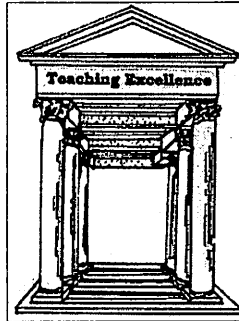# 1997-98 Annual Report
Faculty Professional Development Activities
Center for Teaching Excellence

submitted to
Dr. Mark Staszkiewicz
Provost and Vice President for Academic Affairs

by
Mary Ann Cessna
Director, Center for Teaching Excellence

August 31, 1998

Introduction

1997-98 was another excellent year at the Center for Teaching Excellence (CTE). In fact, this was the most successful of Cessna's five years as director. This report will summarize the Teaching Excellence Faculty Recognition Awards, New Faculty Orientation, Reflective Practice Group, instructional technology activities co-sponsored with the Instructional Design Center (IDC), and personnel at the CTE. The appendices verify these activities, but are attached to only the Provost's Office copy because they are extensive.

In addition to the annual ongoing activities of the CTE described in the brochure in Appendix A, the following six goals were also identified for the 97-98 AY

1. to obtain funding for, nurture and expand the Reflective Practice Group with special emphasis on establishing pilot Departmental Teaching Circles (DTCs).
2. to continue promoting the use of teaching, course and student portfolios to document teaching effectiveness
3. to continue educating academic managers and administrators about the need for faculty professional development to incorporate more use of technology in the teaching/learning process, and to provide workshops for faculty to enhance their instructional technology skills.
4. to nurture the creation of the Instructional Design Center and to enhance the instructional technology skills of IUP faculty
5. to maintain the CTE web page
6. to communicate the Center's activities to the other 13 SSHE universities

Awards

Five Faculty Recognition Awards for teaching excellence were presented for innovation, content pedagogy, diversity, reflective practice and general practice (Appendix B). These faculty received a certificate of excellence and a $500 monetary award to be used to enhance their teaching. The recipients attended a recognition dinner on May 12, 1998, where their projects were summarized. Recipients of these awards were:

Judith Villa, English, Content Pedagogy
Marjorie Mambo and Susan Palmisano, Art, Diversity
Laurel Black, English, Reflective Practice
Virginia Hemby, William McPherson, Linda Szul and Dawn Woodland,
  Office Systems and Business Education, Innovation
Carol Connel, Library, General Practice

New Faculty Orientation

There were 21 new permanent tenure track faculty hired for the 1996-97 AY. The new faculty/administrator intensive orientation was conducted August 23 and 25, 1996. The faculty orientation continued with monthly meetings throughout the year which focused on topics such as using electronic mail, advising students, the attendance policy, improving the quality of course syllabi, and PowerPoint. The meeting schedule is provided on page two of Appendix C. Because this group of new faculty was so large, both the syllabus workshops and the tenure process meetings were offered twice, and the number attending did increase significantly when this strategy was utilized. Approximately 5-7 of the new permanent full time tenure track faculty attended the monthly orientation meetings. Provost Mark Staszkiewicz hosted a dinner for new faculty and their families at the College Lodge on September 25, 1997 to build community within the group.

All permanent full time faculty hired for the 1996-97 AY will be matched with a mentor from the Reflective Practice Group who will assist them with their teaching effectiveness during the 1997-98 AY. They will also be invited to join the Reflective Practice Group next year. Throughout the year, the second and third year probationary faculty were invited to attend the New Faculty Orientation meetings that they had missed the previous year(s). A summary of the New Faculty Orientation evaluations is included in Appendix C.

Reflective Practice (RP) Group

The Center director added another co-director to the RP group this year to manage the pilot Departmental Teaching Circles. Thus, the co-directors were: Mary Ann Cessna responsible for overall management of the group and for the three all day workshops; Brian Jones, Theater, liaison with the DTCs; John Woolcock, Chemistry, managed the cross-disciplinary small groups; and Teresa Shellenbarger, Nursing and Allied Health Professions, managed the Large Group monthly meetings. These co-directors wrote a SSHE Faculty Professional Development Committee University Special Projects grant proposal titled A Process of Reflective Teaching: Phase II which was funded for $9,717 with a $13,621 match from IUP. See Appendix E for the interim grant report. The group size increased from 80 to 100 active members including faculty representing each of the six academic colleges, 34 of the 40 departments, and nine individuals from the Student Affairs division (Appendix D). A list of topics for the monthly large group meetings and a summary of the annual evaluation are in Appendix E. Eleven small interdisciplinary groups of faculty also met at least monthly to discuss problems and successes encountered in their teaching and to mentor each other about the teaching/learning process: Alternatives to Lecturing, 4 Teaching Portfolio groups, Critical Thinking, Service Learning, Using Case Studies, Using the Internet to Enhance Teaching, Learning and Research at IUP, How and Why We Grade, and Instructional Technology: PowerPoint. The small group reports are on the CTE web page (www.iup.edu/teachex/services/). We celebrated the fifth anniversary of the RP Group with a recognition dinner on April 30, 1998 in the Blue Room, Sutton Hall.

A special thrust of the RP Group this year was to create and nurture pilot Departmental Teaching Circles. Therefore, RP members were given the option of either joining a small cross-disciplinary group or starting a DTC. The SSHE FPDC grant mentioned above provided money as

mini-grants to establish five DTCs in the following departments: Anthropology, Biology, Nursing and Allied Health Professions, Office Systems and Business Education, and Physics. Eleven departments applied for the mini grants. Theater and English DTCs were also active throughout the year, and Chemistry established a DTC near the end of the Spring semester. Special Education will begin a DTC Fall 1998. All of the DTCs except Anthropology and Biology met or exceeded their goals as indicated in their reports on the CTE web page: **www.iup.edu/teachex/services/**. The Associate Dean in the College of Fine Arts, Doug Bish, also initiated a College Teaching Circle after the Wergin workshop Spring semester.

Cessna co-authored with Horace Rockwood at California University of Pennsylvania and John Shellenberg, Kutztown University of Pennsylvania a SSHE FPDC IntraSystem grant proposal, Three Universities Collaborate to Develop a Department-Level Learning Goal Inventories and the Classroom Assessment Techniques to Verify Their Effectiveness. The proposal was funded for $6,000 which will provide an additional $2,000 at IUP next year to continue the work of our pilot DTCs (Appendix F).

The all day Fall workshops (Appendix G) on October 11, 1997 "Thinking Collectively about Student Learning: The Role of the Academic Department" led by a nationally recognized expert, Dr. Jon Wergin from Virginia Commonwealth University, were co-sponsored by the RP group and the Center for Teaching Excellence. All IUP faculty were invited to attend and 42 participated. Dr. Wergin also presented a workshop co-sponsored by the CTE, the Provost and the Reflective Practice Group for academic administrators, department chairs and Reflective Practice Group members "How Do You Measure Departmental Productivity?" at a luncheon meeting and workshop on October 10, 1997. There were 47 participants at this workshop.

The Spring workshop on March 28, 1998, "Linking Departmental Productivity to Student Learning" was also led by Jon Wergin. Sixteen faculty, 2 graduate assistants, 5 academic administrators including the Provost, an Associate Provost and the Executive Director for Research, Assessment and Planning, a Dean and an Associate Dean attended plus Rocky Rockwood from California University of Pennsylvania (Appendix I). This was the first workshop where academic administrators and Reflective Practice faculty worked together in teams to achieve common goals. It was successful as indicated by the evaluations in Appendix I.

A third workshop, Community Partnerships that Transform Student Learning (Appendix K), facilitated by Alice Kaiser-Drobney, Director of the Community Service Learning Institute at Slippery Rock University, was held immediately after commencement this year, on May 17 and 18, 1998. This workshop, with 23 participants, was co-sponsored by the Center, the Reflective Practice Group and the Student Affairs division. It was completely planned by the Service Learning small group in Reflective Practice.

The influence of the RP Group expanded not only at IUP, but also within the SSHE. The RP co-directors presented "Good Talk about Good Teaching: Stimulating Departmental Conversations about Teaching and Learning" at the Seventh Annual Conference on Advancing Teaching in College Classrooms and Campus Cultures on March 20, 1998 in State College, PA (Appendix D). Cessna also presented information about the RP Group at California University of Pennsylvania's faculty

retreat on April 1, 1998 and at Mansfield University of Pennsylvania on March 3, 1998.

In addition, 14 RP members attended the Seventh Annual Conference on Advancing Teaching in College Classrooms and Campus Cultures at State College, PA, March 19-21, 1998. Conference expenses for these participants were paid by the Reflective Practice grant. Sixty RP members and academic administrators celebrated the end of the academic year on April 30th at the RP recognition dinner in the Blue Room, Sutton Hall. This fifth anniversary of the RP Group was celebrated with fanfare which was planned and hosted by Marjorie Mambo and Lorraine Wilson. The theme was "A Night for the OSCARs". Tony Grasha's OSCAR acronym was explained during the teleconference "How to Become an OSCAR Winning Teacher on October 31, 1997 (Appendix H). The College Deans presented certificates of participation at this dinner. The dinner program is included in Appendix D.

Instructional Technology

On September 20, 1997 the Center co-sponsored with the Provost's Office and the Instructional Design Center an Instructional Technology Town Meeting for faculty, selected staff (Technology Services Center and library) and administrators. One hundred and seven participated including President Pettit. See Appendix J. The large number of participants was indicative of the intense interest in instructional technology across the campus community this year. The need for training in instructional technology was identified as a high priority at the Town Meeting. Therefore, the Center co-sponsored 16 workshops with the IDC throughout this academic year as follows:

- *Intro to PowerPoint, Part 1* - October 7, 1997.

- *Intro to PowerPoint, Part 2*, 3 hours - October 9, 1997.

- *Multimedia Design Workshop* - October 25, 1997.

- *World Wide Web Workshop* - November 8, 1997.

- *Advanced PowerPoint Workshop* - November 15, 1997.

- *Intro to Word 97* – March 18, 1998 – Dr. Cathleen Golden (Office Systems and Business Education).

- *Intro to PowerPoint 97* – March 20 and April 1, 1998 – Drs. William McPherson and Cathleen Golden (Office Systems and Business Education).

- *Advanced PowerPoint* – April 4, 1998 – Dr. Dawn Woodland (Office Systems and Business Education).

- *Intro to Excel 97* – March 24 and 25, 1998 – Drs. Cathleen Golden and William McPherson (Office Systems and Business Education).

- *Intro to Windows 95* – March 26 and 30, 1998 – Dr. Richard Rowell (Office Systems and Business Education).

- *Intro to the WWW* – April 7, 23 and 29, 1998 – Dr. Kelly Wilkinson (Office Systems and Business Education) and Mr. James Glenn (Libraries)

The CTE director worked closely with the Interim Director of the Instructional Design Center, Dennis Ausel, throughout the year. The grand opening of the IDC was celebrated in March 1998. Other joint activities with the IDC included (Appendix L):

1) Organized a delegation of seven representatives from IUP to attend Teaching and Learning Technology Roundtable (TLTR) training by Steven Gilbert from the American Association for Higher Education at Bethany College in West Virginia November 7 and 8, 1997. This team influenced the Provost and Council of Deans to institute a TLTR to plan proactively for instructional technology at IUP.

2) Wrote RFP's for faculty mini grants, equipment grants and the $15,000 Provost's Departmental grant for instructional technology. The grant awards totaled $27,000.

3) Selected David Downing, English, as IUP's recipient of the award for innovative excellence in teaching, learning and technology which was presented at the ninth International Conference on College Teaching and Learning, April 17, 1998 in Jacksonville.

4) Obtained the Bell Atlantic Advancing the Development of Educators in Pennsylvania Through Technology Training (ADEPTT) grant titled Student Centered Learning: The Instructional Technology Catalyst, ($1,084,265 for three years), and co-direct this grant with Dennis Ausel (Appendix K).

5) With a cross-disciplinary writing team, wrote the $7.3 million for five years Technology Innovation Challenge Grant proposal to the U.S. Department of Education for the Western Pennsylvania Consortium.

6) Co-sponsored the computer workshops listed previously.

7) Created a bookmark with the IDC featuring our services and websites.

Additional Workshops

In addition to the instructional technology workshops, those designed especially for new faculty orientation, and the Reflective Practice Group, the following programs or workshops were also co-sponsored by the CTE (Appendix N).

9/29/97 Donald Asher, **How to Gain Admission to Highly Competitive Graduate Programs,** co-sponsored with the Office of Career Services, the Robert Cook Honors College, the Graduate School, the College of Natural Sciences and Mathematics, and the College of Humanities and Social Sciences. Several hundred students attended this presentation.

10/31/97 John Gardner, **Enhancing Student Learning: Success, Satisfaction and Retention,** co-sponsored with the Enrollment Management Advisory Group, the Learning Center, and the Student Affairs Professional Development Committee, 91 participants.

Personnel

Director

    In addition to the activities mentioned above, the director represented Teaching Excellence on the following committees:

- Instructional Design Center Advisory Committee
- Faculty Professional Development Committee
    Teaching Excellence Sub-committee, Chair
- SSHE 1998 Summer Academy Conference Planning Committee
- SSHE Planning the Imperatives Advisory Committee
- Branches, Institutes and Centers Technology Committee
- Academic Quality Task Force, Strategic Planning Committee, ad hoc member
- College of Health and Human Services Outstanding Teacher Award Committee

Additional activities of the director are listed throughout this report. The director needs to have a 3/4 AWL per semester (currently 1/2 AWL), at least 6 credits of summer contract, and an assistant director in order to accomplish the goals of the CTE. Because pedagogy is shifting from the teaching to the learning paradigm and because the demand for integrating technology effectively into the teaching/learning process is great, the director's workload doubled during 1997-98.

Office Manager

    Marcia McCarty, office manager, worked for the CTE approximately one-third time. The CTE secretary is shared with Liberal Studies, Women's Studies and the University-wide Undergraduate Curriculum Committee. At least a one-half time secretary is critically needed to prevent reduction of future services. In addition to all of her other responsibilities, Marcia is the web master for the CTE Home Page (http://www.iup.edu/teachex/) which continually needs to be updated. The Provost provided a graduate assistant during 1997-98 to assist Marcia with work for the University-Wide Curriculum Committee, but significantly more secretarial support is needed. Ideally, the CTE and the Instructional Design Center will share a full time secretary since both directors will work closely together to promote faculty professional development.

Graduate Assistant

The Provost allocated a quarter-time graduate assistant (10 hrs. per week) to the CTE funded through the Provost's discretionary account. Kirk Gregory, a Food and Nutrition M.S. student, was the graduate assistant this year. The scope of activities included in this report are impossible to accomplish without a graduate assistant. The graduate assistant allocation for 1998-99 needs to be increased to at least two half-time (20 hrs. per week) assistants.

Miscellaneous

Teresa Shellenbarger, Nursing and Allied Health Professions, John Woolcock, Chemistry and Sherrill Begres, Philosophy and Religious Studies, represented IUP at the Summer Academies for the Advancement of College Teaching in August 1997. Kay Snyder, Sociology, was selected by the Council of Deans to represent IUP at the AAHE sponsored Faculty Forum for Exemplary Teaching in Atlanta March 1998. Mary Ann Cessna gave the following presentations:

> Co-presented (with Ausel, Brzycki, Chapman, Jackson and Pickering) " The Technology Dam Has Broken: Instructional Design Center is Created" at the Ninth International Conference on College Teaching and Learning in Jacksonville, April 16, 1998.

> Spoke at the second annual Teaching Associate Colloquium at IUP on April 20, 1998 About Teaching Associates as Teacher Scholars.

> Presented "Good Talk about Good Teaching: The Reflective Practice Group at IUP", At a California University of Pennsylvania faculty retreat, April 1, 1998.

> Consulted at Mansfield University of Pennsylvania on March 3, 1998 to assist with revitalization of a Teaching and Learning Center.

Represented Teaching Excellence at IUP at the following professional meetings:

> 17th annual Lilly Conference on College Teaching, Miami University, Oxford, Ohio, November 20-23, 1997.

> Resources for the Electronic Classroom: A Faculty-Student Partnership RECAP 98 at West Chester University of Pennsylvania, May 7 and 8, 1998.

She also received the first SSHE Suzanne Brown award for Excellence in Teaching in March and the IUP Distinguished Faculty Award for Service at the May commencement.

Summary

When referring back to the six goals stated in the introduction on page one, this annual report clearly provides evidence that the Reflective Practice Group is growing and thriving (Goal 1). Four of the Reflective Practice small groups worked on developing Teaching Portfolios (Goal 2). Academic administrators became more knowledgeable about the shift to the learning paradigm and the dire needs in the area of instructional technology via the two Wergin workshops and the Town Meeting on instructional technology (Goal 3). Most of the director's time was devoted to Goal 4, enhancing the instructional technology skills of our faculty and nurturing the Instructional Design Center throughout its first year. The Teaching Excellence web page was superbly maintained by Marcia McCarty (Goal 5). Finally, teaching excellence initiatives were communicated to California, Kutztown and Mansfield Universities when Cessna worked directly with them, and the Departmental Teaching Circle thrust of the Reflective Practice Group was presented at a meeting in State College in March (Goal 6). Thus all of the goals were achieved.