Faculty Course Catalog

Spring 2007

Indiana State

Center for Instruction, Research, and Technology

Welcome

A Google search for the term "faculty professional development" generates over 100,000 page references and offers a "Who's Who" of higher education. This commonality of focus on faculty professional development reflects higher education's recognition of the need for, and commitment to, the support of the scholarship and professional work of faculty. The nature of faculty work is unique in its scope which spans a continuum from discipline research and an expectation for contribution to the knowledge base of their field to instructional delivery defined by interpersonal interaction, facilitation and support of student learning.

When properly framed, the concept of "faculty professional development" envisions a process that engages faculty in supportive ways that promote professional growth, that encourage exploration of interests / discipline and that result in investigation, creativity and self-actualization within the context of the faculty role. At its most fundamental level, faculty professional development is about the acquisition of knowledge and a commitment to one's profession.

Whether the professional growth occurs within the realms of research, pedagogy, or outreach, or is accompanied by professional recognition or regional/national attention, the ultimate purpose is an expansion of professional skills that are consistent with personal, departmental, college, and university academic goals while providing a high degree of intrinsic satisfaction, enrichment, and reward.

The Center for Instruction, Research and Technology (CIRT) offers numerous support opportunities for faculty on the Indiana State campus. This booklet outlines the abundant prospects for faculty to enhance their teaching or other scholarly activities.

CIRT is committed to assisting faculty in a holistic manner that addresses: 1) teaching and learning, 2) research and contribution to discipline knowledge, and 3) service, and contribution to the community. That commitment will be realized through the development and delivery of quality academic, research, and technology support services.

Beyond this booklet CIRT offers customized training and professional development activities. Any Indiana State University unit or department can request training or professional development from the Center.

Table of Contents

Speaker Series

Mindtools - Mobile Teaching Strategies

David Jonassen, distinguished professor, School of Information Science and Learning Technologies, College of Education, University of Missouri-Columbia.

January 25 1:00 p.m.-2:30p.m.
Cunningham Memorial Library, North Browsing Section

21st Century Learning Styles and Mobile Technologies

Chris Dede, Timothy E. Wirth Professor in Learning Technologies, Technology, Innovation, and Education Program, Harvard Graduate School of Education.

February 22 1:00 p.m.-2:30p.m.
Cunningham Memorial Library, North Browsing Section

Student Success: The Power of Formative Assessment

Peter Jonas, associate professor Graduate Education and chairperson, Doctoral Studies Cardinal Stritch University, Milwaukee Wisconsin.

March 20 1:00 p.m.-2:30p.m.
Cunningham Memorial Library, North Browsing Section

Rethink. Refresh. Renew.

George Mehaffy, vice president, Academic Leadership and Change, American Association of State Colleges and Universities (AASCU).

April 4 1:00 p.m.-2:30p.m.
Cunningham Memorial Library, North Browsing Section

Faculty Brown Bags

The Center for Instruction, Research, and Technology offers a series of Brown Bag programs. The Brown Bag is a chance for faculty members to get together and share their experiences in an informal environment around specialty topics, such as research, the tenure track process, assessment, or teaching and learning. These presentations are an opportunity to see how others are handling the challenges and opportunities of the faculty experience.

The Quest for Tenure!

The Quest for Tenure! are interactive discussions for tenure track faculty to discover and apply techniques for a successful quest for tenure. This is a great opportunity to share what you are doing and to hear what others are doing for a successful quest for tenure. This series is lead by Kelly Wilkinson, associate professor, College of Business, and Ph.D. University of Missouri -Columbia

Planning for the Quest

This brown bag will help you plan for your quest for tenure. Discussion will include the importance of setting a research agenda and articulating your research goals for tenure years 2-5.

January 24 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Time for the Quest

This brown bag will discuss strategies for time management to ensure that the quest for tenure will be achieved. This session will help you develop a time management plan for your quest for tenure.

February 28 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Tools for the Quest

Tools that can help you succeed in your quest for tenure. Research strategies, service strategies as well as techniques for reflecting on your quest will be discussed.

March 28 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Understanding the ISU Community

Indiana State University is privileged to have a faculty of productive and thoughtful scholars and researchers. As part of the Center for Instruction, Research, and Technology's mission, CIRT explores important issues to faculty, staff, and students that aid in the advancement of scholarship and learning at ISU.

Understanding the ISU Student: Implications of the NSSE Data

Lead by Robert Guell, professor, Department of Economics, Ph.D. Syracuse

February 7 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Understanding Research: The promise and peril of moving field work into virtual spaces, Ethnography and the Internet

Lead by Jay Clarskson, assistant professor, Department of Communication, Ph.D. University of Iowa

March 14 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Understanding High Performance Computing: How ISU faculty use it

Lead by Kenneth Janz, director, Center for Instruction, Research, and Technology, Ph.D. Indiana State University

April 18 12:00 p.m.
Cunningham Memorial Library, Video Viewing Room, room 103

Understanding Technology: 2nd Wednesdays @ Noon

The Center for Instruction, Research, and Technology also sponsors IHETS' 2nd Wednesdays @ Noon a professional development program for instructional technologists and faculty. Each month, members of Indiana's higher education community meet virtually to share information on a wide range of topics related to the use of technology for classroom and online instruction.

January 10 12:00 p.m. Holmstedt Hall, room 019

February 14 12:00 p.m. **Holmstedt Hall, room 019**
March 14 12:00 p.m. **Holmstedt Hall, room 019**
April 11 12:00 p.m. **Holmstedt Hall, room 019**

To participate from you desktop, go to **www.ihets.org/progserv/education/vb/desktop.html**

Course Design and Development

The Center for Instruction, Research, and Technology (CIRT) provides instructional design specialists who support faculty in the use of effective teaching methodologies and technologies in the design, development, and redesign of courses and course materials. The instructional design staff offer expertise in the following areas:

- Instructional design and strategies for teaching in the face-to-face, hybrid, and fully **online** learning environments, and
- Use of the Blackboard course management system and other instructional technologies.

The CIRT provides leadership in use of best practices in higher education and effective use of the technologies. Specifically, the instructional design staff provide a variety of services ranging from workshops, individualized consultations, and problem resolution for faculty who are currently using Blackboard or other instructional technologies. Online tutorials are available at **http://www.indstate.edu/cirt/pd/tutorials**. To arrange a visit or inquire about additional support services, contact CIRT at **2676**.

Workshops

Using the Best Practices with the Best Tools Series

What are your course goals/objectives? Do you assess what you teach? Do you know how to choose the appropriate media for instruction? This series will guide you through a process that will insure that your teaching and assessment are aligned. Faculty will also work through a process of making decisions about what type of technology to use or not to use to make their teaching most effective based upon their student needs and the content being taught.

Notes:
Faculty are encouraged to sign up for the entire series

Session 1: Aligning Course Goals with Learning Outcomes

Series/Course Objectives:
Participants will be able to:

- Develop, construct and modify course goals, and create measurable student-centered learning objectives,
- align course goals and learning objectives with program goals and the core curriculum,
- match learning objectives with the cognitive, affective, or psychomotor domains in Bloom's Taxonomy,
- prioritize course goals by completing the *Teaching Goals Inventory,* and
- divide course goals and major topics into 5-7 learning units.

January 29 2:30 p.m.-4:00 p.m.
Visualization Center, Normal Hall, room 124

Session 2: Building A Learner-centered Syllabus Leading to Increase Student Engagement

Series/Course Objectives:
Participants will be able to:

- write a learner-centered syllabus,
- identify effective strategies for applying the Seven Principles for Good Practice in Undergraduate Education,
- define and apply cooperative learning,
- select appropriate active learning teaching strategies for course goals.
- And identify and match personal learning and teaching styles for different student learning styles.

February 12 2:30 p.m.-4:00 p.m.
Visualization Center, Normal Hall, room 124

Session 3: Developing Meaningful Assignments

Series/Course Objectives:
Participants will be able to:

- identify and plan assignments and assessments that will help the students achieve the course learning objectives within student learning styles,
- include formative as well as summative assessments in measuring learning objectives,
- identify strategies for reducing cheating and attrition in hybrid and online courses and
- select appropriate technology tools for assessment.

February 26 2:30 p.m.-4:00 p.m.
Visualization Center, Normal Hall, room 124

Session 4: Utilizing Technologies Effectively and Efficiently

Series/Course Objectives:
Participants will be able to:

- apply the time and space model and principles to move first exposure activities outside of class time,
- describe the various learning environments and select the most appropriate delivery method for their courses,
- select appropriate in-class laptop computer activities,
- describe, compare and contrast different content-delivery tools and formats
- Select the appropriate format and tool(s) for course goals/learning objectives.

March 19 2:30 p.m.- 4:00 p.m.
Visualization Center, Normal Hall, room 124

Session 5: Reflecting and Evaluating Courses

Series/Course Objectives:
Participants will be able to:

- identify strategies to build community in hybrid and online courses.
- provide access to support services for students taking hybrid and online courses.

- comply with copyright legislation for using works in hybrid and online courses,
- interpret the University's Intellectual Property Rights Policy, and
- complete the Five-Step Evaluation Process.

April 2 2:30 p.m.- 4:00 p.m.
Visualization Center, Normal Hall, room 124

Teaching in an Online Environment Series

These interactive meetings are open to any faculty member interested in educational/ professional development. Workshops may be taken individually or as a series. Workshops will offer faculty opportunities to:

- Explore their complex role as it relates to an online course
- Actively uncover new ideas about teaching and learning in the online environment
- and acquire and develop skills necessary for success in developing an online course.

Notes:

Faculty are encouraged to sign up for the entire series.

Session 1: Delivering Content Online

Series/Course Objectives:
Participants will learn to:
- Add Syllabus Tool and Add Syllabus as .htm
- Add, Modify, Copy, and Remove Items, Folders, and Links

January 31 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 2: Managing Online Content

Series/Course Objectives:
Participants will learn to:
- Add, Modify, Copy, and remove learning units
- Add File, Modify File, Copy File, and Remove Files

February 14 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 3: Engaging Learners with Online Discussion Forums and Groups

Series/Course Objectives:
Participants will learn to:
- Add Discussion Forum, Add and Archive Discussion Forum Thread
- Add Groups, Set Group Options

February 28 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 4: Creating Online Assignments

Series/Course Objectives:
Participants will learn to:
- Add, Modify, Copy, Remove and Deploy Assignments

March 21 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 5: Assessing Learners with Online Tests and Surveys

Series/Course Objectives:
Participants will learn to:
- Add Test, Modify Test, Copy Test, and Remove Test
- Create Questions
- Deploy Test
- Add Survey, Modify, Copy, and Remove Survey
- Create Questions
- Deploy Survey

April 11 10:30 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Instructional Technologies Series

Faculty attending will learn strategies for specific technologies. See each session for details.

Notes:

Faculty are encouraged to sign up for the entire series.

Session 1: Active Learning and Presentation Software

Series/Course Objectives:
Participants will be able to:
- Create powerful instructional strategies based upon effective contemporary learning theories.
- Make PowerPoint presentations integrating Active Learning principals

January 25 11:00 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Session 2: Using Blackboard Survey Tools, "Clickers," and Webforms

Series/Course Objectives:
Participants will be able to:
- Use Survey tools and other forms of feedback within the classroom and online.

February 8 11:00 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Session 3: Breeze Presenter and Breeze Meeting

Series/Course Objectives:
Participants will be able to:
- Communicate and collaboration through interactive web conferencing,

- empower nontechnical subject matter experts to rapidly create interactive multimedia experiences in Microsoft PowerPoint, and
- publish AICC- and SCORM-compliant Adobe Presenter content to existing learning management systems.

March 1 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Session 4: Enhancing Your Course with Audio and Video Media

Series/Course Objectives:
Participants will be able to:
- Identify the appropriate use of audio and video into courses and
- create audio and video vignettes for instruction using best practices.

March 15 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Session 5: Using Instructional Software: Hot Potatoes, Quandary, Respondus, Study Mate and more!

Series/Course Objectives:
Participants will be able to:
- Identify software tools that will best meet their instructional goals.

March 29 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Research and Data Analysis Tools

SPSS 1: Introduction I

This training provides an introduction to SPSS for Windows. The emphasis of this workshop will be on inputting data into SPSS, whether the data is typed in directly or imported from another source. This workshop will also cover how to use the SPSS Help functions in SPSS and other places where help can be sought.
In this workshop you will learn to:
- Start up the SPSS program and navigate through it successfully
- describe variables,
- input data into the Data Editor,
- import data files from other programs into SPSS,
- use the SPSS Help System, and
- run basic descriptive statistics.

Prerequisites:
- Basic computer knowledge including use of mouse and keyboard.
- Understanding of basic undergraduate statistics theory.

February 19 10:00 a.m.- 12:00 p.m. ATRC, Normal Hall, room 120
April 5 2:00 p.m.- 4:00 p.m. ATRC, Normal Hall, room 120

SPSS 2: Introduction II

In this workshop, you will learn how to work with the output generated from SPSS analysis. Topics include: selecting the best form for visual and graphic presentations; creation and editing of charts; and referencing variables through cross tabulations.

This workshop will also address how to customize SPSS to suit individual purposes, getting things done faster through time-saving features, and automated production in SPSS. In this workshop you will learn to:
- Work comfortably with SPSS analysis output,
- understand and make decisions on best choices of charts and presentations,
- create and edit charts and diagrams in SPSS,
- know the customization options available for SPSS users, and
- understand how the automation process works in SPSS functions.

Prerequisites:
Must have completed SPSS for Beginners I or have a working knowledge of the course content.

February 22 1:00 p.m.- 3:00 p.m. ATRC, Normal Hall, room 120
March 22 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Multivariate Analysis of Variance

This workshop reviews both one way and factorial multivariate Analysis of Variance by testing for difference between two or more groups as defined by both single and multiple Independent variables with multiple categories. The session will examine the assumptions underlying these statistical methods and how to interpret the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:
- Understand the differences between various multivariate Analysis of Variance methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out Multivariate Analysis of Variance, and
- be able to interpret the SPSS output of Multivariate Analysis of Variance procedures.

April 23 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 028
April 5 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 230

Simple and Multiple Regression Analyses

This workshop will focus on the use of regression analysis to learn about relationships between single or several predictor variables and a dependent variable. The class will discuss how to use SPSS software to achieve these objectives and the interpretation of the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand the differences between simple and multivariate regression Analysis methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out both linear and Multiple Regression Analysis, and
- be able to interpret the SPSS output of linear and multiple Regression Analysis.

February 13 9:00 a.m.- 11:30 a.m.
April 9 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Factor Analysis

This workshop reviews the use of factor analysis to explore underlying pattern of relationships among the variables. In particular, it seeks to discover if the observed variables can be explained largely or entirely in terms of a much smaller number of variables called factors. The class will discuss how to use SPSS software to achieve these objectives. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand how and when to use Factor Analysis,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out Factor Analysis, and
- be able to interpret the SPSS output of Factor Analysis procedures.

February 23 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028
April 3 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 230

Discriminant Analysis

This workshop reviews the use of Discriminant Analysis in predicting which variable discriminate between two or more naturally occurring groups. The session will include practical examples of the use of Discriminant Analysis and how to carry out Discriminant Analysis using SPSS software. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software*

Course Objectives:

- Understand how and when to use Discriminant Analysis
- Understand the assumptions underlying the tests.
- Be able to use SPSS to carry out Discriminant Analysis
- Be able to interpret the SPSS output of Discriminant Analysis procedures

February 26 9:00 a.m.- 11:30 a.m.
March 23 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Logistic Regression

This workshop reviews the use of logistic regression in predicting a discrete outcome, such as group membership, from a set of variables that may be continuous, discrete, dichotomous, or a mix of any of these. The session will include practical examples of the use of Logistic Regression Analysis and how to carry out Logistic Regression Analysis using SPSS software. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand how and when to use Logistic Regression
- Understand the assumptions underlying the tests.
- Be able to use SPSS to carry out Logistic Regression Analysis
- Be able to interpret the SPSS output of Logistic Regression
- Analysis procedures

March 1 1:00 p.m.- 3:00 p.m.
March 12 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 028

Introduction to Structural Equation Modeling using AMOS – Part I

AMOS (Analysis of Moment Structures) is an easy-to-use program for creating visual Structural Equation Model (SEM). With AMOS, you can quickly specify, view, and modify your model graphically using simple drawing tools. The workshop is to get you started with AMOS Graphics. It will cover some of the basic functions and features of AMOS and guide you through your first AMOS analysis.

Notes:
You must have basic experience using Windows programs. A basic understanding of multivariate analysis will be an added advantage.

Course Objectives:

- Start AMOS Graphics and attach data files,
- specify models and draw variables,
- constrain parameters and improve the appearance of the path diagram, and
- perform simple analyses, view and print text output and path diagram.

March 6 1:00 p.m.- 3:00 p.m.
April 2 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Introduction to Structural Equation Modeling using AMOS – Part II

This workshop is a continuation of the Structural Equation Model (AMOS) – Part 1. The workshop will teach applications of AMOS in SEM such as estimation of variance and covariances, placing constraints on parameters, interpretation of AMOS output,

degree of freedom, concept of goodness of fit, and how to use unobserved variables to predict the reliability of observed variables.

Notes:
This is not AMOS beginners' class. You must have basic experience knowledge of the use of AMOS software. Must be able to attach and read data, specify model, and draw/name variables in AMOS graphics. A basic understanding of multivariate analysis will be an added advantage.

Course Objectives:

- Use AMOS in estimating population variance and covariances,
- understand and interpret basic AMOS output, and
- understand the concept of degree of freedom as used in SEM.

March 26 1:00 p.m.- 3:00 p.m.
April 12 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Mean Comparison

This workshop reviews commonly used methods of mean comparison utilizing SPSS software. Specifically, t-test used to compare a single mean with a hypothesized value (one sample t-test), two means arising from paired data (paired sample t-test), or two means arising from unpaired data (Independent sample t-test), and test of significant difference between two or more means - one way Analysis of Variance (ANOVA) will be discussed in the class. The session will also examine the assumptions underlying these tests and the interpretation of the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:
Participants must have a basic understanding of undergraduate statistics and mean comparison. Note: The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software

Course Objectives:

- Understand the differences between the different mean comparison methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to compare means of population, and
- be able to interpret the SPSS output of mean comparison procedures.

February 12 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028
March 20 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 230

Introduction to Qualitative Analysis Tool - QSR

This training provides an introduction to the use of the qualitative analysis software QSR N6. The emphasis will be on exploring the functionalities of N6, including how to search text and how to specify and restrict searches to retrieve particular data. You will also learn how to seek patterns and ask questions about themes discovered in any project or document.

Notes:
It is recommended for those who have had little or no hands-on experience with QSR N6.

Course Objectives:

- Code and manage categories, using codes to store interpretation and gain access to documents describing a project and its origin,
- search text by specifying and restricting searches to retrieve particular data, and
- seek patterns and ask questions about the themes discovered in your project.

February 5 1:00 p.m.- 3:00 p.m.
April 10 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Qualitative Analysis for Beginners

This workshop introduces participants to principles of Qualitative research. Topics to cover include a comparison of qualitative and quantitative research paradigms, features of qualitative research, the role of the researcher in qualitative inquiry, and research design and data collection strategies

Course Objectives:

- Understand the differences between quantitative and qualitative research methodology,
- understand the basic concepts of qualitative research, and
- understand research design and data collection strategies in qualitative research.

March 30 9:00 a.m.- 11:30 a.m.
April 19 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

IPEDS Peer Analysis System

The IPEDS Peer Analysis System tool is designed to enable a user to compare a postsecondary institution of the user's choice to a group of peer institutions which are also selected by the user. It provides a variety of analytical features for peer analysis. Participants will learn how to use the IPEDS Peer Analysis System to create new calculated variables, to sort and rank schools based on the data items selected, and to view standard report templates.

Course Objectives:

- Understand how to use IPEDS Peer Analysis System tool for peer institution comparison and
- generate and view standard report templates.

February 27 9:00 a.m.- 11:30 a.m.
March 19 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

LiveText

LiveText 1 : Creating Templates and Assessment Rubrics

In this hands-on workshop, faculty will learn to create an assignment template for their students with pages and sections that include clear directions for their students. Faculty will also create an assessment rubric and assign weights and standards for all criteria they grade upon.

Notes:
Faculty should bring their LiveText user name and password and a copy of an assignment and rubric they want to apply to LiveText to the workshop.

Course Objectives:
By the end of this workshop, you will be able to

- Create a LiveText template with pages, sections, and directions for students,
- create a LiveText assessment rubric with standards, weights, and criteria to use on students,
- use your assessment rubric to assess student in LiveText, and
- show students how to access your template, complete it, and submit it for review.

February 20	**4:00 p.m.-**	**6:00 p.m.**	**College of Education, room 107**
March 28	**10:00 a.m.-**	**12:00 p.m.**	**College of Education, room 107**

LiveText 2 : Running Assessment Reports

In this short, hands-on session, faculty will learn how to run their own reports on students they have assessed so that they may compare results from semester to semester. This information will help faculty see if there are areas that students need more attention.

Notes:
Faculty should bring their LiveText user name and password and know the name(s) of the assessment rubrics they use.

Course Objectives:
In this workshop the participant will learn to:

- Create an assessment report in LiveText,
- Customize an assessment report in LiveText,
- Save an assessment report in LiveText, and
- Print and/or export an assessment report from LiveText.

March 28	**12:00 p.m.-**	**1:00 p.m.**	**College of Education, room 107**
April 5	**3:00 p.m.-**	**4:00 p.m.**	**College of Education, room 107**

LiveText 3 : Fall 2006 New Features

This short, hands-on session will cover the new features added September 5, 2006. These features include:

- Create Documents,
- Sharing and Reviewing,
- Re-organized Review area, and
- Expanded search features.

Notes:
This will be hands-on, so the participant will need to bring his/her LiveText login information.

Course Objectives:
In this workshop the participant will learn to use the:

- New Create Documents feature,
- New Sharing and Reviewing feature,
- New organization of the Review area, and
- Expanded search features.

Extended New Faculty Orientation

In support of the University's commitment to excellence in teaching and learning, and to help new faculty successfully navigate their first year, new faculty are invited to take part in the University's New Faculty Orientation seminar series. The monthly series are theme based and serve to reconnect new faculty members with their colleagues on topics of instructional and research interest.

First Semester Adjustments To Life At ISU and My Role, My Department

Jack Maynard and Bob English will lead a discussion on the evolving role of a new faculty member within the ISU community.

January 4	**12:00 p.m.-**	**1:00 p.m.**	**Dreiser Hall, room 122**

Academic Challenge

Facilitators of this program will look at issues of academic challenge and how environmental, instructional, and assessment strategies can impact student perception of classroom rigor.

February 14	**3:00 p.m.-**	**4:30 p.m.**	**Cunningham Memorial Library**

Classroom Civility

What does a faculty member do when students are arriving late, being argumentative, reading newspapers in class, coming unprepared, refusing to participate and chatting with others? The facilitator of this program will lead discussion on strategies in confronting classroom civility.

March 20	**3:00 p.m.-**	**4:30 p.m.**	**Cunningham Memorial Library**

Essential Writing Skills and Habits of Mind for Publishing Your Research

The facilitators of this program will help new faculty get a better understanding of how to get their scholarly work published.

April 4	**3:00 p.m.-**	**4:30 p.m.**	**Cunningham Memorial Library**

Acquiring External Funding Support for Research/Scholarly Activity

Generating external grant dollars to support ones service and research activities is invaluable as one climbs the tenure ladder. The facilitator of this program will help new faculty understanding the process of finding and writing for external grant dollars.

April 19	**3:00 p.m.-**	**4:30 p.m.**	**Cunningham Memorial Library**

Classroom Facilitation

The CIRT staff is available to assist with teaching technology sessions in regular, faculty-led courses. For example, a faculty member may have a unit on Web-based portfolio development within a specific class, but not be familiar enough with the software to feel confident about teaching it. CIRT staff can help by teaching the first session of the unit, then sitting in to provide support while the faculty teaches the next session(s), leading to the faculty member teaching the unit without direct CIRT assistance. For more information about classroom facilitation, contact CIRT at **2676** or **cirt-training@indstate.edu**.

Classroom Observation Program

The Classroom Observation Program provides an impartial and confidential service for faculty to evaluate the learning process of their classroom from the student perspective. This constructive feedback can either be personally offered or systematically collected by trained student observers. The faculty member selects which observation system will be used. Information collected is often detailed and useful. Student observers are available for all classes at all times of the day. Observations follow a structured sequence of events in order to give faculty feedback quickly without disrupting the class schedule. To request a consultation, contact the CIRT at **2676**.

IT Training

GroupWise

Quick Startup

This workshop is designed for busy people who are new to GroupWise and/or want a quick overview of available features. The participant will learn what's available in e-mail options, calendar and scheduling appointments, and address books, as time allows. Of course, faculty are always welcome to contact CIRT to set up a one-on-one session for help with details, but this workshop should get GroupWise users going.

Notes:
Those who are new to GroupWise and/or those want a quick overview of available features; especially good for those who learn software easily on their own with minimal instruction.
This is a presentation-style workshop, and is not designed to be hands-on, although computers may be available for participants during the workshop, or participants are welcome to bring their own laptops.

Course Objectives:
The purpose of this workshop is to introduce faculty to as many relevant GroupWise features as time allows, such as:

- E-mail options (reply, forward, junk mail; resend, retract, delete, check status);
- Personalizing (subjects, categories and colors);
- File management (Cabinet, folders);
- Address books (contacts, distribution lists, name format search order); and
- Calendar (viewing, printing, name format, search order).

January 17	**9:30 a.m.- 11:00 a.m.**	**ATRC, Normal Hall, room 120**
February 14	**9:30 a.m.- 11:00 a.m.**	**ATRC, Normal Hall, room 120**
March 21	**9:30 a.m.- 11:00 a.m.**	**ATRC, Normal Hall, room 120**
April 11	**9:30 a.m.- 11:00 a.m.**	**ATRC, Normal Hall, room 120**

GroupWise 1: Introduction

By far, the most popular use of GroupWise is for e-mail. Most users are familiar with basic tasks like sending and receiving messages, so they think they know everything they need to know. But there are many features, not always familiar to everyone, that can help the user get more out of GroupWise, such as categorizing items by color, customizing his/her setup, and using the personalized address book. In this workshop the participant will go beyond basic e-mail functions to learn about attachments, checking message status, and retracting messages.

Notes:
This workshop is designed for faculty and staff who are new to using GroupWise for e-mail, and for those who want a refresher course.
The participant must be faculty or staff, must have a valid GroupWise account, and should have a solid working knowledge of the basics of using Windows.
No prior experience with GroupWise is required.
This workshop is for PC users and covers the client version of GroupWise (i.e., the version GroupWise installed on computers on campus). It does **NOT** cover the web version.

Course Objectives:
In this workshop the participant will learn to:

- Create and send a new message,
- Receive and read a message,
- Personalize an item,
- Reply to a message,
- Forward a message,
- Add attachments to an outgoing message,
- Receive attachments,
- Track message status of a sent item,
- Re-send and retract a message,
- Create a personal folder,
- Move messages to, or delete messages from, a folder,
- Add in individual entry to his/her address book, and
- Create a group (distribution list) in his/her address book.

GroupWise 2: Calendar and Scheduling + Proxy

GroupWise is truly a "collaborative services" software package, including not only e-mail, but calendar scheduling, sharing of resources, and many other features. This workshop focuses on using the calendar, setting up appointments (both private and shared, both individual and recurring), and sharing a calendar with others who need to access it through proxy.

Notes:
This workshop is designed for faculty and staff who are new to using the calendar and proxy features of GroupWise, and for those who want a refresher course.
The participant must be faculty or staff, must have a valid GroupWise account, and should have attended the GroupWise: Introduction workshop, or have equivalent working knowledge of GroupWise.
This workshop is for **PC users** and covers the **client version** of GroupWise (i.e., the version GroupWise installed on computers on campus). **It does NOT cover the web version.**

Course Objectives:
In this workshop the participant will learn to:

- View a calendar,
- Print a calendar,
- Post appointments to his/her own calendar,
- Schedule appointments shared with others,
- Accept and decline appointments,
- Use the Busy Search feature to schedule appointments with others,
- Schedule recurring appointments,