

**Center for Excellence
in Teaching**



Annual Report, 2012-13

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

**Submitted by Elaine Maldonado,
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June 7, 2013**

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STRATEGIC GOALS: FACULTY DEVELOPMENT, TI and the CET, 2012-2013

Fully focused on its mission of teaching 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. Selected examples of 2012-13 are described below. All activities were designed to improve teaching/learning; they have been strategically assessed and analyzed in order to "close the assessment loop". Future strategies are determined by the data garnered from this process. Selected assessment materials and outcomes, drawn from online as well as paper instruments, are attached to this report.

1. Strengthen the Academic Core: The academic CORE was strengthened with a wide range of pedagogical and technology-centric pedagogical activities supporting faculty development. Examples of topics included: visual rhetoric, inter-disciplinarity, active learning, the syllabus, grading, tips for teaching. Lynda.com, Apple i-author, Voicethread and social media. Also, a wide range of Angel workshops were conducted. The partnership National Science Foundation research project, TECH-FIT, continued to strengthen STEM education with the redesign of science curriculum and workshops on the integration of science and art/design. Critical to adjunct faculty, the CET's website provides up-to-date resources to support teaching. The director is consultant to the Faculty Senate IT Committee and served on the Curriculum Committee. The coordinator served on the IT Committee and Code of Conduct Task Force.

2. Commit to a Culture of Student-centeredness: Activities promoted student-centeredness and modeled activities for faculty in order to improve student/faculty communication. For example, two student/faculty roundtables on social media were conducted. Tape recordings and materials from these events are available on the CET web site, and guidelines for social media and online communication with students are available to faculty in the CET. A workshop/luncheon on managing stressful classroom situations was conducted with EAP and Student Counseling. The CET's web resource for adjunct faculty, *Adjunct Advocate*, provides resources such as the Master Teacher Series with videos demonstrating effective classroom management. Events such as Integrating Industry into the Curriculum and the Retail Face of China helped faculty better align curriculum with a global workplace. The CET Administrative Coordinator served as student advisor to the Chabad Club.

3. Strengthen FIT as a Creative Hub: Faculty scholarship and creativity were fostered. By May 24, the Teaching Institute (TI) awarded over \$78,840 to faculty who delivered papers, participated in conferences, chaired panels, engaged in industry practica, developed new initiatives and/or conducted field research. Faculty funded through the Teaching institute also presented findings at CET events. TI facilitated the SUNY Chancellor's Awards and the Distinguished Professorship processes. In 2012-13, three faculty received Chancellor's awards for Excellence in Teaching and one faculty member received an award for Excellence in Librarianship. The director secured grants to promote educational innovation. Funders included the National Science Foundation (with K. Pearson- renewed for one year), and the Student Faculty Corporation. The Director and Coordinator (with D. Stoddart, CJ Yeh, K. Pearson and T. Cupples) submitted a \$20,000 Innovation grant request to SUNY for the project, *Syllabus*

Connect. The Director presented at conferences such as National Science Foundation, Assessment in the Arts, ANNY and CIT. The Coordinator presented at ANNY and CIT.

4. Engage in Strategic Recruitment: The director chairs the Academic Affairs New Faculty Orientation Committee and facilitates this three-day event. These activities, as well as new faculty activities conducted throughout the year, are aligned with Faculty of the Future competencies. The CET web site continues to serve as a valuable outreach tool and resource. In 2012-13, over 8,894 "hits" were recorded. The June all-day Adjunct Summer Institute, with guest speaker, Sree Sreevasivan attracted over 85 part-time faculty. The director and coordinator regularly participate in regional and national conferences, disseminating FIT achievements and showcasing the institution's rich profile.

5. Establish a Process for Administrative Support of the Plan In support of the overall strategic plan, the CET director serves on the SUNY Provost's Assessment Advisory Group, SUNY Advisory Group for Teaching and Learning Certificates, the Faculty Senate Curriculum Committee, Faculty of the Future Committee, New Faculty Orientation Committee (chair), FIT Writing Council and the UCE Grievance Committee. She raised funds, supplemental to the CET budget, to move forward new initiatives. The CET coordinator served on the Faculty Senate IT Committee, Faculty Senate Executive Committee, 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 CET's student technical aide position needs to be institutionalized. Without a tech aide, faculty using the CET have no technology support when the coordinator is at meetings, working in other areas of the school, conducting workshops, attending conferences or on vacation. 3.) CET non-classroom faculty must be included in all teaching faculty conversations and activities in order for CET to achieve its key goal of fostering excellence in teaching and learning. 4.) The CET needs new furniture and carpeting in order to keep it an attractive location for faculty to visit.

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Faculty Development, including CET and Teaching Institute

Submitted by Elaine Maldonado, June 7, 2013

Faculty Development/CET Overview

The 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 CET. She reports to Dymrna Bowles, Dean for Curriculum and Instruction. The CET coordinator/instructional designer is Jeffrey Riman, and Celia Baez is the administrative coordinator for both the CET and Teaching Institute. The program is anchored by the B502 lab.

CET. Program activities designed to support faculty and promote excellence in teaching are conducted in B502 and at other locations across campus throughout the year. Examples of pedagogical activities conducted during 2012-13 include: *It's Your First Day of Class!*, *The Syllabus*, *Writing Across the Curriculum with the New York Times*, *Tips for Teaching*, *Integrating Industry into the Curricula* and *Practical Ideas for Promoting Critical Thinking*. Activities were also delivered in partnership with other college units. These included *Visual Rhetoric* with the Writing Studio, *Managing Stressful Classroom Situations* with EAP and Counseling and *Online Grading* with the Registrar. Technology-centric workshops on topics such as *Social Media*, *Lynda.com*, *Using i-pads*, *Voicethread*, technology walk-ins, *Educause Report* and *Apple i-Author*, as well as a wide range of Angel training sessions were also conducted. A number of these technology-centric activities were offered in partnership with the Office of Online Learning and/or the TDT. Activities of special interest included the *Student-Faculty Roundtables*, and *Retail Face of Asia*, *Reflections on Cambodia* and *Analytics/Science* presentations.

The CET played a key role in facilitating two Academic Affairs Faculty of the Future Mini-retreats on interdisciplinarity, including the development of a Faculty of the Future Angel group. A total of 145 faculty attended these events. Two CET mini-retreat pre-session workshops highlighted existing interdisciplinary initiatives on campus. The CET also played a key role in facilitating the Academic Affairs New Faculty Orientation, with eight follow-up workshops throughout the year aligned with Faculty of the Future competencies. These eight Community of Practice workshops addressed topics such as the syllabus, teaching with technology, active learning, FERPA and visual rhetoric.

The 2013 Adjunct Summer Institute on the topic of social media, held on June 6 with guest speaker, Sree Sreevasivan, attracted over 85 part-time faculty. This yearly event provides an

important professional development opportunity and collegial networking forum for adjunct faculty who represent over 70% of FIT's teaching faculty.

Representing the CET, the coordinator met with VP Gregg Chottiner and Director of Online Learning Tamara Cupples throughout the year to discuss the following:

- Wireless upgrades: Enabling the broad use of i-pads and smart phones.
- Google Web Apps.
- Kaltura: Acquisition and deployment of a web based video streaming and sharing tool that would greatly improve our ability to use video in class and on websites.
- Digital Asset Management: The need for a centralized system for the storage and sharing of documents, images and archived media.

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. The CET newsletter, with articles by faculty and CET staff, was distributed at spring Convocation.

Overall CET data:

- A total of 78 on site CET workshops, seminars, special events and tech workshops were scheduled with 894 participants. *This figure includes the Academic Affairs Faculty of the Future mini-retreats.
- A total of 1,784 faculty participated in online Technology Resource Group activities such as technology tutorials, discussion groups and introductions to open courseware.

Specific CET activities data:

- The all-day Adjunct Summer Institute took place on June 6, 2013. The topic was *Social Media in the Classroom, On-campus and in Industry*, with 71 participants.
- Two Student/Faculty Roundtables on the topic of Social Media (funded by the Student/Faculty Corporation) were held with a total of 87 participants.
- Mini-retreats on interdisciplinarity (with Academic Affairs) had 145 attendees.
- A total of 40 Angel training workshops, including "boot camps" (basic, advanced and specialized) were conducted. A total of 87 faculty attended.
- A total of 38 professional roundtables, pedagogical and technology-centric workshops were conducted on topics such as the syllabus, writing across the curriculum, critical thinking, visual rhetoric, tips for teaching, sabbaticals, Retail Face of Asia, Integrating Industry into the Curriculum, and over 592 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 700-750 hits per month.

- Over 8,894 faculty computer log-ins were recorded from July 1, 2012-June 5, 2013.

**See appendix for a detailed list of all events.*

CET web site. The CET web site is continually updated and expanded. For example, the syllabus and student outcomes page was further developed and pages dedicated to key events such as Roundtables and mini-retreats were expanded. A new faculty information page with internal/external links has been installed and the Angel tab changed to the more inclusive title, *Instructional Technology*. A link to SUNY's Power of SUNY was added.

Assessment. 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 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 these 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>

CET lab improvements. Two additional i-pads were purchased to support faculty workshops and one laptop was purchased to replace an outdated model. Other purchases included electric stapler, new shelving, Apple TV, therapeutic desk chair, LED monitor, Plusik Optic film, webcam, replacement refrigerator and new books for the CET mini-library. The lab is currently being repainted.

Teaching Institute

The Teaching Institute is FIT's faculty development funding arm, supporting research and scholarly pursuits such as travel to professional conferences, industry practica and the facilitation of campus seminars and professional gatherings. In addition, the TI funds new initiatives and innovative educational projects. The Teaching Institute Committee for the 2012-13 year included Anna Blume, Maryann Ferro, Rajasekhar Vangapaty, Christine Pomeranz, Jean Marc Rejaud (substitute for Renee Cooper), Helen Lane, Yasemin Celik Levine, and Melanie Reim. The Institute met 7 times and reviewed 106 applications. A total of 106 faculty were awarded funding for professional travel and conferences and one practicum, in addition to the Summer Adjunct Institute.

SUNY Chancellor's Awards (SCA)

The SCA committees met on 11/6, 11/27 and/or 12/4 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: Melissa Tombro, Daniel Benkendorf and Lori Massaro. Karen Trivette Cannell received the Excellence in Librarianship Award. Awardees were recognized at the Faculty Awards Ceremony on 5/14/13 and their names will be posted on the CET web site.

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. She meets with faculty individually to develop teaching/learning projects, explore innovative educational ideas, and she assists 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). 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 National Science Foundation project: *Advancing Design-related Technological Education: A Three-way Partnership (TECH-FIT)*. Her primary duty in this federally-funded grant is to design/facilitate the project's faculty development component. In October, she submitted to the National Science Foundation, with K. Pearson, a \$300,000 grant designed to foster interdisciplinary design/science curriculum.

The Director is a member of the SUNY Provost's Council on Assessment the SUNY Advisory Group for Teaching and Learning Certificates, Faculty of the Future Committee, New Fulltime Faculty Orientation Committee (chair), Faculty Senate Curriculum Committee, FIT Writing Council, tUCE Grievance Committee, and she is a consultant to the Faculty Senate IT Committee. She has presented at the following conferences during the 2012-13: Assessment in the Arts Conference, National Science Foundation/ATE Conference, ANNY assessment conference and at SUNY-CIT. She was the co-sponsor, with SUNY Associate Provost Sally Crimmins, for the SUNY assessment conference at the Global Center on November 30 (focusing on Middle States standards 7 and 14). She was a reader of names for the Holocaust Memorial on-campus, participated in the webinar, *Supporting Adjunct Faculty*, and completed Red Dot training in order to manage aspects of the CET web site. She is currently exhibiting artwork outside the Office of Academic Affairs.

The Director secured a Student-Faculty Corporation grant for \$2,000 for two student/faculty roundtables on the topic of social media. A grant proposal for \$2,000 was submitted for 2013-14 Roundtables to address issues of time management, finals week and working in teams. The NSF grant (TECH-FIT with K. Pearson) was extended through May, 2013.

Jeffrey Riman provides the technical support for a broad range of CET initiatives. He reports to Elaine Maldonado. Daily (M-F, 10-5), he assists colleagues, individually and in groups, with the integration of technologies into their teaching. Professor Riman trains faculty who use Angel to enhance their classes, designing/conducting workshops and providing individual faculty support. He produces Angel web resources, including tutorials, and manages the Technology Resource Group, as well as the Angel Liaisons Group. He has presented at the

following professional conferences during the 2012-13 year: Assessment in the Arts Conference, ANNY Conference and SUNY-CIT in May.

Professor Riman is a member of the Tech Development Team (planning next year's Edutech Day) and regularly interfaces with IT and SUNY 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, Faculty Senate Executive Committee and UCE Executive Committee. He served on the Academic Affairs Code of Conduct Task Force. He is one of two SUNY-FACT2 representatives for FIT. He participates in SUNY webinars regarding the upcoming Angel-Blackboard migration. His photography is currently on exhibit on the 9th floor.

Collaborating with S. Stoddart, T. Cupples, CJ Yeh and K. Pearson, E. Maldonado and J. Riman submitted a SUNY Innovation proposal for developing online syllabus prototype.

Celia Baez is the Administrative Coordinator for Faculty Development, which includes the CET and Teaching Institute 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 Facilities, Purchasing/Accounts Payable, Media and Work-study Programs. As administrative coordinator for the Teaching Institute, 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 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, and she should be reclassified. A sampling of these additional duties include: coordination of grant funded projects such as the SUNY-wide conferences, multiple Student Faculty Corporation funded projects, four Perkins-Vatea funded projects and the current \$150,000 NSF project. She is administrative coordinator for the SUNY Distinguished Professorships program, launched in 2010. In addition, she interviews and recommends tech aides and clerical aides to be hired. She is the editor and a contributing writer for the CET newsletter, she manages new online resources such as the CET's Google-based calendar and online awards processes.

Issues to be addressed:

- More space is needed so that the CET can conduct activities in its own lab complex, as well as expand its resources.
- The current student evaluation should be reevaluated for its potential as an effective faculty development tool.
- Responsibility (CET or Online Learning) for Angel training needs to be clarified.
- Funding guidelines are needed for faculty who submit multiple TI applications in one academic year.
- Long-term funding needs to be secured for a CET technical aide.
- B502 workstations, carpets and furniture need to be cleaned more regularly by B&G.
- New lab furniture and carpets need to be secured.

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