

*Faculty Center for Teaching & Learning*

# *Faculty Development Summer Institute 2001*



**Agenda**  
**April 29 to May 4, 2001**

Sunday, April 29, 2001

5:00PM - 5:30PM

**Registration**

*Student Union Pegasus Grand Ballroom*

5:30PM – 6:00PM

**Team Assembly**

*Student Union Room (See Name Tag)*

6:00PM – 7:00PM

**Dinner**

*Student Union Pegasus Grand Ballroom*

6:40PM – 7:00PM

**Overview of the Text**

Jeff Kaplan & Larry Hudson

*Student Union Pegasus Grand Ballroom*

**A Message to UCF Faculty from the author of  
"Classroom Assessment Techniques: A Handbook for College Teachers"**

K. Patricia Cross

Professor of Higher Education, Emerita

University of California, Berkeley

*Greetings. I understand that you are about to join the thousands of college and university teachers across the nation who are entering into collegial conversations and study about teaching and learning. The numbers of faculty involved, the quality of the dialogue, and the research on which the study of learning is based have all increased over the past five years to the point where it can legitimately be called a nationwide movement to improve learning for college students. So, welcome to the movement, and enjoy your week.*

Sunday, April 29, 2001

7:05PM – 7:15PM

**Welcoming Remarks and  
Introduction of Keynote Speaker**

*CL1-104*

UCF President John C. Hitt

7:15PM – 8:15PM

**Keynote Address**

*CL1-104*

Dr. Linda Baer,  
Sr. Vice Chancellor for Academic and Student Affairs,  
Minnesota State Colleges & Universities

Challenge of Change

"The significant problems we face cannot be solved by the same level of thinking we were at when we created them." Albert Einstein

Higher education is at a crossroads. As one of the oldest surviving institutions, it stands as a stable, predictable beacon shining in the darkness of ignorance. But many stakeholders, including students, citizens, legislators, and employers, are challenging that very constancy. These challenges come from massive changes occurring in society. What are the challenges that continue to define and maintain higher education in a model based on history? What are the challenges that continue to push higher education to be more responsive, more relevant, and more flexible? What are the challenges to forming a vision of what higher education must become?

Futurists think in the future tense. This presentation will review what the futurists say are inevitable changes for higher education. At the same time, futurists contend that we should identify the preferred future and plan from it to optimize the vision and values of higher education. As we move towards a networked information society, a blueprint for change is needed. With any blueprint, structural issues and process are important considerations. The goal is to discover what a learner-centered educational model looks like for the 21st century learner in the e-generation.

## About the Keynote Speaker

Linda L. Baer is Senior Vice Chancellor for Academic and Student Affairs at the Minnesota State colleges and Universities system. She earned her B.A. degree (1970) in sociology from Washington State University, her M.A. Degree (1975) in sociology from Colorado State University and her Ph.D. degree (1983) from South Dakota State University. Before joining the system office staff, she was the Senior Vice President for Academic and Student Affairs at Bemidji State University.

Dr. Baer has regularly assumed leadership roles in the state in instructional technology, bridging colleges and universities with the workplace, assessment and accountability, and educational transformation. Her publications and presentations include work in demography and rural sociology, the myths and realities of technology-enhanced education, and the building of virtual partnerships. A book chapter was co-authored in *Continuous Quality Improvement: Making the Transition to Education*, entitled "Partners in Progress: An Integrative Approach to Educational Quality."

Additionally, Dr. Baer has presented nationally on assessment of quality, the role of faculty governance in accreditation, and readiness issues for virtual learning partnerships. She has co-authored a book entitled *Partnering in the Learning Marketplace*, which Educause and Jossey-Bass will publish in March 2001.

Honors include the Gamma Sigma Delta Outstanding Teacher Award, a Distinguished Service Award from the Great Plains Sociological Society, a Centennial Woman Award, an Outstanding Educational Leadership Award from Native American Students, and a Northwest Indian Opportunity Industrialization Center Leadership Award.

Dr. Baer has served in numerous offices in professional organizations and regional societies. She serves on the Kellogg Foundation Forum for Higher Education Transformation, the Midwest Higher Education Commission steering committee for the Distributed Learning Workshop, and was on the Association of American Colleges and Universities committee that produced *Facing Change: Building the Faculty of the Future*.

As co-chair of the Minnesota Virtual University initiative, Dr. Baer led the statewide effort to provide Minnesota citizens with better access to post-secondary instruction and other services made available by partner institutions and businesses throughout the state of Minnesota.

Monday, April 30, 2001

8:00AM - 9:00AM

**Check In & Continental Breakfast**  
*Student Union Pegasus Grand Ballroom*

9:00AM – 10:00AM

**Teaching As Performance: Lecture Skills For Getting And Keeping Student Attention**

Presented by George Bagley & Lisa Mills

*Pegasus A*

It's not just about your knowledge. Here are some performance skills from former TV people that can help get students' attention and keep them from falling asleep in the back row.

**Critical Thinking: What The Brain Is Telling Us**

Presented by David Gurney

*Pegasus B*

Participants will examine a variety of brain and memory research excerpts in order to determine relevant support for descriptions of critical and creative thinking in order to modify their own curriculum or teaching techniques in light of insights developed during the session.

**Working Outside Your Sandbox: Interdisciplinary Courses**

Presented by Ida Cook & Aubrey Jewett

*Pegasus C*

This workshop discusses ways to design, teach, and modify courses including strategies to cohesively present material from different disciplines to enhance student learning-as well as how to deal with the bureaucratic "bumps." We draw inspiration from the experiences we have all had in moving from our "own sandbox" to someone else's, e.g., where's my bucket and shovel? Does this other kid know how to build sandcastles properly? Is there anyway to do this without getting dirty?

**PowerPoint Abuse: Can We Put A Stop To It In Our Lifetime?**

Presented by Jim Katt

*Pegasus G*

This presentation will review some of the literature that addresses best PowerPoint™ practices and introduce guidelines for effectively using electronic visual aids. Since teaching involves its own unique set of challenges, teachers will find it necessary, at times, to deviate from the guidelines. Ideas for bending the rules without becoming abusive will be discussed, with an opportunity for participants to share tips, techniques, and pet PowerPoint™ peeves.

**The World At Your Fingertips: Discovering Electronic Resources**

Presented by Library, Patricia Kenly, & Peter Spyers-Duran

*Pegasus H*

What do netLibrary, Ovid, and Emerald have in common? They are new electronic databases available from the Library's homepage. Join us as we discuss and demonstrate the features of some of our new and noteworthy resources.

Monday 10:15AM – 11:15AM

**Teaching As Performance: Lecture Skills For Getting And Keeping Student Attention**

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**Lighting A Learning Inferno: Starting A Legal Burn**

Presented by Ali Korosy

*Pegasus C*

We will explore practical methods, applicable across the curriculum, for inspiring students to be lifelong learners. In a collaborative atmosphere, we will develop and share tried and true as well as new ideas for encouraging students to take an interest in and understand the importance of the material you present. A little chaos, but a lot of practical information.

### **Integrating Service-Learning Into Courses**

Presented by Melody Bowdon

*Pegasus G*

Service-learning, a pedagogical movement that allows college students to connect with local nonprofits, public schools, and government agencies, is a growing movement across the nation and the UCF campus. Attend this session to learn about the latest research on the impacts of service-learning on students' lives and learning and to discuss ways to incorporate a manageable service-learning component into any course.

### **Active Learning Strategies**

Presented by Kerstin Hamann

*Pegasus H*

How can you get students actively involved in the learning process? This session presents some strategies that can be employed to engage students in active learning processes in different teaching environments for both face-to-face and online classes.

Monday, 11:15AM – 11:45AM

#### **Team Assembly**

*Student Union Room (See Name Tag)*

11:45AM – 12:30PM

#### **Use Your Student Union Money to Purchase Lunch**

*Student Union*

12:30PM – 2:00PM

#### **Cookies & Project Work Time**

*Student Union Room (See Name Tag)*

2:00PM – 3:10PM

### **Computer Services: An Overview Of Support Services**

Presented by Computer Services, Lisa Wayte

*CLI-218*

This presentation includes information about Computer Services in the areas of Test Scoring Services, E-mail, Computer Labs, Computer Accounts, On-The-Go, CyberKnights and much more. This provides the perfect opportunity for you to ask questions and find out more about us.

### **The Importance Of Interactive In Interactive TV**

Presented by Linda Putchinski

*CLI-212*

The greatest drawback of the Interactive Television classes is that the students feel disconnected from the instructor. This session will explore some of the ways to encourage the branch campus students to feel "part of the class".

### **Pedagogical Publishing Possibilities**

Presented by Library, Meg Scharf, & Carol Hinshaw

*CLI-207*

Share the work you've done to improve delivery of instruction in your discipline. This hands-on session demonstrates techniques for finding journal titles that could publish your work on teaching and learning in your discipline. Participants will share ideas on the role of these publications in the promotion and tenure process.

Monday 2:00PM – 4:30PM

### **WebCT Academy: Course Content**

Presented by Course Development & Web Services

*CCII-108*

An overview of WebCT's file management functions including how to create an HTML file within WebCT, upload a file into an account, as well as how to create content modules.

### **WebCT Academy: Student Perspective**

Presented by Course Development & Web Services

*CCII-225*

General overview of WebCT from a student's perspective. Includes logging in, accessing content, discussions, chat, quizzes, calendar and checking grades. Student presentations and assignments will be covered if there is enough time.

### **Taming Dreamweaver I**

Presented by Course Development & Web Services

*CCII-223*

Whatever your experience with web design... Come crack your whip and watch as Dreamweaver sits up and pays attention! Find out how to: Maintain your online course! Create a new web site from scratch! Avoid problems with Section 508! (What 'is' Section 508?!?) Work smarter, not harder! This hands-on, two-part session will be tailored to the needs and experience level of the attendees.



**Basic PowerPoint**

Presented by OIR

*CLI-202*

This two-hour session will prepare you to produce attractive multimedia sessions. Additional lab time available after the Summer Institute is completed.

Monday 3:20PM – 4:30PM

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**Copyright, Education, And The Fair Use Dilemma**

Presented by Library, Marcus Kilman

*CLI-207*

This session will cover the current dilemma of fair use of copyrighted materials in the education environment. Topics covered will include "fair use" as defined by copyright law, "fair use" and distance learning, course reserves, and the Digital Millennium Copyright Act.

Tuesday, May 1, 2001

8:00AM - 9:00AM

**Check In & Continental Breakfast**  
*Student Union Pegasus Grand Ballroom*

9:00AM – 10:00AM

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We will explore practical methods, applicable across the curriculum, for inspiring students to be lifelong learners. In a collaborative atmosphere, we will develop and share tried and true as well as new ideas for encouraging students to take an interest in and understand the importance of the material you present. A little chaos, but a lot of practical information.

**Strategies For Managing Group Projects**

Presented by Rufus Barfield

*CLI-109*

Group projects are very powerful learning tools. However, *how* the group project process is managed (by the teacher) is key to the learning experience for students. This workshop is designed to assist you in effectively managing group projects within the college classroom. This workshop demonstrates how to apply effective group project management techniques that are supported and grounded in research. During this workshop you will learn the following: 1) how to empower your student work groups; 2) how to help group members' empower each other; and 3) how to empower group members to manage group conflict in a healthy productive manner

**Integrating Service-Learning Into Courses**

Presented by Melody Bowdon

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Service-learning, a pedagogical movement that allows college students to connect with local nonprofits, public schools, and government agencies, is a growing movement across the nation and the UCF campus. Attend this session to learn about the latest research on the impacts of service-learning on students' lives and learning and to discuss ways to incorporate a manageable service-learning component into any course.

### **Go Where And Do What?: Creating Effective Library Assignments**

Presented by Library, Rich Gause

*CLI-218*

What seems like simple library research to the instructor frequently frustrates inexperienced students. Learn about common problems and ways to avoid them. Bring drafts of your syllabus and the library assignments you're planning. Be prepared to give and receive suggestions for improvements.

### **Using Spreadsheets For Classroom Support**

Presented by Judy Welch & Betty Baldwin

*CLI-207*

This presentation will focus on three uses of spreadsheet technology to support students and faculty. First, Betty Baldwin will illustrate the new Web site/CD Rom project the College of Business is using to make competency skills knowledge available to students. She will also demonstrate how these tools were developed. Then Judy Welch will demonstrate how course content is taught using interactive spreadsheet tools, and how she used PC movies to support these tools. Finally, she will illustrate a spreadsheet to calculate and maintain student grades.

Tuesday 10:15AM – 11:15AM

### **Online Collaboration: One Size Does Not Fit All**

Presented by Larry Hudson

*CLI-101*

While some skeptics still think real collaboration cannot be achieved on-line, the rest of us who teach on-line know better. However, we cannot use the same model for every collaborative project. With protocols and adequate time frames collaborations effective on-line, and in many cases more so than in-person. This session will provide examples from on-line courses and offer an opportunity to participate in an on-line collaboration project.

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### **Managing Group Projects On The Web**

Presented by Roger Handberg

*CLI-218*

Group projects are a challenge whenever they are used as a learning device but in a Web-based course they become particularly challenging. In Space Policy (PUP 4510), group design projects were required of all students. The class size was 40 and the class totally web based with the original group size set at 5. In this presentation, the interesting twists and turns involved in such a learning process are examined along with some cautions as to what might or might not work.

### **Faculty Panel Discussion: Collaboration Classrooms in CL1**

Presented by Eric Main, Peter Telep, & Pam Thomas

*CLI-220*

Join Peter, Pam, and Eric as they discuss the many innovative uses of collaboration and technology in the classroom. These technology vets have been teaching in the new classroom building's technology enhanced classrooms and will share their experiences of what works, what doesn't work, and how to best transform your course content to adapt to this exciting student-centered learning environment.

### **The Autonomous Group: Too Much Of A Good Thing?**

Presented by Mary Ann Eastep

*CLI-109*

This workshop invites you to participate in group situations that give you a sense of how students might react to various degrees of structure when they are assigned to group work.

Tuesday, 11:15AM – 11:45AM

**Team Assembly**

*Student Union Room (See Name Tag)*

11:45AM – 12:30PM

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**Beyond PowerPoint Technology: What To Put On Those Slides**

Presented by George Bagley

*CLI-220*

Now that you know how to make great looking PowerPoint slides, how are you doing? Have you carefully considered slide content? Are your slides note-taking devices or tools for critical learning? This session will deal with the qualities of what you put on those slides, and how to make them a more effective learning tool.

2:00PM – 4:30PM

**WebCT Academy: Communication Tools**

Presented by Course Development & Web Services

*CCII-225*

Begins the instructor perspective of WebCT. Course Designers (instructors) will learn how to use WebCT's help feature and manage the following WebCT tools: discussions (bulletin boards), calendar, e-mail and glossary.

**Taming Dreamweaver II**

Presented by Course Development & Web Services

*CCII-223*

Whatever your experience with web design... Come crack your whip and watch as Dreamweaver sits up and pays attention! Find out how to: Maintain your online course! Create a new web site from scratch! Avoid problems with Section 508! (What 'is' Section 508?!?) Work smarter, not harder! This hands-on, two-part session will be tailored to the needs and experience level of the attendees.

**PhotoShop**

Presented by OIR

*CLI-202*

This hands-on session will show you how to produce, scan and manipulate images and how to store files in PhotoShop. Please bring your favorite slides or pictures with you.

### **Teaching Strategies For The ITV Environment**

Presented by OIR

*CLI-320*

The Session will be delivered live, via the ITV network to branch campus sites in Brevard and Daytona. Topics will include class management strategies, faculty preparation, working with branch campus staff, media production skills, and copyright issues.

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Wednesday, May 2, 2001

8:00AM - 9:00AM

**Check In & Continental Breakfast**  
*Student Union Pegasus Grand Ballroom*

9:00AM – 10:00AM

**Student Collaboration In The High Tech Classroom**

Presented by Anne Prucha

*CLI-220*

This exercise goes from individual to pair to group. It illustrates the effectiveness of collaboration and sparks a dialogue on the pros and cons of collaboration in the classroom. The use of Mind Manager as an effective tool for brainstorming/outlining (can be used alone or collaboratively) will be illustrated. You'll learn about types of assignments, what works well and what doesn't (projects with Mind Manager, presentations with Power Point, etc.)

**Outcome-Based Instruction & Collaborative Learning**

Presented by Jeff Saul

*CLI-207*

This talk will discuss the lessons learned about classroom design, classroom management, and curriculum from an outcomes-based approach to make these activity-based classes effective.

**Working Outside Your Sandbox: Interdisciplinary Courses**

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### **Shooting Better Videos**

Presented by Lisa Mills

*CLI-219*

Fast and easy computer video editing programs are all the rage! However, if your video isn't shot well in the first place, no fancy computer program can make it look good. This program is designed to take you through the basics of shooting video on any camcorder. Instructor Lisa Mills will present her "Top 10 Shooting Secrets." Bring your camcorder!

Wednesday 10:15AM – 11:15AM

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### **Faculty Panel Discussion for Teaching in the Online Environment: Tips & Strategies**

Presented by Diane Chase, Stephen Lytle, Robert Paugh, Alvin Wang, & Bruce Wilson

*CLI-218*

This session will examine why you might want to use the web in your existing classes, explore what is involved, and how to get started. Discussions will include how to design assignments that are substantive in nature, shortcuts to grading, as well as pitfalls and successes. The panel will also share information on "E" (web enhanced courses), "M" (reduced seat-time courses), and "W" (fully online courses). Join us!



**Library Services: Navigating The Distance**

Presented by Library, Donna Goda

*CLI-207*

Whether a researcher wants to use library resources from home, from a campus office, or even while sitting around the fountain using a laptop, the UCF Library has a variety of Distance Services to offer. This one-hour session will increase the knowledge and comfort level of all users.

**Online Collaboration: One Size Does Not Fit All**

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While some skeptics still think real collaboration cannot be achieved on-line, the rest of us who teach on-line know better. However, we cannot use the same model for every collaborative project. With protocols and adequate time frames collaborations effective on-line, and in many cases more so than in-person. This session will provide examples from on-line courses and offer an opportunity to participate in an on-line collaboration project.

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**Cookies & Project Work Time**

*Student Union Room (See Name Tag)*

2:00PM – 2:30PM

**Video Conferencing**

Presented by OIR

*CLI-306*

This demonstration will show you the possibilities of communicating via ISDN.

Wednesday 2:00PM – 4:30PM

**WebCT Academy: Maintain Content**

Presented by Course Development & Web Services

*CCII-108*

Steps required to maintain a WebCT account from term to term and how to modify the appearance of your account.

**WebCT Academy: Student Management**

Presented by Course Development & Web Services

*CCII-225*

An overview of how to add students, delete students, manage grades, and track students.

**Taming Dreamweaver I**

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*CCII-223*

Whatever your experience with web design... Come crack your whip and watch as Dreamweaver sits up and pays attention! Find out how to: Maintain your online course! Create a new web site from scratch! Avoid problems with Section 508! (What 'is' Section 508?!?) Work smarter, not harder! This hands-on, two-part session will be tailored to the needs and experience level of the attendees.

**Advanced PowerPoint: Individual Projects**

Presented by OIR

*CLI-202*

This two-hour session will provide you with hands-on activities in image production, scanning, using master slides, clip art posting to the web, creating around slides, and animation. Additional lab time available after the Summer Institute is completed.

**Online Collaboration Techniques**

Presented by Course Development & Web Services

*LIB 161B*

What online tools and strategies are available to encourage students to work together? This session will demonstrate and discuss how students can utilize the student list, chat, WebCT's discussion topics, and other online tools to facilitate teaming within a course.

Thursday, May 3, 2001

8:00AM - 9:00AM

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**Student Evaluation of Instruction: Don't You Hate These Forms?**

Presented by Morgan Wang, Chuck Dziuban, & Ida Cook

*CLI-218*

The session will present the study design for examining student rating of faculty at UCF. The project is sponsored by the Faculty Senate and the Office of Academic Affairs. Results will be available in Fall 2001.

### **Outcome-Based Instruction & Collaborative Learning**

Presented by Jeff Saul

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This talk will discuss the lessons learned about classroom design, classroom management, and curriculum from an outcomes-based approach to make these activity-based classes effective.

### **Approaches & Methodologies For Peer Evaluation**

Presented by Ed Hampton

*CLI-219*

Peer evaluations can be wonderful tools or they can be very damaging. Arguably, the biggest error in developing and using peer evaluations is to myopically focus on the mechanics of peer evaluations. In fact, for peer evaluations to work, there are many contextual or environmental factors that must be considered and shaped, i.e. facilitated. This workshop explores some of the considerations a facilitator of a peer evaluation process should consider. It takes a more holistic view of peer evaluations to uncover and offer remedies and/or preventatives to contextual factors that may hamper peer evaluation effectiveness or even make them toxic to the overall educational process.

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### **Plagiarism In The Classroom**

Presented by Patti MacKown

*CLI-207*

Concerned about plagiarism? With volumes of materials readily available on the internet, it is easier than ever for students to turn in work which is not their own. Now it is easier than ever to discover misappropriated material. Student Development and Enrollment Services in conjunction with the Office of Student Conduct has recently started an account with turnitin.com, an automated system for comparing your students' papers with the millions of online reports and web pages available to students. It's quick, simple and FREE. Keep plagiarism out of your class. Visit [TURNITIN.COM](http://TURNITIN.COM) for more information on the system. You will need to contact me to get a class access number. I am interested in getting some professors who are willing to serve as initiates so that we can test this system before the fall.

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*Student Union Room (See Name Tag)*

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12:30PM – 2:00PM  
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*Student Union Room (See Name Tag)*

2:00PM – 3:10PM

**Audio, Video, & PowerPoint**

Presented by OIR

*CLI-202*

A basic overview of how to integrate audio, video, & PowerPoint.

2:00PM – 4:30PM

**WebCT Academy: Additional Features**

Presented by Course Development & Web Services

*CCII-108*

WebCT features not covered in other sections of WebCT Academy. The features covered will vary depending upon student requests.

**WebCT Academy: Quiz Management**

Presented by Course Development & Web Services

*CCII-225*

An overview of the quiz and survey feature of WebCT, including creating categories, questions, quizzes, and surveys.

**Taming Dreamweaver II**

Presented by Course Development & Web Services

*CCII-223*

Whatever your experience with web design... Come crack your whip and watch as Dreamweaver sits up and pays attention! Find out how to: Maintain your online course! Create a new web site from scratch! Avoid problems with Section 508! (What 'is' Section 508?!?) Work smarter, not harder! This hands-on, two-part session will be tailored to the needs and experience level of the attendees

### **Section 508 Requirements & The Web**

Presented by Course Development & Web Services

*LIB 161B*

Learn what you need to know about new standards set by the federal government pertaining to accessibility of web information by people with disabilities.

### **Flash 4.0 Using, Creating, & Publishing Simple Animations On The Web**

Presented by Joo Kim

*VAB 215*

Have you ever wondered how those animation's dance around on the computer? Would you like to add some pizzazz to your web page? Learn how to use, create, and publish simple animations on the web in Flash 4.0!

Thursday 3:20PM – 4:30PM

### **MAC Basics**

Presented by OIR

*CLI-202*

A basic overview of the Macintosh operating system. How to use tools and software on the MAC platform . Learn basic routines, software, tips, and tricks on a MAC. Test drive a Macintosh to learn the difference from a PC.

Friday, May 4, 2001

9:00AM - 11:00AM

**Check In**

*Student Union Pegasus Grand Ballroom*

9:00AM – 11:00AM

**Open WebCT Lab Time**

Presented by Course Development & Web Services

*CCII-108*

Feel free to utilize the facilities during this time to prepare your course materials or put the finishing touches on your Summer Institute projects.

**Open Photoshop Lab Time**

Presented by OIR

*CLI-202*

Feel free to utilize the facilities during this time to prepare your course materials or put the finishing touches on your Summer Institute projects.

**Open Collaboration Classroom Time**

Presented by FCTL

*CLI-207*

Feel free to utilize the facilities during this time to prepare your course materials or put the finishing touches on your Summer Institute projects.

**Open Collaboration Classroom Time**

Presented by FCTL

*CLI-218*

Feel free to utilize the facilities during this time to prepare your course materials or put the finishing touches on your Summer Institute projects.

**Open Collaboration Classroom Time**

Presented by FCTL

*CLI-220*

Feel free to utilize the facilities during this time to prepare your course materials or put the finishing touches on your Summer Institute projects.



Friday, Anytime  
**Use Your Student Union Money to Purchase  
Breakfast, Lunch, or end of week Treat**  
*Student Union*

8:00AM – 10:50AM  
**Set-Up for Poster Session**  
*Student Union Pegasus Grand Ballroom*  
Open time for setting up your displays.

11:00AM – 2:00PM  
**Closing Ceremony & Poster Sessions**  
Provost Gary E. Whitehouse  
*Student Union Pegasus Grand Ballroom*