

**Center for Excellence
in Teaching**



Annual Report, 2011-12 (July 1, 2011- June 7, 2012)

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

**Submitted by Elaine Maldonado,
Director of Faculty Development and CET
June 7, 2012**

INDEX

- **Summary**
- **Report**
- **Attachments**
 - Goals and Targets
 - Sample metrics
 - Sample flyers
 - Activities Summary
 - CET yearly survey
 - CET software/hardware survey

SUMMARY: STRATEGIC GOALS- FACULTY DEVELOPMENT, TEACHING INSTITUTE (TI), and the CET, 2011-2012

Fully focused on its mission of teaching and learning excellence, Faculty Development activities, anchored by the Center for Excellence in Teaching (B502), seek to achieve the five overarching goals in FIT's strategic plan. Below find selected examples of 2011-12 activities delivered by the CET to meet these objectives. All activities were designed to improve teaching/learning; they have been strategically assessed and analyzed in order to "close the assessment loop". As a result, strategies for the future are based on data garnered from this process. Selected assessment materials and outcomes, drawn from online as well as paper instruments, are attached to this annual report.

1. Strengthen the Academic Core CET activities strengthened the academic core by supporting initiatives such as writing across the curriculum, information literacy, inter-disciplinarity, assessment, active learning and critical thinking; pedagogical workshops such as *Tips for Teachers*, *Reflective Teaching Portfolio* and *Syllabus/ Student Learning Outcomes* provided teaching tools and ideas for classroom practice. NSF research project (CET/Math & Science) strengthened STEM education with the redesign of science curriculum and workshops such as *How Women Learn Science*. Critical to adjunct faculty, the CET's website provided up-to-date resources to support teaching. Training for *technology in teaching*, including *Angel*, was provided. The Director served on the Curriculum Committee and the Coordinator served on the IT Committee.

2. Commit to a Culture of Student-centeredness The CET facilitated activities that promote student-centeredness and modeled activities for faculty that foster student/faculty communication. For example, student/faculty roundtables on sustainability in the curriculum were conducted. A luncheon with successful women in design-related technology supported student/faculty conversation on gender-related issues in the workplace. Activities such as social networking workshops, the faculty mini-retreat on Understanding Student Issues and the all-day June adjunct institute on the same topic provided faculty with information and insight on today's students. The CET's web resource for adjunct faculty, *Adjunct Advocate*, provided adjunct faculty with resources such as the Master Teacher Series with videos demonstrating effective classroom management. The CET Coordinator served on the Code of Conduct Task Force and the CET Administrative Coordinator served as student advisor to the Chabad Club.

3. Strengthen FIT as a Creative Hub CET promoted faculty scholarship/creativity with activities throughout the year. Workshops included *Interested in Being Published?* and the collaborative workshops, *Demystifying Funding for Artists & Designers* and *Sabbaticals*. The Director secured internal, as well as external, grants to promote educational innovation. Funders included the National Science Foundation (renewed for one year), SUNY Professional Development Center (state-wide conference at FIT), Diversity and Sustainability Councils and Perkins Vatea (use of online assessment tools in teaching). The Director presented at conferences such as SUNY-STEM, Metro Libraries Association, TOESL National Conference and CIT. The Coordinator presented at SUNY COIL and CIT. Presentations showcased research/innovation at FIT. The TI provided faculty with funds (approximately \$89,000) for travel to professional conferences/gatherings and for innovative projects such as technology pilots, on-campus seminars and industry practica. TI also facilitated the SUNY Chancellor's Awards and the Distinguished Professorship process.

4. Engage in Strategic Recruitment New faculty events were aligned with Faculty of the Future competencies. The CET was key in facilitating the *Faculty of the Future Summit* last year, and its current mini-retreats are being transformed into *Faculty of the Future* events. The CET is coordinating the redesign of its existing new faculty orientation into a three-day orientation that includes workshops on globalism, ESL and learning disabilities. Follow-up activities are planned throughout the year. The yearly, new adjunct orientation provided faculty with information on both technology and pedagogical practice. The CET facilitated two Diversity Council funded events (Design-related Technology and Social Networking). Other relevant activities included: *Exemplary Chair* and *Helping Faculty Manage Their Careers, Reappointment and Tenure/Promotion*.

5. Establish a Process for Administrative Support of the Plan In support of the overall strategic plan, the CET Director served on the *SUNY Provost's Assessment Advisory Group*, the *Faculty Senate Curriculum Committee*, *President's Awards Committee*, *Faculty of the Future Committee*, *New Faculty Orientation Committee (chair)* and the *UCE Grievance Committee*. She recently became a member of the *SUNY Advisory Group for Teaching and Learning*. She raised funds, supplemental to the CET budget, to move forward new initiatives. The CET Coordinator served on the *Faculty Senate IT Committee*, the *Code of Conduct Task Force*, *UCE Executive Committee*, and he is one of two *SUNY FACT 2* representatives on campus.

Concerns: 1.) The current student evaluation of faculty--- as an effective faculty development tool--- should be reevaluated. 2.) The Online Learning Coordinator is still "temporarily" stationed in the CET lab. This continues to cause confusion to faculty who are seeking online teaching assistance. A proper office, attached to the Online Learning Department, needs to be located. 3.) Despite much outreach, the CET door still does not work properly and this bars faculty from using advertised CET services. 4.) Long-term

funding for a technical aide needs to be secured to ensure tech coverage in CET when the Coordinator is absent.5.) Conversation is needed on the CET Coordinator (faculty) applying to the Teaching Institute for professional travel funding.

Annual Report, 2011-12 (July 1, 2010-June 7, 2012)

Faculty Development, including CET and Teaching Institute

Submitted by Elaine Maldonado, June 7, 2012

Introduction

FIT's Faculty Development program includes the Center for Excellence in Teaching (CET) and the Teaching Institute (TI). Elaine Maldonado is the Director of Faculty Development and the CET, reporting to Dympna Bowles, Dean for Curriculum and Instruction. Delivered in the CET (B502), and at other locations across campus, faculty development activities are offered throughout the year. Technology topics such as social networking, using ipads, Voicethread, best teaching practices for Mac OS and Adobe innovations, as well as a wide range of Angel training, provided a wealth of opportunities for faculty to expand their use of technology in teaching. Pedagogical workshops were also offered throughout the year. Examples include the power of active learning, the syllabus, rubrics, tips for teaching, addressing student issues and the reflective teaching portfolio. Roundtables and seminars supported faculty scholarship and creativity with activities that addressed topics such as grant writing, sabbaticals and publishing.

The CET was key in facilitating the December, 2011 Faculty of the Future Summit and is currently transforming its mini-retreat program into a two-part Faculty of the Future mini-retreat for 2012-13 under the direction of Academic Affairs. The CET is also coordinating, through the Office of Academic Affairs, the redesign of its faculty orientation into a three-day event.

The CET secured a \$3,000 SUNY grant that facilitated collaboration between SUNY FACT 2 Council and Edutech Day for the SUNY state-wide conference on Cloud Technology at FIT on March 16. A Student-Faculty Corporation grant supported two student/faculty roundtables on the topic of sustainability in the curriculum, and two Diversity Council grants, secured with K. Pearson, enabled campus-wide events on the topics of social networking and gender issues in the workplace. The National Science Foundation grant (TECH-FIT), also with K. Pearson, has been extended through May, 2013.

The CET's Perkins-funded project provided faculty development to support Dean Bowles' assessment project. Specifically, faculty workshops focused on aligning student learning outcomes with industry findings. These workshops addressed the topics of social media, working in teams and critical thinking. A student aide provided follow-up tech support in the CET. This Perkins project will be discontinued, however, we have been advised that a technical aide will be hired for the CET in order to ensure the continuation of key activities.

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 oversees the Teaching Institute and 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. This project has been extended through May, 2013.

The Director is currently a member of the SUNY Provost's Assessment Advisory Group, the SUNY Advisory Group for Teaching and Learning, the President's Faculty Awards Committee, Faculty of the Future Committee, the New Fulltime Faculty Orientation Committee (chair), Faculty Senate Curriculum Committee and the UCE Grievance Committee. She has presented at the following conferences during the 2011-12 year: SUNY-STEM, Metro Libraries, TOESL National Conference, SUNY-CIT and the Green Festival at the Javitz Center.

Jeffrey Riman, Coordinator and Instructional Designer of the CET, provides the technical support for a broad range of CET initiatives. He reports to the Director. Daily, he assists colleagues, individually and in groups, with the integration of diverse technologies into their teaching. CET tech support is provided by faculty, distinguished by the educational experience needed to assist faculty in the responsible integration of technology in teaching. Professor Riman trains faculty who use Angel to enhance their classes, designing/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. He has presented at the following conferences during the 2011-12 year: SUNY-CIT and SUNY-COIL

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 a member of the Faculty Senate IT Committee and Executive Committee and the Code of Conduct Task Force. He facilitates the Angel Liaisons Group and is a SUNY-FACT2 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 is a member of the UCE Staff Committee.

*As noted in last year's report, 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 conferences, *multiple* Student Faculty Corporation funded projects, *four* Perkins-Vatea funded projects, the current \$150,000 NSF project, two Diversity grants. She is administrative coordinator for the SUNY Distinguished Professorships program, launched in 2010. In addition, she is the editor and a contributing writer to the CET newsletter, she manages new online resources such as the CET's Google-based calendar and online awards processes and will be coordinating both the new three-day new faculty orientation and Faculty of the Future mini-retreats in the upcoming academic year

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 and a yearly software assessment survey. Feedback is routinely garnered from selected 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 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>

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 mini-retreats, Convocation, new faculty events and at the Faculty Senate.

OVERALL DATA

A total of 88 CET workshops, seminars, special events, tech workshops, and F to Fs were scheduled with 1,243 participants. *This figure includes the March 16 SUNY-wide Cloud conference (201 participants) held in collaboration with Edutech Day.

*Note: Attendance for June 20 and June 27 Angel "boot camps" have not be included in the above cited attendance figures. 50 participants are expected.

Special activities data:

- The CET facilitated 2 faculty mini-retreats during the 2011-12 academic year on the following topics: 1.) *Social Media* and 2.) *Faculty Strategies for Addressing Student Issues*. A combined total of 87 participants attended these two events. (The event on social media was funded by the Diversity Council.)
- The CET facilitated, with Karen Pearson, the Diversity Council-funded luncheon, *Women in Design-related Technologies: Learning from Real-life Stories* and 68 students and faculty attended.
- The New Adjunct Orientation was held on August 27 and 27 adjuncts attended.
- The two campus Adobe presentations in May were facilitated by CET with IT and a total of 55 faculty attended.
- The all-day Adjunct Summer Institute took place on June 5, 2011 The topic was *Addressing Student Issues on Today's College Campus*, with 62 participants.
- Two Student/Faculty Roundtables on the topic of Sustainability in the Curriculum (funded by the Student/Faculty Corporation) were held with a total of 90 participants.
- The Angel Faculty Liaisons group, managed by Jeffrey Riman, has 22 official members. The group met 2X during the academic year.
- Angel Technology/Resource Group meets online and 603 faculty log-ons /posts were recorded between January 1 and June 4, 2012.

Routine CET activities data:

- A total of 36 Angel training workshops, including “boot camp”, basic, advanced and specialized workshops were conducted. A total of 145 faculty attended.
- A total of 31 professional roundtables, pedagogical workshops and F to Fs were conducted on topics such as the syllabus, rubrics, writing across the curriculum, critical thinking, getting published, funding opportunities, tips for teaching, sabbaticals, etc. and 406 faculty attended. (See appendix for specific information on these events.)
- 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 8,200 faculty computer log-ins during 2011-12.

Two additional i-pads were purchased to support faculty workshops. In addition, two replacement scanners and two replacement laptops were purchased.

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 Adjunct Advocate online faculty development program. The syllabus and student outcomes page was further developed and pages dedicated to key events such as Roundtables and mini-retreats were installed. 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 campus seminars. In addition, the TI funds new initiatives and innovative educational projects. The Teaching Institute Committee for the 2011-12 year included Karen Pearson (chair), Ann Denton, Lana Bittman, Jennifer Miller, Anna Blume, Renee Cooper, Melanie Reim and Stephan Kanlian. The Institute met 10 times. A total of 101 faculty members were given awards for professional travel and conferences, in addition to the Summer Adjunct Institute. As of June 7, a total of \$ 78,462 of Teaching Institute OTPS funds were awarded for travel and special projects. \$9,000 in faculty stipends were paid. Jean Jacullo and Nancy Ostroff each received a practicum for \$1,500 and the remaining stipends were paid to adjuncts who attended the Summer Adjunct Institute. Two i-pads were purchased to meet the needs of this paperless committee.

SUNY Chancellor’s Awards (SCA)

The SCA committee met on November 29 to consider nominations and make its recommendations. This year, the following SUNY Chancellor’s Awards for Excellence were conferred on faculty by SUNY as a result of the committee’s recommendations: For Excellence in Teaching, Anna Blume and Calvin Williamson and for Faculty Service, Renee Cooper. Awardees were recognized at the Faculty Awards Ceremony on May 15, 2012 and their names posted on the CET web site.

Note: The new profile for the SUNY Chancellor’s Award Committee has been implemented.

Additional Director activities:

- Co-PI, National Science Foundation grant (TECH-FIT), through May 2013.
- Secured \$2,000 from Student/Faculty Corporation for 2012-13 student/faculty roundtables on Social Media.
- Secured SUNY grant for \$3,000 and co-directed for state-wide conference held at FIT on March 16, 2012.
- Secured and managed Perkins-Vatea grant for \$4,798 for CET project, 2011-12.
- Secured and facilitated two Diversity Council grants (with K. Pearson): Social Media for \$675 and Women- in Design-related Technologies for \$ 4,600.

Additional Coordinator activities

- Coordinator, Angel Liaisons Group and Angel Technology Resources Group.
- Co-directed SUNY conference/Edu-tech Day 2012.
- Conducted multiple departmental Angel presentations.
- Co-facilitated Adobe CS 6 presentations.

Issues and Concerns:

- The current student evaluation needs to be reevaluated for its potential as an effective faculty development tool.
- The CET door still does not work properly, despite multiple reports. The situation continues to bar many faculty from using this important resource.
- 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.
- Conversations are needed regarding whether the TI can fund the CET coordinator for travel. He is faculty.
- B502 workstations, carpets and furniture need to be cleaned more regularly by B&G.
- CET video camera needs to be reactivated by Security.
- Long-term funding needs to be secured for a CET technical aide.

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