NEW FACULTY ORIENTATION

2015

August 17th - 18th

Hosted By
the Karen L. Smith Faculty Center for Teaching and Learning
Welcome new and returning colleagues!

The University of Central Florida is one of the largest and fastest-growing institutions of higher education in the United States and is committed to excellence in teaching, research, and service. That commitment is evidenced in part by the university’s significant investment in faculty development and support in all of these areas. During the next two days you’ll have an opportunity to catch a glimpse of that support in action.

The Karen L. Smith Faculty Center for Teaching and Learning (also known as the Faculty Center or FCTL) is honored to host UCF’s annual New Faculty Orientation. The center was established in 1997, with a vision of serving as “the model environment where scholars innovate, invigorate, and explore the art of teaching and the science of learning.” We offer workshops, seminars, book clubs, conferences, and consultations, many of which are led by faculty fellows from across campus. If you are considering trying out a new idea to improve student learning in your class, hoping to conduct informal or formal research about a teaching approach, or if you want to talk about how and when to incorporate cutting edge technologies into your courses or presentations, we are here to support you and to help you find other useful resources on campus and beyond. One word of warning, though: if your approach is especially good we’ll almost certainly ask you to present a workshop, write an article for one of our publications, or even serve as a faculty fellow. The Faculty Center model relies on a collaborative community of colleagues sharing teaching and research challenges and successes.

You will see as you peruse the following pages that the Faculty Center is just one of many groups on campus who are eager to support your multifaceted work as a faculty member during this time of transition and beyond. Throughout this event you’ll hear from and talk with representatives of many such entities, including Academic Affairs; the Center for Distributed Learning; Faculty Excellence; Equal Opportunity and Affirmative Action Services; International Affairs and Global Strategies; the Offices of Experiential Learning, International Studies, Research and Commercialization, and Undergraduate Research; the Service-Learning Program; Student Development and Enrollment Services; Student Accessibility Services; UCF Emergency Management; UCF Libraries; the University Writing Center; and Writing Across the Curriculum. On behalf of the Faculty Center I thank each of these groups for their contributions to this event.
While we all know that this is a hectic time of year in academia (even if you’re not in the middle of moving to a new city, institution or position), we trust that you will find the next two days interesting, valuable, and well worth your time. Please enjoy good meals, collect crucial information, and, perhaps most importantly, find time to get to know some of your new colleagues. I was a participant in this event sixteen years ago this week, and some of my most enduring friendships at UCF started here. I wish you a productive and pleasant New Faculty Orientation and a successful coming year. Remember to stop by the Faculty Center throughout the coming year and let us know what we can do to support your efforts.

Sincerely,

Melody A. Bowdon

Melody A. Bowdon, Ph.D.
Executive Director of the Karen L. Smith Faculty Center for Teaching and Learning
Professor of Writing and Rhetoric
New Faculty Orientation 2015

Monday, August 17th

All Monday events will be held in the Student Union.

8:00 – 8:30  Registration and Continental Breakfast
Pegasus Grand Ballroom
Sponsored by FAIRWINDS Credit Union

8:30 – 8:50  Welcome and Introductions
Pegasus Grand Ballroom
President John C Hitt; Provost and Executive Vice President Dale Whittaker; Keith Koons, Chair of the Faculty Senate and Professor of Music; Garry Capton, Vice President of Community Affairs, FAIRWINDS Credit Union

Session A

9:00 – 9:50  Path to Promotion
Pegasus Grand Ballroom
Provost and Executive Vice President Dale Whittaker; Interim Vice Provost Cynthia Young, Faculty Excellence, International Affairs and Global Strategies

Provost Whittaker will outline his vision for UCF and the new faculty role in helping UCF advance. Interim Vice Provost Young will provide an overview of the tenure and promotion process at UCF, as well as promotion paths for non-tenure-earning faculty, including timelines and university-level guidelines. This session is appropriate for assistant and associate professors as well as those in clinical and research positions, and instructors/lecturers.

Session B

10:00 – 11:00  Teaching and Learning at UCF
Pegasus Grand Ballroom
Faculty Center Staff Members; Manoj Chopra, College of Engineering and Computer Sciences; Dan Murphree, College of Arts and Humanities; Ann Miller, College of Sciences; Carolyn Massiah, College of Business Administration; Suha Saleh, College of Health and Public Affairs

This session will provide an overview of campus resources to support teaching and learning at UCF. We will introduce the Guide to Teaching at UCF, a handbook that informs faculty about working with students, academic practices, and faculty development at UCF as well as important policies, procedures, and responsibilities. This is followed by an open-ended question-and-answer session with faculty members from several colleges.
Monday, continued

Concurrent Sessions C

11:15 – 12:15  Research Funding and the Office of Research & Commercialization
Pegasus Ballroom (ABC)
MJ Soileau, Vice President for Research and Commercialization; Tom O’Neal, Associate Vice President; Debra Reinhart, Assistant Vice President; Jennifer Shambrook, Director of Research Programs and Services

This session will provide an overview of the services provided by the Office of Research and Commercialization.

11:15 – 12:15  Evidence-Based Teaching: Strategies that Promote Student Learning
Key West Ballroom (Student Union 218AB)
Eric Main, Associate Director, Faculty Center

In this interactive session we will examine recent findings about how people learn and how we can apply those findings to improve teaching and learning at UCF.

12:15 – 1:15  Lunch with the Provost and Deans
Pegasus Grand Ballroom
Mediterranean Chicken – Grilled chicken breast with capers, sun dried tomatoes and mushroom sauce. Served with orzo pilaf and grilled vegetables. Fruit sorbet for dessert.
*Vegetarian option available by request in advance

Session D

1:20 – 2:40  Campus Resources
Pegasus Grand Ballroom
DeLaine Priest, Associate Vice President of Student Development and Enrollment Services; Dana Juntunen, Assistant Dean of Students, and Executive Director, Student Rights and Responsibilities

Supporting Students with Disabilities
Adam Meyer, Director, Student Accessibility Services

Providing a Safe and Equitable Campus Environment
Maria Beckman, Director, Equal Opportunity and Affirmative Action

Promoting a Diverse and Inclusive Campus
Karen Morrison, Chief Diversity Officer
Monday, continued

2:45 – 3:45  One-Stop Shop
Cape Florida Ballroom (Student Union 316)

This is an opportunity to speak with representatives from the following UCF support offices and partnering companies:

- Academic Services for Student-Athletes
- Arboretum
- Black Faculty and Staff Association at UCF
- Blood Drives at UCF
- Center for Success of Women Faculty (CSWF)
- Counseling & Psychological Services
- Creative School for Children
- Environmental Health and Safety
- Faculty Commons at UCF
- FAIRWINDS Credit Union
- Graduate Student Association
- i>clicker/Reef Polling
- International Affairs and Global Strategies
- Karen L. Smith Faculty Center for Teaching and Learning (FCTL)
- LGBTQ+ Services
- Office of Diversity and Inclusion
- Office of Experiential Learning
- Office of Faculty Excellence
- Office of Instructional Resources (OIR)
- Office of Integrity and Ethical Development
- Office of Pre-Health and Pre-Law Advising
- Office of Prestigious Awards
- Office of Research and Commercialization (ORC)
- Office of Student Conduct
- Office of Undergraduate Research and Academic Advancement Programs
- Ombuds Office
- Operational Excellence and Assessment Support
- PRIDE Faculty & Staff Association (PFSA)
- Recreation and Wellness Center
- Secular and Religious Minority Awareness (SRMA)
- The Spot/Office Plus
- Student Accessibility Services
- Student Care Services
- UCF Athletics
- UCF Bookstore
- UCF Card Services
- UCF Communication Disorders Clinic
- UCF Dental Center and UCF Pharmacy
- UCF Libraries
- UCF Police Department
- UCF Smoke-Free
- UCF United Way Campaign
- United Faculty of Florida
- University Compliance, Ethics and Risk
- University Writing Center
- Victim Services
- Wellness and Health Promotion Services (WHPS)
- Writing Across the Curriculum (WAC)
Meet-and-Greet Reception for New and Returning Faculty
UCF Art Gallery (Visual Arts Building 117)
*Sponsored by United Faculty of Florida*

Welcome to UCF! Come meet with your new colleagues in a more relaxed atmosphere. United Faculty of Florida–UCF is pleased to sponsor this year’s Monday afternoon reception.

*Drinks (alcohol and non-alcohol) and delicious food (vegetarian options available) will be served at this event.*
Tuesday, August 18th

Tuesday sessions will be held in Classroom Building One. Lunch will be served in the Fairwinds Alumni Center.

8:00 – 8:30  Coffee and Conversation  
CB1-104 foyer

8:30 – 8:40  Welcome  
CB1-104  
*Melody Bowdon, Executive Director, Faculty Center*

8:40 – 9:00  Introduction to Faculty Excellence  
CB1-104  
*Cynthia Young, Interim Vice Provost, Faculty Excellence; Lucretia Cooney, Associate Director, Faculty Excellence; Poarche Clark, Coordinator, Academic Support Services; Debbie Hahs-Vaughn, Special Assistant to the Vice Provost; Teresa Rodriguez, Senior Administrative Assistant - Confidential; Eileen Guarino, Program Assistant*

9:00 – 10:05  Strategies for Classroom Management  
CB1, various rooms  
*Faculty Center Staff*

Participants will engage in a scenario-based, interactive workshop to articulate strategies for responding to both common and extreme classroom issues. The scenarios will address topics such as protecting student privacy and sensitive information, referring students of concern, fulfilling mandatory reporting duties, avoiding conflicts of interest, responding to disruptions and emergency situations, and maintaining a positive learning environment. Guidance and support will be provided by experienced faculty and administrators from several colleges and staff members from key UCF support offices, including Counseling and Psychological Services, the Center for Distributed Learning, Student Accessibility Services, and Student Development and Enrollment Services.
Tuesday, continued

10:15 – 11:00  **Teaching Online @ UCF**  
**CB1-104**  
*Thomas Cavanagh, Associate Vice President, Center for Distributed Learning; Amy Gregory, Rosen College of Hospitality Management; Amanda Groff, College of Sciences; Alisha Janowsky, College of Sciences*

Nearly 38% of UCF’s annual student credit hours are produced online. Most faculty, at some point, will likely be asked to teach in an online modality. What can you do to ensure a successful experience for yourself and your students? What tips and tricks do experienced online faculty use? How can you leverage the resources of the Center for Distributed Learning to assist? Join us for a lively panel discussion with several veteran online UCF faculty who are happy to share their experiences.

11:00 – 11:45  **Dealing with Emergency Situations**  
**CB1-104**  
*Ari Schein, Office of Emergency Management; Peter Stephens, UCF Police*

This session will provide faculty with an overview of UCF security policies and resources, including strategies for dealing with on-campus emergencies.

11:45 – 12:00  **Be Our Guest! A Four-Course Meal with University Audit**  
**CB1-104**  
*Robert Taft, Chief Audit Executive*

University Audit will cover four “dining-themed” topics for new faculty to consider to be in compliance with UCF policies and procedures, including:

1. Review your cookbook and recipes
2. Make sure the right cooks and staff are in the kitchen
3. Check the bill carefully before paying it
4. Protect your culinary secrets

12:15 – 1:15  **Lunch with Chairs and Directors**  
*Fairwinds Alumni Center (see map on back page)*  
*Selection of Sandwiches*
Concurrent Sessions A

1:30 – 2:30  Enhancing Your Academic Career through Internationalization
CB1-103
Cynthia Young, Interim Vice Provost, International Affairs and Global Strategies; Nataly Chandia, Assistant Vice President, IAGS; Katie DeGuzman, Coordinator, Academic Support Services, IAGS (Study Abroad); Joyce Nutta, Professor, College of Education and Human Performance; Debra Reinhart, Assistant Vice President, Office of Research and Commercialization

Representatives from several units that support UCF internationalization will discuss internationalization of curriculum; opportunities and resources to support research and scholarship, including international partnerships; foreign exchange; study abroad; international travel (restrictions and export controls); and advise on compliance concerns that may impact international activities.

1:30 – 2:30  Writing Resources and Initiatives
CB1-205
Melody Bowdon, Executive Director, Faculty Center; Mark Hall, Director, University Writing Center; Pavel Zemliansky, Director, Writing Across the Curriculum

This interactive session will provide information and encourage discussion about a range of resources and initiatives to support the writing endeavors of faculty and students at UCF.
1:30 – 2:30  **Student Conduct, Students in Distress, and Title IX: How to Navigate Student Rights and Responsibilities**  
**CB1-122**  
*Dana Juntunen, Assistant Dean of Students, Executive Director, Office of Student Rights and Responsibilities, Deputy Title IX Coordinator for Students; Michael Gilmer, Director, Office of Student Conduct; Jennifer Wright, Director, Integrity and Ethical Development; Andel Fils-Aime, Assistant Director, Office of Student Conduct; Ann Marie Palmer, Assistant Director, Student Care Services*

Every year students will face a variety of issues that interfere with their ability to succeed academically. The Office of Student Rights and Responsibilities provides students with referrals and connections to campus and community resources for situations including behavioral problems, academic concerns, interpersonal issues, Title IX related concerns, and a variety of signs of distress. This presentation will cover the steps for assisting a student in distress, when and how the Office of Student Rights and Responsibilities can assist, and what occurs if additional university resources are needed to support faculty and students. This presentation will also include examples of current situations and how they were resolved, and an opportunity for questions.

1:30 – 2:30  **Using Your Voice to Engage Learners**  
**CB1-120**  
*Richard Zraick, College of Health and Public Affairs*

Attendees will learn how voice is produced, how to keep one’s voice healthy, and how to use one’s voice effectively to engage learners in a face-to-face teaching environment.
Tuesday, continued

Concurrent Sessions B

2:45 – 3:45  **Student Engagement: Service-Learning, Internships, and Undergraduate Research**  
CB1-120  

Amy Zeh, Program Director, UCF Service-Learning Program; Ulla Isaac, Interim Director, Office of Experiential Learning; Kimberly Schneider, Director, Office of Undergraduate Research

This panel will review high impact practices to engage students with hands-on learning inside and outside of the classroom. Topics will include incorporating service-learning within your curriculum, promoting and developing internships and cooperative education, as well as a review of programs and opportunities to involve undergraduates in research.

2:45 – 3:45  **Teaching with Technology**  
CB1-122  

Anna Turner, Faculty Center

This session will feature an overview of technologies that can be used to enhance teaching. Information and strategies regarding innovative content delivery, interacting with students, and faculty productivity will be presented.

2:45 – 3:45  **Faculty Involvement with Diversity and Inclusion**  
CB1-218  

Barbara Thompson, Associate Director, Office of Diversity and Inclusion

Each year, as part of the Summer Faculty Development Conference, the Office of Diversity and Inclusion hosts a track designed for faculty members to explore and to provide input into diversity initiatives at UCF. In this session, faculty will discuss the most recently examined topic – Creating Inclusive College Classrooms.
Tuesday, continued

2:45 – 3:45 **The Library and Faculty: What You Need to Know**
**CB1-103**  
*Rachel Mulvihill, UCF Libraries; Carrie Moran, UCF Libraries*

Discover what the library can do for you as a researcher, author, tenure-seeker, and teacher. You will learn how to access full-text journals as well as specialized databases in your field. We will introduce you to tools that can help you as you publish and go up for promotion, and cover library services aimed at improving your students’ research skills.

**Optional Session: Wednesday, August 19**

10:00 – 11:30 **Introduction to Webcourses@UCF**
**CB1-219**  
*Elisabeth Greenwood, Instructional Technology Specialist, Center for Distributed Learning*

Participants will be introduced to Webcourses@UCF and learn its basic navigational structure and content development tools. Explore the platform’s built-in tools such as assignments, assessments, grading, syllabus, calendar and announcements.

---

You are invited to attend a Faculty Assembly featuring President Hitt in the Student Union’s Pegasus Grand Ballroom on Friday, August 21, at 3:30 p.m.
New Faculty Orientation 2015

Map of UCF Student Union

1st Floor

Pegasus Grand Ballroom

Main Entrance

Main Stairs and Elevators

3rd Floor

Cape Florida Ballroom

Main Stairs and Elevators
Your Academic New Faculty Orientation is hosted by
the Karen L. Smith Faculty Center for Teaching and Learning

Thank you to our sponsor
FAIRWINDS Credit Union

We welcome your feedback at http://tinyurl.com/ucfnfo2015eval

For Twitter users, use hashtag #UCFNFO2015 to tweet
information relating to the New Faculty Orientation

Check us out online at www.fctl.ucf.edu