

## **New Faculty Orientation *Fall 2008***

### **Contact Information:**

**Coordinator:** Kelly Wilkinson

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**Course Web page:** <http://blackboard.indstate.edu>

**NFO Cohort:** Michelle Boyer, Richard Fitch, Robert Guell, Darlene Hantzis, Linda Maule, Joshua Powers, and Debra Worley

### **Description:**

**New Faculty Orientation** – 3 hours. This orientation supports a new faculty member's integration/engagement into the ISU Community, and enhances the new faculty member's role as a teacher and researcher.

### **Goals**

- I. Enhance the new faculty member's role as an effective classroom teacher, and as appropriate a developmental advisor.
- II. Enhance the new faculty member's role as a productive researcher
- III. Support a new faculty member's integration/engagement into the ISU Community.

### **Outcomes**

At the end of this orientation a new faculty member will be able to:

1. Understand ISU's culture and bureaucracy
2. Implement multiple teaching strategies for a student-centered classroom
3. Practice enhanced classroom management skills
4. Develop a teaching philosophy
5. Develop and/or maintain a research agenda as appropriate
6. Create a promotion and tenure portfolio
7. Create assessment instruments for courses
8. Utilize technology in classroom and research when appropriate
9. Understand the ISU student and climate

### **Instructional Strategies:**

Typical sessions will be a facilitated seminar model. This model requires that each session be an open exchange between all of those present. Lecture will only be used briefly to introduce a topic. Each session will try to be an example of a different instructional approach. A variety of instructional methods will be used: hands-on activities, lecture, readings, discussion, demonstration, case studies and projects.

### **Attendance:**

Participation in the New Faculty Orientation program is optional at the discretion of the department chair and dean. Once participation has been approved by the department chair and dean, attendance at program session is mandatory given that you are being compensated for these activities. You can miss up to three sessions without penalty. If you are going to miss a session, please send me an e-mail to let me know.

### **Special Note:**

***This syllabus and its affiliated assignments can be changed at the instructor's discretion.***

### **Class Meeting Times:**

Tuesday and Thursday from 2:00 – 3:15 on the days indicated in the course schedule.

### **Course Schedule:**

**Online Modules (10 total, each running 3 – 5 minutes):** To be completed prior to Monday, August 11<sup>th</sup>, 2008

- Welcome to Indiana State (Overview of New Faculty Orientation)
- MyISU Portal
- Basic Course Syllabus Preparation and Policies @ ISU
- Time Dates to Know (Labor Day, 3 week attendance, Fall Break, Thanksgiving, Winter Break, Dead Week, Final Grades, etc.)
- Book Orders
- Quick overview of the Library
- Quick overview of CIRT/OIT
- HR / Staff Benefit Issues
- Getting Setup (Email, Phone, Furniture, Keys, etc.)
- University Handbook

## First meeting, ½ day welcome / orientation, Wednesday, August 13, 2008

12:00 p.m. (noon)	Lunch
12:30 – 1:00 p.m.	Welcome and introduction to ISU <b>C. Jack Maynard</b> , Provost and Vice President for Academic Affairs
1:00 – 2:00 p.m.	Teaching Triage Part I
2:00 – 2:15 p.m.	Break
2:15 – 3:15 p.m.	Teaching Triage Part II - Break-out "Graduate/Undergraduate"
3:15 – 3:45 p.m.	Open Q & A
4:00 – 6:00 pm	President's social (Faculty, Deans, Chairs, and significant others) <b>Location: Condit House</b>

## Remaining Course Schedule

- Break-out seminars are in **red italics**
- Facilitated discussion / group work days are in **blue italics**
- Panel Discussions are in **purple italics**
- Tour day is in **orange italics**

Date	Time / Location	Topic	Reading / Assignments	Information Covered	Presenters
Tuesday, August 26 2008 (1)	2:00 – 3:15 / Library 028	Today's ISU Student		<ul style="list-style-type: none"> <li>Understanding Millennials.</li> <li>Powerful Connections</li> <li>Suggestions from Students</li> <li>NSSE</li> <li>High School GPA</li> <li>SAT Scores</li> <li>FY Survey</li> <li>SY Survey</li> <li>Retention Rates</li> </ul>	<ul style="list-style-type: none"> <li>Darlene and Bob</li> </ul>
<b>Thursday, August 28, 2008 (2)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Teaching Seminars (Traditional Classroom)</b>		<b>B-Pacing and Timing</b> <b>I- Active Learning</b> <b>A-Problem Based Learning</b>	<b>Kelly ( I can do any of them)</b>
Tuesday, September 2, 2008 (3)	2:00 – 3:15 / Library 028	Classroom Management		<ul style="list-style-type: none"> <li>Dealing with difficult students</li> <li>Student rights / Student Code of Conduct / Academic Integrity</li> <li>Faculty Rights</li> <li>ADA</li> <li>FERPA</li> </ul>	<ul style="list-style-type: none"> <li>Debra</li> </ul>
Thursday, September 4, 2008 (4)	2:00 – 3:15 / Library 028	Academic Civility			<b>Darlene and Linda</b>

Tuesday, September 9, 2008 (5)	2:00 – 3:15 / Library 028	Student Assessment (Formative Assessment)  (Goal I)		<ul style="list-style-type: none"> <li>Techniques for assessing course-related knowledge and skills</li> <li>Techniques for assessing learner attitudes, values and self-awareness</li> <li>Techniques for learner reactions to instruction</li> </ul>	<ul style="list-style-type: none"> <li>Darlene This will be short due to the president's address</li> </ul>
Thursday, September 11, 2008 (6)	2:00 – 3:15 / Library 028	Syllabus Issues Seminars		<ul style="list-style-type: none"> <li>General Education</li> <li>Student Outcomes</li> <li>Interactive Syllabus</li> </ul>	Linda Bob Kelly
Tuesday, September 16, 2008 (7)	2:00 – 3:15 / Library 028	Classroom & Cultural Diversity  (Goal I)		<ul style="list-style-type: none"> <li>Diversity Data</li> <li>Models of diversity instruction</li> </ul>	Kandice and Linda
Thursday, September 18, 2008 (8)	2:00 – 3:15 / Library 028	Teaching Online Tools Seminars  (Goal I)		<ul style="list-style-type: none"> <li>Blackboard Basics</li> <li>The Hybrid Course</li> <li>Techniques for Online Instructions</li> </ul>	Kelly
Tuesday, September 23, 2008 (9)	2:00 – 3:15 / Library 028	Teaching Techniques- Seminars  (Goal I)		<ul style="list-style-type: none"> <li>Effective Lectures</li> <li>Facilitating Discussion</li> <li>Collaborative Learning (Group Work and Study Teams)</li> <li>Reading as Active Learning</li> <li>Discipline Specific Techniques (Labs &amp; Studios)</li> </ul>	Debra Darlene  Rich
Thursday, September 25, 2008 (10)	2:00 – 3:15 / Library 028	Teaching Tools (Classroom Technology) Seminars  (Goal I)		<ul style="list-style-type: none"> <li>Tech-Enhanced Classrooms</li> <li>Mindtools: Notebooks in the Classroom</li> <li>Expanding the Classroom Walls</li> </ul>	<ul style="list-style-type: none"> <li>Bob and/or Darlene</li> <li>Kelly</li> <li>Les Lunce</li> </ul>
Tuesday, September 30, 2008 (11)	2:00 – 3:15 / Library 028	Building a Teaching Philosophy  (Goal I)	Complete a Philosophy of Teaching	<ul style="list-style-type: none"> <li>Conceptualization of Teaching</li> <li>Goals for Students</li> <li>Implementation of the Philosophy</li> <li>Personal Growth Plan</li> </ul>	<ul style="list-style-type: none"> <li>Darlene</li> </ul>

Thursday, October 2, 2008 (12)	2:00 – 3:15 / Library 028	Promotion and Tenure  (Goal III)	Review a Portfolio in your Department	<ul style="list-style-type: none"> <li>Constructing a Portfolio</li> <li>P&amp;T Forms</li> <li>Digital Measures</li> </ul>	<ul style="list-style-type: none"> <li>Josh</li> </ul>
<b>Tuesday, October 7, 2008 (13)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Portfolio Seminars</b>		<ul style="list-style-type: none"> <li><b>Developing Portfolio Summaries</b></li> <li><b>What is considered research?</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Josh</b></li> <li><b>Michele</b></li> </ul>
Thursday, October 9, 2008 (14)	2:00 – 3:15 / Library 028	<i>Research I (Building an Agenda)</i>  (Goal II)	<i>Develop a Three / Five- Year Research Agenda</i>	<ul style="list-style-type: none"> <li><i>Developing a long-term research agenda</i></li> <li><i>What counts as scholarly work?</i></li> <li><i>Understanding peer reviewed work.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Rich</i></li> </ul>
Tuesday, October 14, 2008 (15)	2:00 – 3:15 / Library 028	<i>Research II (Grant Writing / Human Subjects)</i>  (Goal II)	<i>Complete IRB Training</i>	<ul style="list-style-type: none"> <li><i>Grant Writing</i></li> <li><i>IRB / Human Subjects</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Someone from Sponsored programs and IRB</i></li> </ul>
<b>Thursday, October 16, 2008 (16)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Research Seminars</b>		<ul style="list-style-type: none"> <li><b>Research Support</b></li> <li><b>Developing a Study</b></li> <li><b>Special Interests</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Josh</b></li> <li><b>Rich</b></li> <li><b>Kelly</b></li> </ul>
Tuesday, October 21, 2008 (17)	2:00 – 3:15 / Library 028	<i>Group Discussion Regarding Promotion and Tenure</i>			<i>All that can</i>
<b>Thursday, October 23, 2008(18)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Portfolio Workshop</b>	<b>Bring Portfolio to Work On</b>		<b>All that can</b>
Tuesday, October 28, 2008 (19)	2:00-3:15/ Library 028	University Curriculum  (Goal III)		<ul style="list-style-type: none"> <li>How Courses Fit Together</li> <li>General Education</li> <li>Honors Program</li> <li>Major</li> <li>Minor</li> <li>Graduate Program</li> <li>Program Assessment</li> <li>Outcomes Assessment</li> <li>NCA</li> </ul>	<ul style="list-style-type: none"> <li>Bob, Darlene, and Linda</li> </ul>

<b>Thursday, October 30, 2008 (20)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Academic Advising Seminar</b>		<ul style="list-style-type: none"> <li>• Undergraduate</li> <li>• Graduate</li> </ul>	<ul style="list-style-type: none"> <li>• Bob</li> <li>• Michele</li> </ul>
Tuesday, November 4, 2008 (21)	2:00 – 3:15 / Library 028	Navigation the Bureaucracy  (Goal III)		<ul style="list-style-type: none"> <li>• Organization of the University</li> <li>• Grad School / Grad School Forms</li> <li>• Curriculum Process</li> <li>• Summer School</li> </ul>	<ul style="list-style-type: none"> <li>• Michele and other?</li> </ul>
<b>Thursday, November 6, 2008 (22)</b>	<b>2:00 – 3:15 / Detailed Campus Tour</b>	<b>Campus Resources  (Goal III)</b>		<ul style="list-style-type: none"> <li>• Library</li> <li>• OIT</li> <li>• CIRT</li> <li>• OSP</li> </ul>	<ul style="list-style-type: none"> <li>• Kelly</li> </ul>
Tuesday, November 11, 2008 (23)	2:00 – 3:15 / Library 028	Expectation for Service  (Goal III)		<ul style="list-style-type: none"> <li>• Service to the University</li> <li>• Service to the Profession</li> </ul>	<ul style="list-style-type: none"> <li>• Michele</li> </ul>
<b>Thursday, November 13, 2008 (24)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>Opportunities at ISU Seminar</b>		<ul style="list-style-type: none"> <li>• Service Learning</li> <li>• Fieldwork</li> </ul>	<ul style="list-style-type: none"> <li>• Linda</li> <li>• Nancy Rogers</li> </ul>
Tuesday, November 18, 2008 (25)	2:00 – 3:15 / Library 028	Relationship of the State and the University  (Goal III)		<ul style="list-style-type: none"> <li>• ICHE</li> <li>• State Initiatives</li> <li>• ISU Role in the State</li> <li>• Legislature</li> <li>• Governor</li> </ul>	<ul style="list-style-type: none"> <li>• Brian Hasler</li> </ul>
<b>Thursday, November 20, 2008 (26)</b>	<b>2:00 – 3:15 / Library 028</b>	<b>University Governance  (Goal III)</b>		<ul style="list-style-type: none"> <li>• Administration</li> <li>• Faculty Senate</li> <li>• Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Panel</li> </ul>
Tuesday, December 2, 2008 (27)	2:00 – 3:15 / Library 028	Balancing Life and Work  (Goal III)		<ul style="list-style-type: none"> <li>• Time Management</li> <li>• Organizing</li> <li>• Balancing</li> <li>• Focusing</li> <li>• Decision Making</li> <li>• Alternatives</li> </ul>	<ul style="list-style-type: none"> <li>• Rich and Kelly and others?</li> </ul>

Thursday, December 4, 2008 (28)		<i>Your Role as a Professor</i>  (Goal III)		<ul style="list-style-type: none"> <li>• Teaching</li> <li>• Research</li> <li>• Service</li> </ul>	<ul style="list-style-type: none"> <li>• Josh</li> </ul>
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### **Resource Texts:**

Angelo, T. A. & Cross, K. P. (1993). *Classroom Assessment Techniques: A Handbook for College Teachers*. San Francisco, CA: Jossey-Bass Publisher.

Bates, A. W. & Poole, G. (2003). *Effective Teaching with Technology in Higher Education*. San Francisco, CA: Jossey-Bass Publisher.

Brookfield, S. D. & Preskill, S. (1999). *Discussion as a Way of Teaching*. San Francisco, CA: Jossey-Bass Publisher.

Carlson, M. (2002). *Winning Grants*. San Francisco, CA: Jossey-Bass Publisher.

Davis, B. G. (2001). *Tools for Teaching*. San Francisco, CA: Jossey-Bass Publisher.

Feldman, K.A. & Paulsen, M.B. (Eds) (1998). *Teaching and Learning in the College Classroom*. Needham Heights, MA: Simon & Schuster Publishing.

Gordon, V. N. & Habley, W. R. (2000). *Academic Advising: A Comprehensive Handbook*. San Francisco, CA: Jossey-Bass Publisher.

Huba, M. E. & Freed, J. E. (2000). *Learner-Centered Assessment on College Campuses: Shifting the Focus from Teaching to Learning*. Boston, MA: Allyn and Bacon.

Light, R. J. (2001). *Making the Most of College: Students Speak Their Minds*. Cambridge, MA: Harvard University Press.

McKeachie, W. J. (2002). *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*. Boston, MA: Houghton Mifflin Company.

Wheeler, G. S. (Ed.) (2002). *Teaching and Learning in College: A Resource for Educators*. Elyria, OH: INFO-TEC.

### **CIRT Advisory Committee – Subcommittee on New Faculty Orientation Membership List**

- Kenneth Janz

- Kelly Wilkinson
- Robert Guell
- Linda Maule
- Tim Gritten