

**Center for Excellence  
in Teaching**



## **Annual Report, 2013-14**

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

**Submitted by Elaine Maldonado,  
Director of Faculty Development and CET  
June 11, 2014**

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# **Annual Report, 2013-14**

## **Faculty Development, including CET and Teaching Institute**

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### **ALIGNED WITH STRATEGIC GOALS:**

Campus-wide faculty development activities, anchored by the Center for Excellence in Teaching CET (B502), are carefully designed to support the goals of FIT's strategic plan and promote excellence in teaching. Activities are strategically assessed/analyzed and new strategies are determined by data garnered from this process. Selected examples of 2013-14 activities are described below. Additional exemplary materials are attached to this report.

**Ensure Academic and Creative Excellence:** Academic and Creative excellence was fostered throughout the year with a wide range of pedagogical and technology-centric pedagogical activities that provided professional development opportunities for faculty. Examples include: It's Your First Day of Class!, Using the New York Times in College, MOOCs and Copyright, Google Docs, Writing to Learn and Curriculum Development. The Community of Practice Workshop Series included sessions such as FERPA, Voicethread, the Syllabus and Online Grading/Grading Policies. Learning Management System (Angel) training sessions were scheduled throughout the year. These included overview workshops, as well as tool-specific workshops such as Angel Grade Book, working in teams and using Voicethread. The Technology Liaisons advisory group is managed by the CET coordinator and addresses teaching with technology issues. Also, the CET's new Teaching with Technology (TwT) Certificate Program was launched with sessions on managing digital content and utilizing tools in the cloud. Due to the popularity of this new program, TwT faculty workshops will be offered during the summer. A seminar conducted by Assessment Network of New York (ANNY) President Michael Heel addressed curriculum mapping and assessment, maximizing earlier curriculum development workshops. The CET web site continues to expand with faculty resources such as event archives and Live Chat with the director/coordinator. The first CET Advisory Board was established with representatives from SUNY, CUNY and visiting representative from California College of Art. They met for the first time on January 16, 2014. The Director is consultant to the Faculty Senate IT Committee, recently completed three years of service on the SUNY Council on Assessment and is a member of the SUNY Teaching and Learning Certificates Group. The coordinator is a member of SUNY FACT2 Council, Edu-tech Planning Committee, and he is a member of the Faculty Senate Executive Committee.

CET is committed to providing adjunct faculty with high quality, convenient professional development. The webinar, Supporting Adjunct Faculty, was advertised to chairs across the disciplines. Activities such as, It's Your First Day of Class! and Tips for Teaching are

scheduled in the late afternoon and evening to accommodate adjunct work schedules. The yearly all-day Adjunct Summer Institute (ASI) was held this year on June 5 on the topics of reverse course design, the flipped classroom/innovative technology. Becky Kasper (SUNY-Plattsburgh), Janet Esquirol (CUNY-BMCC) and Jennifer Jortner-Cassidy (Lynda.com) were the invited speakers. The ASI provides important professional development and a collegial networking opportunity for adjunct faculty who represent over 70% of FIT's teaching faculty. A total of 60 adjunct faculty attended and were awarded certificates of completion.

The Director chairs the Academic Affairs New Faculty Orientation Committee. Primarily focused on teaching and learning resources, the revitalized New Faculty Orientation now spans 2-3 days, and feedback has shown that the program is highly successful. The Orientation is followed up with one to one faculty visits with VP Oliva, one to one luncheons with committee members and end of year cocktail reception. In the future, the committee will explore the development of a mentoring model and adjunct orientations.

As part of the Faculty of the Future initiative, the CET partnered with Academic Affairs on two mini-retreats that focused on the technology. The topics were 1.) MOOCs and 2.) The Google Experience. The CET further supported these campus-wide initiatives with sessions on Google Docs (ongoing) and the MOOCs and Copyright webinar.

SUNY conferred Chancellor's Awards for Excellence in Teaching on four FIT faculty and conferred one award for Professional Service. All were honored at the President's Award Ceremony on May 20, 2014.

In February, 2014, the campus community was invited to nominate adjunct faculty for SUNY's new adjunct award for excellence in teaching. Three adjunct faculty names were received and reviewed by the local selection committee.

**2. Be an Innovation Center for Creative Industries World-wide:** Independently, or in partnership, the CET facilitated activities to promote faculty scholarship, creative activities and research. Examples of these activities include: Artists and Writers Residencies and Industry Practicums, Fulbright Experiences, and IDEO: Activating Creative Confidence (in partnership with Grad Studies). The New York Times Leadership Panel session was broadcast in B-502 on April 4. The Director submitted, with K. Pearson, an NSF-STEM grant proposal and was awarded, with J. Riman, a \$5,000 Sustainability Council Grant to test/research the merits of an online syllabus tool. The Director was also awarded a 2014-15 Student/Faculty Corporation grant for \$1,500 to expand Student-Faculty Roundtables on the topics of intellectual property and copyright. She was interviewed by the Faculty Senate on the topic of grants, and she was a Diversity Council presenter on the topic of preparing an organized grant proposal.

Multiple CET events focused on issues of globalism and industry. These included Retail Face of China, Brick and Mortar Survival vs. E-Commerce Onslaught, Teaching Perspectives in China (panel included international students), International Knitwear Trends and Asiatic Trends in 1930s Fashion.

As of June 11, the Teaching Institute spent \$89,747 on faculty development. This funding covered faculty presentations and/or participation in professional conferences, industry practicums and June adjunct institute. A total of 38 of the 97 faculty travel awards were for international conferences and panels, and 51 of the 97 awards supported faculty who presented papers. This year's requests exceeded the TI yearly budget, however, the TI was able to deliver all activities thanks to additional Academic Affairs funds.

**3. Provide an Empowering Student Experience in a Cohesive Community:** CET provides faculty development that prepares faculty to better empower students and deliver an excellent, as well as ever-evolving educational experience. For example, CET partnered with the Writing Studio to deliver the workshop, Write to the Finish Line, and the session, 21<sup>st</sup> Century Style: Writing and Technology. Another event with English/Speech Department focused on student presentations. By facilitating round tables with faculty who have taught overseas and workshops such as Strategies for Helping ESL Students Succeed, the CET helps faculty understand the challenges faced by international students. The Student-Faculty Roundtable 2014 explored student-generated topics of time management, finals week and working in teams. This yearly activity provides students an excellent opportunity to engage with faculty on topics of mutual interest. Recordings and materials from these events can be found on the CET web site.

The CET director served as broker in securing Holocaust memorial speaker Daniel Libeskind on April 24. This event attracted a broad range of faculty, students and staff, and Mr. Libeskind spoke personally and at length with many students after the lecture. A preparatory event, Education after the Holocaust, was conducted on April 10 with Andrew Weinstein.

CET partners with faculty and departments across the campus. The May 2 IDEO event on creativity was facilitated jointly with the Graduate School. Multiple events are cooperatively developed and delivered with departments such as the Writing Studio, Grants Office, Online Learning, Faculty Service and academic departments across the disciplines. Edu-Tech Day continues to be a rich collaboration between the IT, TDT and the CET.

CET seeks to contribute to campus sustainability efforts. In addition to its new Sustainability Council grant to explore an online syllabus and course planning tool, the Teaching Institute and Chancellor's Awards processes are conducted fully online, and CET flyers are now printed half-size.

## **FACULTY DEVELOPMENT/ CET/ TEACHING INSTITUTE: OVERVIEW AND METRICS**

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 the CET (B502), a computer lab that anchors the program. Professor Maldonado reports to Dr. Yasemin Jones, AVP for Academic Affairs. Reporting to the Director, Professor Jeffrey Riman is the CET coordinator and instructional designer. Celia Baez is the associate coordinator for both the CET and Teaching Institute, and Paola Pachon is the part-time technical aide for the CET lab.

### *CET*

CET program activities are designed to support faculty and promote excellence in teaching. Activities are conducted in B502, but primarily at other locations across campus throughout the year.

The CET played an important role in helping to coordinate two Academic Affairs Faculty of the Future mini- retreats on technology: MOOCs and Google Experience. A total of 146 faculty attended these events. The CET also supported mini-retreats with workshops such as Google Docs and MOOCs & Copyright. CET plays a key role in facilitating the Academic Affairs New Faculty Orientation. Eight Community of Practice follow-up workshops were designed especially with new faculty in mind. These workshops covered topics such as the syllabus, Voicethread, FERPA and tips for teaching.

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

- Google integration
- Voicethread renewal
- LMS assessment
- Digital assessment management
- Video streaming and storage

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 85 on site CET workshops, seminars, special events and tech workshops were scheduled with 1,038 participants. This figure includes the Academic Affairs Faculty of the Future mini-retreats and Edutech Day (\*Mini-retreats and Edutech Day= 346 participants).

Specific activities data:

- The all-day Adjunct Summer Institute took place on June 5, 2014. The topics were reverse course design and the flipped classroom, with 58 participants.
- Two Student/Faculty Roundtables on the topic of Social Media (funded by the Student/Faculty Corporation) were held with a total of 57 participants.
- A total of 22 Angel training workshops, including “boot camps” (basic, advanced and specialized) were conducted. A total of 75 faculty attended.

- A total of 60 professional roundtables, pedagogical and technology-centric workshops (excluding Angel) were conducted on topics such as the syllabus, writing across the curriculum, curriculum design, assessment, tips for teaching, grading policies, Retail Face of Asia, Fulbright, Voicethread, and Google Docs and over 617 faculty attended.
- A total of 19 faculty participated in online Technology Resource Group activities such as technology tutorials, discussion groups and introductions to open courseware.
- 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 hits” per month.
- Over 5, 540 faculty computer log-ins were recorded from July 1, 2013-June, 11, 2014.

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

#### CET web site

The CET web site is continually updated and enriched. For example, assessment and new faculty pages were enhanced and pages related to as Roundtables, Teaching Institute and Adjunct Summer Institute were expanded. The Angel tab has been changed to the more inclusive title, *Instructional Technology*, and covers the Teaching with Technology program. Teaching Institute tab has been changed to *Faculty Development Grants and Awards Program*, in keeping with its official name change. 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 technology survey. Feedback is routinely garnered from selected events, both electronically 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 reported 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 on faculty Development/CET/Teaching Institute are posted on the CET web site at <http://www.fitnyc.edu/cet>.

#### Teaching Institute

The Teaching Institute is FIT’s faculty development funding arm, supporting research and scholarly pursuits such as travel to professional conferences (to attend or present papers), 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 2013-14 year included Anna Blume, Maryann Ferro, Rajasekhar

Vangapaty, Christine Pomeranz, Helen Lane, William Low, Yasemin Celik Levine, Helene Verin and Katherine Geib. The Institute met 7 times and reviewed 107 applications for professional travel, innovative projects and practica. A total of 97 applications were funded and 10 were denied.

In the future, research-centric applications will be forwarded to Academic Affairs for second-level consideration as a result of new supplementary funding.

#### SUNY Chancellor's Awards (SCA)

The SCA committees met on 12/03/13 and 12/10/13 to consider nominations and make its recommendations. This year, the following SUNY Chancellor's Awards for Excellence were conferred on FIT faculty by SUNY as a result of the committee's recommendations to President Brown: For Excellence in Teaching: Jean Amato, John Fraser, Marc DeJong and Lasse Savola. Esther Oliveras received the SUNY Chancellor's Award for Excellence in Professional Service. Awardees were recognized at the Faculty Awards Ceremony on 5/20/14, and their names will be posted on the FIT web site.

The SUNY Chancellor's Awards for Excellence in Adjunct Teaching Committee met on 4/29/2014 to review nominations, and three names will be forwarded to the Office of the President for further consideration at the end of the summer.

#### Personnel

Elaine Maldonado oversees Faculty Development initiatives, including the CET and the Teaching Institute. She 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 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). Professor Maldonado oversees the Teaching Institute and manages the SUNY Chancellor's Awards for Excellence and Distinguished Professorships programs. In addition, she manages the new faculty orientation for Academic Affairs. She was recently presented with a certificate of honor from the assessment advisory council, Office of SUNY Provost, and on August 18, 2014, she will be promoted to the rank of professor.

The Director completed her third year as a member of the SUNY Provost's Council on Assessment. She is currently a member of the SUNY Advisory Group for Teaching and Learning Certificates, Faculty of the Future Committee, New Fulltime Faculty Orientation Committee (chair), FIT Writing Council and UCE Grievance Committee. She is a consultant to the Faculty Senate IT Committee. She presented at the SUNY-STEM conference in October, 2013 and at the ANNY Conference in April, 2014. An article, *Building Steam in Design-related Education*, with co-author K. Pearson, was published by Baywood Publishing in its *Journal of Educational Technology Systems* (Vol 42, no. 2, 2014). Her article, *Experiential Education: The Revitalization of Chinatown*, was published by Society of American Registered Architects--- also in 2014. She is currently exhibiting artwork in the Living Room, 9<sup>th</sup> floor.

The Director facilitated a Student-Faculty Corporation grant for \$1,000 for a student/faculty (S/F) roundtable on the topics of time management, finals week and working in teams, and she recently secured a 2014-15 Student-Faculty Corporation grant for \$1500 to expand Roundtables on the topics of academic integrity and intellectual property. With J. Riman, a \$5,000 Sustainability Council grant was secured to test/pilot an online syllabus (Syllabus-Connect). Both director and coordinator serve on the Bb migration and planning group.

Jeffrey Riman is the CET Coordinator and Instructional Designer. He provides the technical support for a broad range of 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 a broad range of faculty who use Angel to enhance their classes, providing group and individual support. He produces Angel web resources, including tutorials, and manages the Technology Resource Group.

Professor Riman regularly interfaces with IT and Office of Online Learning to ensure that CET resources are up to date and operating at full capacity, and he is helping ensure FIT's transition to the new LMS. He alternates participation as consultant to the Faculty Senate IT Committee. He is a member of the Faculty Senate Executive Committee and member of the Edutech Planning Committee. He is one of two SUNY-FACT2 representatives, a member of the FACT 2 Council and a fellow for Open SUNY Center for Online Teaching Excellence. Recently, he served on the search committee for the Director of Assessment. He presented at the CIT 2014 and served as reviewer for Sloan-C Annual Conference. His photography is currently on exhibit on the 9<sup>th</sup> floor.

Celia Baez is the Associate 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 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. She also manages timesheet and scheduling activities for part-time technical aide, Paola Pachon. Ms. Baez has participated in campus Google training, she is an advisor to the Chabad Club, and she 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 further reclassification will be explored.

**Concerns:** 1.) The current reappointment timeline of adjunct faculty needs to be reevaluated to take CET intervention into consideration. 2.) 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. These include activities such as strategic planning and think tank deliberations. 4.) The number of TI requests to attend or present at conferences and/or conduct professional research continues to exceed the TI budget. Although future AA supplemental funds for research-based activities (up to \$10,000) will alleviate the situation to some degree, the additional review process still needs to be determined. 3.) The

CET 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 new design during spring 2014, with the expectation that renovations would be completed during summer, 2014. Unfortunately, this much needed work has been postponed. Hopefully, the overdue renovation will be realized in January 2015.

5.) Many faculty do not respect CET printing limits. A request for an auto shut-off for CET printers has been submitted to IT.

### *Appendix*

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