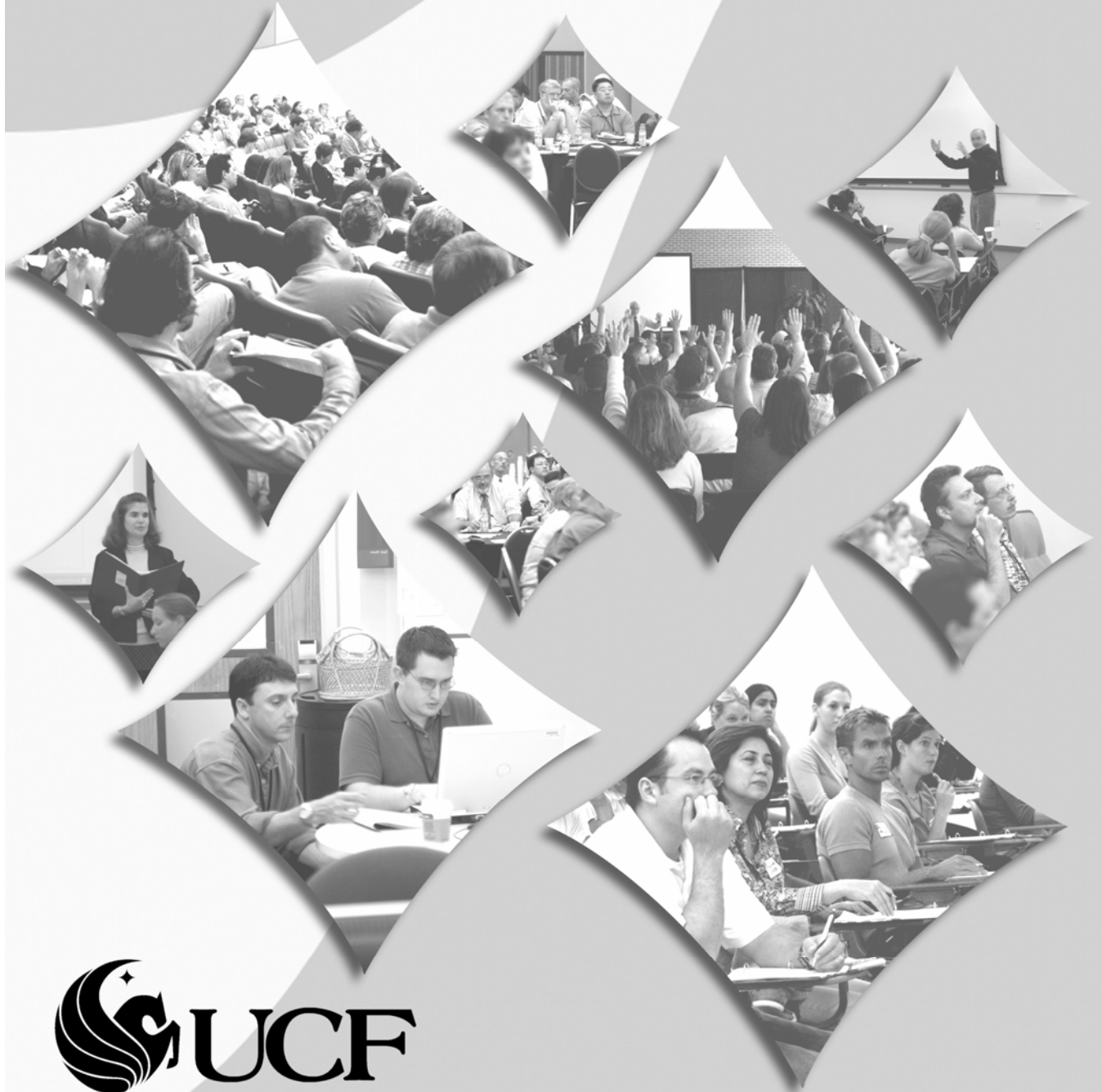


2006 Faculty Development Winter Conference

December 11th – 13th



Agenda

Dear Participants:

During the Winter Conference, support staff from the Faculty Center, Service-Learning, Information Fluency, International Studies, Operational Excellence and Assessment Support, and the Office of Instructional Resources are available for assistance in the Faculty Center.

When not attending sessions, teams may use the following rooms to work on projects: CL1- 103, 105, 107, 109, 112, 117, 119, 120, 122, 206, 301, 303, 308, 309, 320, FMC, and the Faculty Center. Rooms 205, 218, 219, 220, and 307 are available when sessions are not scheduled in them.

We hope you enjoy the conference.

Notes

Monday, December 11, 2006	
Time	Sessions
7:45-8:00	Registration and Continental Breakfast CL1-104 Lobby
8:00-8:15	Introduction and Orientation CL1-104 <i>Alison Morrison-Shetlar, Director, Faculty Center for Teaching and Learning and Interim Dean, Undergraduate Studies</i>
8:30-9:30	<p>A. Communicating with Students in Webcourses@UCF CL-101 <i>Bill Phillips, John Raible, and Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will gain hands-on experience with the communication tools available in WebCT: Announcements, Calendar, Discussions, Chat, and Who's Online. You will learn to grade discussion postings and effectively manage discussion threads throughout the semester.</p> <p>B. Service-Learning—Nuts and Bolts CL1-218 <i>Megan Alrutz, College of Arts and Humanities</i></p> <p>This session is a primer for newcomers to Service-Learning or for faculty who want to refresh their knowledge of Service-Learning fundamentals. Come and hear what Service-Learning is all about and how it might fit with your curriculum.</p> <p>C. A Classroom Assessment System CL1-219 <i>Tace Crouse, Faculty Center for Teaching and Learning</i></p> <p>How do we know what and how well our students are learning? Let's discuss both formative and summative strategies that enable us to make the best decisions about our students' progress throughout the semester and about their course grades.</p>
9:45-10:45	<p>A. myUCF Grades CL1-205 <i>Kevin Yee, Faculty Center for Teaching and Learning</i></p> <p>This pagelet in myUCF will automatically synchronize with your official class rosters and allow you to manually input grades, import from Microsoft Excel, or report grades uploaded directly from Test Scoring Services. Learn how to use this electronic grade posting tool and do away with posting grades outside classrooms and offices!</p> <p>B. Service-Learning in the Online Classroom CL1-218 <i>Leandra Preston, College of Arts and Humanities</i></p> <p>The workshop will provide discussion and practical tools related to Service-Learning in online classes, including strategies, ideas, and specific examples. Many professors avoid Service-Learning in online classes, but it can enhance web classes immensely when the right approaches are used.</p> <p>C. Diversifying the Curriculum CL1-219 <i>Terri Fine, College of Sciences, and Michael Freeman, Office of Diversity Initiatives</i></p> <p>This workshop will outline the UCF diversity requirement and the criteria that the university Common Course Review Committee utilizes when reviewing courses seeking the diversity designation. The workshop will also demonstrate how incorporating diversity in the classroom brings professional recognition to faculty.</p>
10:45-11:00	Refreshment Break CL1-207 The Faculty Center

Monday continued

11:00-12:00	<p>A. Mastering the Grade Book in Webcourses@UCF CL1-101 <i>Nancy Swenson, Kathleen Bastedo, and Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will become comfortable working in the Grade Book as you learn to navigate the Grade Book interface and tailor it to meet your needs. You will learn to create and edit additional columns, manage section members and grades, and access audit trails and individual performance reports.</p> <p>B. Making Group Work Easier CL1-205 <i>Matt Thompson, College of Sciences</i></p> <p>Giving group projects to students and conducting group research can be a headache. Between finding a common time to meet and the email overload, a lot of time is wasted. This workshop will introduce you to some free group management websites that you can incorporate into your assignments and work. If you do ANY group projects, this session is for you!</p> <p>C. Handling Difficult Students CL1-219 <i>Deborah Breiter, Rosen College of Hospitality Management</i></p> <p>Participants will discuss how faculty can handle difficult students in and outside the classroom. This session will provide some recommendations on what to do and what not to do.</p>
12:00-1:00	Lunch on Your Own
1:00-2:30	<p>Project Development Support staff from the Faculty Center, Service-Learning, International Studies, OEAS, and OIR are available for assistance in the Faculty Center or the FMC.</p> <p>Teams may use the following rooms to work on projects: CL1- 103, 105, 107, 109, 112, 117, 119, 120, 122, 206, 301, 303, 308, 309, 320</p>
2:30-2:45	<p>Refreshment Break CL1-207 The Faculty Center</p>
2:45-4:30	Project Development Continued

Notes

Tuesday, December 12, 2006	
Time	Sessions
8:00-8:30	<p>Coffee and Conversation CL1-207 Refreshments served outside the Faculty Center</p>
8:30-9:30	<p>A. Creating and Managing Assessments in Webcourses@UCF CL1-101 <i>Debbie Kirkley, John Raible, and Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will learn to create, manage, and grade assessments in WebCT. Working in the Build tab, you will learn to create a variety of question types as you build quizzes, self-tests, and surveys. Through hands-on exercises, you will explore the numerous assessment features and settings available in WebCT Vista. Then, from the Teach tab, you will use Assessment Manager to grade quizzes, view surveys, and generate assessment reports.</p> <p>B. Service-Learning Study Abroad CL1-205 <i>Mary Ann Eastep, College of Health and Public Affairs and Faculty Center Fellow, and Angel Cardec, Office of International Studies</i></p> <p>If you are thinking about taking students abroad in a Service-Learning context, there are resources at UCF to help you! This session explores some of the issues, concerns, and resources faculty will want to consider as they develop Service-Learning study abroad programs.</p> <p>C. Rubrics CL1-218 <i>Tace Crouse, Faculty Center for Teaching and Learning</i></p> <p>Rubrics can be helpful for setting expectations and for providing efficient, specific feedback on performance. When should they be used? How do we create them?</p>
9:45-10:45	<p>A. Assessing Your Project CL1-205 <i>Tace Crouse, Faculty Center for Teaching and Learning</i></p> <p>We will discuss the various ways you can assess the effectiveness of your project. What measures should you use, how should you collect the evidence, and what does the evidence tell you?</p> <p>B. Undergraduate Research CL1-218 <i>Michael Aldarondo-Jeffries, Undergraduate Research Office, and Bernadette Jungblut, College of Sciences</i></p> <p>This workshop introduces participants to the range of opportunities and resources available at UCF for mentoring and incorporating undergraduate students into faculty-driven research programs. Presenters will also discuss the impact of research on student success.</p> <p>C. Teaching for A Whole New Mind CL1-307 <i>Rita Graham, Rosalyn Howard, and Donald Goss from the College of Sciences; Ali Korosy and Karla Kitalong from the College of Arts and Humanities; and Mary Ann Eastep from the College of Health and Public Affairs</i></p> <p>Daniel Pink's book <i>A Whole New Mind</i> claims the future belongs to those with aptitudes in symphony, play, design, empathy, story, and meaning. Join us in experiencing teaching strategies based on these "senses."</p>

Tuesday continued	
10:45-11:00	Refreshment Break CL1-207 The Faculty Center
11:00-12:00	<p>A. Creating and Managing Groups and Assignments in Webcourses@UCF CL1-101 <i>Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will use the Group Manager tool to create groups, sign-up sheets, and group activities. You will also become familiar with the Assignments tool and how it can be used to create individual or group assignments that can be submitted as text with attachments, or as a web site. Collaboration options for assignments will also be explored. Finally, you will learn to use the Assignment Drop Box to grade and publish assignments.</p> <p>B. Information Fluency Learning Outcomes and Assessments CL1-218 <i>Nancy Stanlick, College of Arts and Humanities, QEP Fellow</i></p> <p>The topics for this session include the creation of Student Learning Outcomes and assessments with attention to the combined elements of critical thinking and ethics, an information-fluency-specific bibliography on ethics and critical thinking for use in a variety of courses, and the presentation of details of a UCF conference on information fluency and freedom of expression.</p> <p>C. Program Assessment That Works CL1-219 <i>Paula Krist, Director, Operational Excellence and Assessment Support</i></p> <p>Make your program level assessment strengthen your curriculum and ensure that students are learning what they should to earn their degrees. Participants will learn how to link course level student learning outcomes to program expectations. Strategies for collecting evidence of student learning and using that evidence to inform change across the curriculum will be shared. This session will be particularly useful for faculty involved in graduate or undergraduate program assessment.</p>
12:00-1:00	Lunch on Your Own
1:00-2:30	Project Development Support staff from the Faculty Center, Service-Learning, International Studies, OEAS, and OIR are available for assistance in the Faculty Center or the FMC. Teams may use the following rooms to work on projects: CL1- 103, 105, 107, 109, 112, 117, 119, 120, 122, 206, 301, 303, 308, 309, 320
2:30-2:45	Refreshment Break CL1-207 The Faculty Center
2:45-4:30	Project Development Continued

Notes

Wednesday, December 13, 2006	
Time	Sessions
8:00-8:30	<p>Coffee and Conversation CL1-207</p> <p>Refreshments served outside the Faculty Center</p>
8:30-9:30	<p>A. Presenting Content in Webcourses@UCF CL1-101 <i>Debbie Kirkley, Linda Futch, and Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will explore several options for presenting content to students. After reviewing the options, you will build Learning Modules and customize the Action Menu to create rich, structured learning paths for students.</p> <p>B. Program Improvement and Academic Learning Compacts CL1-218 <i>Paula Krist, Director, Operational Excellence and Assessment Support</i></p> <p>Strengthen your curriculum at the same time you are satisfying the Florida Board of Governors' mandate for Academic Learning Compacts. Participants will learn how to develop Student Learning Outcomes and collect data that are useful in the enhancement of their curricula. Strategies for implementing data-driven changes will be emphasized. This session will be particularly useful for faculty involvement in undergraduate program assessment.</p> <p>C. Mentoring and Being Mentored CL1-219 <i>Alison Morrison-Shetlar, Faculty Center for Teaching and Learning</i></p> <p>In this session we will discuss the ways in which faculty and administrators can mentor each other and how best to find effective mentors in and outside of your department.</p>
9:45-10:45	<p>A. Survey Design for the Classroom CL1-205 <i>Pat Lancey and Paula Krist, Operational Excellence and Assessment Support</i></p> <p>Learn best practices in survey development and strategies for asking the best questions. Issues that will be addressed in the session include: When is a survey the best tool to get the desired information? When does a survey need Institutional Review Board (IRB) approval? Learn what student information is already available and how to access it.</p> <p>B. Using Mid-Term Evaluations CL1-218 <i>Fevzi Okumus, Rosen College of Hospitality Management</i></p> <p>Participants will discuss benefits of using mid-term evaluations and how to collect feedback from students during the semester.</p> <p>C. Information Literacy: A Brief Overview with Examples of Practice CL1-219 <i>Andy Todd, Cocoa Library and QEP Fellow</i></p> <p>This workshop will focus on the basics of Information Literacy and will provide several examples of practical standards-based activities and resources for pedagogical application.</p>
10:45-11:00	<p>Refreshment Break CL1-207</p> <p>The Faculty Center</p>

Wednesday continued

11:00-12:00	<p>A. Managing your Course in Webcourses@UCF CL1-101 <i>Nancy Swenson, Sue Bauer, and Elisabeth Mayfield, Course Development and Web Services</i></p> <p>You will gain hands-on experience with a range of useful tools and utilities for managing your course throughout the semester. Learn how to manage the delivery of content by hiding items and setting release criteria, configure section settings to meet specific design or instructional objectives, leverage the file manager to efficiently upload and manage multiple files and folders, facilitate content sharing, and create section backups.</p> <p>B. Video Integration for Class Use CL1-202 <i>Ryan Retherford, Office of Instructional Resources</i></p> <p>Convert your VHS or DVDs into files to use on the web or in PowerPoint.</p> <p>C. Transforming Learning Through Video-Conferencing and Other Collaborative Technologies CL1-219 <i>David Segal, College of Health and Public Affairs</i></p> <p>Successful online collaborative learning requires appropriate content, reliable partners, the right tools, and effective implementation strategies. There are numerous free and low cost options available. This session will review these tools and how you can get started.</p>
12:00-2:00	<p>Lunch on Your Own, Project Development, and Poster Construction Support staff from the Faculty Center, Service-Learning, International Studies, OEAS, and OIR are available for assistance in the Faculty Center or the FMC.</p> <p>Teams may use the following rooms to work on projects: CL1- 103, 105, 107, 109, 112,117, 119, 120, 122, 206, 301, 303, 308, 309, 320</p>
2:00-3:15	<p>End-of-Conference Project Poster Showcase CL1-104 Lobby</p> <p>Participants will share their projects with colleagues. Refreshments provided.</p>
3:15-3:30	<p>Breakdown Project Posters</p>
3:30-4:30	<p>Overall Conference Evaluation Using Clickers CL1-104 <i>Eric Main, Faculty Center for Teaching and Learning</i></p> <p>Closing Remarks and Door Prizes <i>John Schell, Vice Provost for Academic Affairs</i></p>

Notes