 2013. If you are interested in participating, please contact celia_baez@fitnyc.edu. For more information on past and present Student/Faculty Roundtables, go to: <http://www.fitnyc.edu/12053.asp>.

Thanks to all who participated, and a big thank you to the Student/Faculty Corporation grant for making this project possible...Celia Baez

