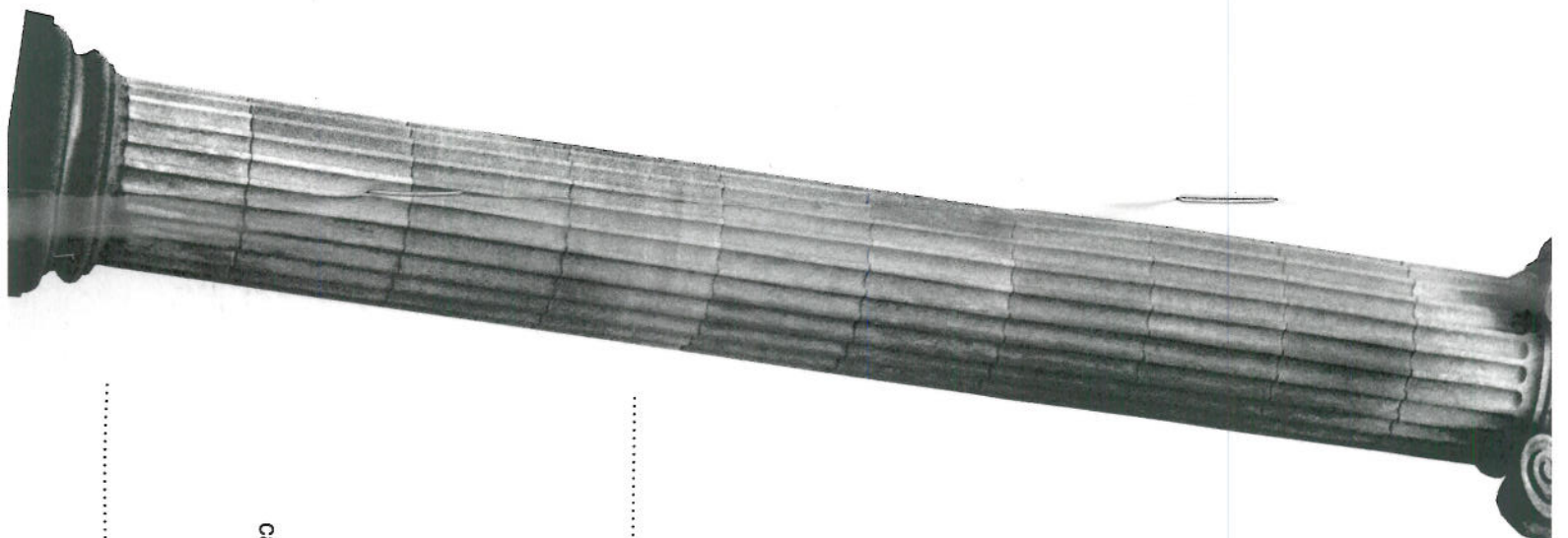




Center for Instruction, Research, and Technology
Normal Hall
Terre Haute, Indiana 47809
812.237.2676
www.indstate.edu/cirt



teaching and learning | research | service

faculty development

Fall 2007

catalog of professional development activities offered by
the Center for Instruction, Research, and Technology



Mission

The Center for Instruction, Research, and Technology (CIIRT) explores, develops, promotes and supports effective teaching and research practices to advance knowledge, student success, and engagement at Indiana State University.

Vision

CIIRT endeavors to have a measurable impact on the academic community by building the reputation of Indiana State University for innovative instruction and technology-enhanced research.

welcome

Dear Faculty:

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

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. CIIRT is committed to assisting faculty in a holistic manner addressing issues of teaching, research, and service.

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

We look forward to working with you during the upcoming academic year and welcome any inquiries or suggestions you may have about the services of CIIRT. Additional information about CIIRT can be found by visiting the unit's Web site at <http://www.indstate.edu/cirt>. If you have any questions concerning CIIRT please contact me at 237-9632 or by email at kjanz@indstate.edu.

Sincerely,

Kenneth Janz, Ph.D.

Director, Center for Instruction, Research, and Technology

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how to register

Speaker Series and Brown Bag Series

Just show up! No registration is required for these events.

Faculty Learning Communities

To register e-mail Patti Bolton at pbolton@indstate.edu with the following information:

- Your name;
- Your email address; and
- The learning community you wish to participate in.

Faculty Development Series, Research Data & Analysis Tools, and Productivity Software Training

Registrations for these events are preferred but walk-ins are always welcome. You can register by:

- Email: pbolton@indstate.edu
- Fax: 237-8446
- Campus Mail: Patti Bolton, Fall Programming, c/o CIRT

When registering please list the following information:

- Your name;
- Your email address; and
- Courses and dates you wish to attend.

Registration Confirmation:

You will receive an e-mail confirmation of your registration which will include the time and location of your workshop.

Cancellations:

If you enroll and cannot attend, we ask that you notify us as soon as possible because seating is limited for selected workshops. You can cancel by any of the aforementioned methods.

Academic Technology Resource Center programming

Students who participate in IT training are asked to register for all events online at:

<http://isu1.indstate.edu/ittrain/student/user/dspclasses.asp>

speaker series

Gordon Hodge, Ph.D.

Associate Professor of Psychology
and Presidential Teaching Fellow

University of New Mexico

**Increasing Student Success
and Retention: Required and
Repeatable Low-stakes Quizzes**

Friday November 2

1:00 p.m. - 2:30 p.m.

(Library, North Browsing Section)



Gordon Hodge received his Ph.D. from UCLA and has been at University of New Mexico (UNM) since 1976. Hodge is a Fellow of the American Psychological Association and a Past-President of the Southwestern Psychological Association. He has served as an Associate Dean for the College of Arts and Sciences and the Chairperson of the university's Teaching Enhancement Committee.

Over the last 10 years his research has focused on ways of enhancing teaching and learning for which he has received national, regional, and university recognition. Honors and awards include the National Institute for the Teaching of Psychology's Frank Costin Award, the University of New Mexico's College of Arts and Sciences Gunter Starkey Award for teaching, and UNM's Teacher of the Year Award.

For the last several years he has been implementing a redesign of the Intro Psychology course, which was funded by the Pew Grant for Course Redesign. Compared to traditional methods of teaching Intro Psych, the quiz-focused redesign has reduced the drop-failure-withdrawal rate from 42 percent to 18 percent.

Sally Johnstone, Ph.D.

Vice President of Academic Affairs

Winona State University

**Issues and Opportunities for
Integrating Technology into
Teaching and Learning**

Monday, November 26

1:00 p.m. - 2:30 p.m.

(Library, North Browsing Section)



Sally Johnstone is currently the Vice President for Academic Affairs, Winona State University (Minnesota). Sally Johnstone was the founding director of the WCET at the Western Interstate Commission for Higher Education (WICHE). In that role she was a resource for state governing boards, legislators, governors, as well as college and university administrators on higher education technology issues.

Johnstone has authored many articles on policy issues for educational telecommunications and she has directed evaluations of state, regional and national projects. She earned her Ph.D. at the University of North Carolina-Chapel Hill in the field of experimental psychology.

faculty learning communities

Faculty Learning Communities (FLC) are cross-disciplinary groups engaged in an active, collaborative, year-long program, structured to provide encouragement, support, and reflection. Any tenured, tenured-track, or special purpose faculty member is eligible to participate.

Each participant will receive a \$500 stipend for full participation in the program, payable in two installments at the end of each semester upon completion of FLC goals and submission of FLC report. To register, see page one.

21st Century Faculty: Responding to the Change Imperative

Facilitator: Darlene Hantzis

The fall semester will consist of a robust reading list and discussion related to the change imperative. The spring semester will consist of synthesis and two projects: a faculty symposium on the change imperative led by members of the learning community and a report identifying specific recommendations for response.

Extending the Walls of the Classroom: Mobile Learning Strategies

Facilitator: To be determined

Faculty members will deepen their understanding of cutting edge software and instruction in a one-to-one computing environment in this learning community.

Updating and Enhancing Your Teaching Toolbox:

Good Teaching Practices

Facilitators: Marilyn Leinenbach and Debra Runshe

Current literature and best practices about engagement and assessment with students will be explored by faculty in this learning community.

Funding Your Projects: Grant Writing

Facilitators: Kenneth Janz and Dawn Underwood

Faculty will learn how to search for potential funding sources and write proposals that will lead to funded projects.

Blueprints for Student Success: Issues in Academic Integrity

Facilitator: David Wright

Academic integrity is a "hot topic" in higher education today. Faculty will explore issues surrounding this topic.

instructional design services

The Center for Instruction, Research, and Technology (CIIRT) 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 CIIRT provides leadership in higher education teaching and effective use of technologies in instruction. Specifically, the instructional design staff provides 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/ciirt/pd/tutorials>. To arrange a visit or inquire about additional support services, contact CIIRT at 237-2676.

classroom facilitation

The CIIRT staff is available to assist with teaching technology sessions in regular 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. CIIRT 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 CIIRT assistance. For more information about classroom facilitation, contact CIIRT at 237-2676 or ciirt-training@indstate.edu.

faculty brown bag series

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 relaxed atmosphere of this series is designed to allow faculty to engage in stimulating and casual conversation about a topic of interest impacting the instructional environment. Topics to be covered during the fall include:

Active Learning (Tuesdays)

Discussion as a Way of Teaching

September 11 12:30 p.m. (Library, North Browsing Section)

Effective Practices in Problem Based Learning

October 2 12:30 p.m. (Library, North Browsing Section)

Integrating Case Studies into Classroom Instruction

November 6 12:30 p.m. (Library, North Browsing Section)

Enhancing the Teaching Toolbox (Wednesdays)

Mobile Learning / Teaching Strategies

September 12 12:00 p.m. (Library, North Browsing Section)

Podcasting / Vodcasting

October 10 12:00 p.m. (Library, North Browsing Section)

Digital Storytelling

November 14 12:00 p.m. (Library, North Browsing Section)

Student Engagement (Wednesdays)

Understanding ISU and Millennial Students

September 26 12:00 p.m. (Library, North Browsing Section)

Strategies in Assessing Individual Performance in Group Work

October 31 12:00 p.m. (Library, North Browsing Section)

Strategies to Increase Student Involvement

November 28 12:00 p.m. (Library, North Browsing Section)

Emerging Learning Technologies (Thursdays)

Social Networking

September 20 12:30 p.m. (Library, North Browsing Section)

Blogs and Wikis (Impact of Tools such as Wikipedia)

October 18 12:30 p.m. (Library, North Browsing Section)

Virtual Worlds

November 29 12:30 p.m. (Library, North Browsing Section)

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 supportive 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 detailed and useful. Student observers are available for all classes at all times of the day. Observations follow a structured protocol in order to give feedback quickly without disrupting the class schedule. To request a consultation, contact the CIRT at 237-2676.

faculty development program series

The Faculty Development Program Series is a series of five programs grouped by topic. Faculty may attend workshops of topical interest individually without compensation or may attend the series and complete a project for compensation. Any tenured, tenured-track, or special purpose faculty member is eligible for compensation. Compensation is \$300 and is paid at the end of the semester and upon completion of the project. To register, see page one.

Instructional Technologies Series

Mondays 8:30 a.m. - 10:00 a.m. (NH 101)

Respondus and Respondus LockDown Browser™

September 17

At the end of the session, participants should be able to:

- publish exams directly to Blackboard
- create an exam with a custom browser that locks down the testing environment within Blackboard

StudyMate

October 1

At the end of the session, participants should be able to:

- create ten Flash-based activities and games using four templates
- publish activities directly to a Blackboard course

Adobe Presenter and Adobe Connect

October 15

At the end of the session, participants should be able to:

- create interactive multimedia learning experiences
- communicate and collaborate through interactive web conferencing

Podcasting

November 5

At the end of the session, participants should be able to:

- identify the appropriate use of podcasting in the learning environment
- create podcasts for instruction using best practices

Blogs, Wikis, and Social Networking

November 19

At the end of the session, participants should be able to:

- understand the use of blogs, Wikis, and social networking
- identify tools available through the Internet that will best meet instructional goals

Course Redesign: Laptops, Laptops Everywhere Tuesdays 11:00 a.m. - 12:30 p.m. (NH 101)

This series will guide you through a process that will insure that your instruction and assessment are aligned and that if using technology it will enhance the learning environment.

Aligning Course Goals with Learning Outcomes

September 18

At the end of the session, participants should be able to:

- align course goals and learning objective with program goals
- match learning objectives with the cognitive, affective, or psychomotor domains in Bloom's Taxonomies

Building a Learner-centered Syllabus Leading to Increased Student Engagement

October 9

At the end of the session, participants should be able to:

- identify effective strategies for applying the Seven Principles for Good Practice in Undergraduate Education
- select appropriate active learning teaching strategies

Developing Meaningful Assignments

October 30

At the end of the session, participants should be able to:

- identify assignments and assessments that will help the students achieve the course learning objectives
- identify strategies for reducing cheating and attrition in hybrid and online courses
- select appropriate technology tools for assessment

Utilizing Technologies Effectively and Efficiently

November 13

At the end of the session, participants should be able to:

- use the time and space model to move first exposure activities outside of class time
- understand the implications of class size on time and space decisions
- describe the various technology tools available for delivery

Reflecting and Evaluating Courses

November 27

At the end of the session, participants should 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

Teaching in the Online Environment

Wednesdays 2:00 p.m. - 4:00 p.m. (NH 101)

These interactive meetings offer faculty opportunities to explore their complex role as it relates to an online course. These sessions actively uncover new ideas about teaching and learning in an online environment.

Deliver Content Online

September 19

At the end of the session, participants should be able to:

- add a syllabus with the syllabus tool, add a syllabus as .htm
- add items, modify items, copy items, remove items
- add folders, modify folders, copy folders, remove folders
- add course links, modify course links, copy course links, remove course links

Managing Online Content

October 17

At the end of the session, participants should be able to:

- add learning units, modify learning units, copy learning units, remove learning units
- add files, modify files, copy files, remove files

Engage Students with Online Discussion Forums and Groups

October 31

At the end of the session, participants should be able to:

- add discussion forums, add discussion forum threads, archive discussion forum threads
- add groups, set group options

Create Online Assignments

November 7

At the end of the session, participants should be able to:

- add, modify, copy, remove, and deploy assignments

Assess Student Learning with Online Tests and Surveys

November 28

At the end of the session, participants should be able to:

- create questions for exams or surveys
- add tests, modify tests, copy tests, remove tests, deploy tests
- add, copy, modify, remove, and deploy surveys

Creating Significant Learning Experiences

Thursdays 9:30 a.m. - 11:00 a.m. (NH 101)

This series is based upon the book by the same title written by L. Dee Fink. The author urges teachers to shift from a content-centered approach to a learning-centered approach that asks "What kinds of learning will be significant for students, and how can I create a course that will result in that kind of learning?"

Characteristics of Significant Learning Experiences

September 27

Participants will discuss Fink's:

- principles for creating and measuring "significant learning"
- belief that learning is both a process and a measurable outcome

Taxonomy of Significant Learning

October 11

Participants will discuss Fink's:

- Taxonomy of Significant Learning that lists six dimensions of significant learning, and consequently, of integrated course design: Foundational Knowledge, Application, Integration, Human/Social Dimension, Caring/Valuing, and Learning How to Learn

Designing Significant Learning Experiences

November 1

Participants will discuss Fink's:

- concept of learning-centered backward design

Shaping the Learning Experience

November 15

Participants will discuss Fink's:

- belief that "better student learning requires better teaching which requires faculty learn about teaching which requires institutional support"

Changing the Learning Experience

November 29

Participants will discuss how Fink's:

- personal teaching philosophy and beliefs surrounding spirituality, citizenship and community have shaped his concepts

Developing a Learning Outcomes Assessment Process

Fridays 2:00 pm – 4:00 pm (NH 101)

This program is open to department or program faculty teams, either undergraduate or graduate, who are interested in developing or enhancing the student learning outcomes assessment process for their program or major. Teams may include from two to four faculty members. Participants must have the approval of their department chair or program director in order to attend.

Identifying and Writing Learning Outcomes

October 19

At the end of the session, participants should be able to:

- identify the most important intended learning outcomes in their academic program
- write the intended learning outcomes as outcome statements
- explore the learning outcomes and assessment processes of similar programs

Conducting a Curriculum Audit

November 2

At the end of the session, participants should be able to:

- conduct a curriculum audit to align their program outcomes with the intended outcomes of specific courses and other learning experiences

Identifying and Selecting Evidence

November 9

At the end of the session, participants should be able to:

- determine what evidence of program outcomes is already available
- select the best evidence to use for assessment
- construct rubrics to evaluate the evidence

Assuring Continual Improvement

November 16

At the end of the session, participants should be able to:

- develop a plan to assure that the information will be used for continual improvement of curriculum and instruction

Preparing for Accreditation

November 30

At the end of the session, participants should be able to:

- providing evidence of assessment for accreditation

research and data analysis tools

SPSS 1: Introduction

The emphasis of this workshop is 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. To register, see page one.

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

Monday, August 27

2:00 p.m. - 4:00 p.m. (Library 028)

Monday, September 17

2:00 p.m. - 4:00 p.m. (Library 028)

SPSS 2: Introduction

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

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

Monday, September 10

2:00 p.m. - 4:00 p.m. (Library 028)

Monday, October 1

2:00 p.m. - 4:00 p.m. (Library 028)

SNAP

SNAP software is an online survey tool for questionnaire design, publishing, data collection, and analysis. Snap supports several survey modes. Snap has robust analysis capability and is very extensible.

Monday, August 20

2:00 p.m. - 4:00 p.m. (Library 028)

Thursday, September 13

2:00 p.m. - 4:00 p.m. (Library 230)

Monday, November 26

2:00 p.m. - 4:00 p.m. (Library 028)

Thursday, November 29

2:00 p.m. - 4:00 p.m. (Library 230)

Simple and Multiple Regression Analyses

This class will discuss the use of SPSS software to achieve these objectives and the interpretation of the results.

Thursday, October 4

2:00 p.m. - 4:00 p.m. (Library 230)

Thursday, November 15

2:00 p.m. - 4:00 p.m. (Library 230)

Mean Comparison

This workshop reviews commonly used methods of mean comparison utilizing SPSS software. Including, 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.

Friday, November 2 9:30 a.m. - 11:30 a.m. (Library 028)

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 workshop will be hands-on with several practical examples and exercises to validate the learning process.

Thursday, September 20 2:00 p.m. - 4:00 p.m. (Library 230)
Monday, November 12 2:00 p.m. - 4:00 p.m. (Library 028)

Factor Analysis

This workshop reviews the use of factor analysis to explore underlying pattern of relationships among the variables. In particular, factor analysis seeks to discover if the observed variables can be explained largely or entirely in terms of a much smaller number of variables called factors.

Monday, October 8 2:00 p.m. - 4:00 p.m. (Library 028)
Thursday, November 8 2:00 p.m. - 4:00 p.m. (Library 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.

Monday, October 22 2:00 p.m. - 4:00 p.m. (Library 230)
Monday, October 29 2:00 p.m. - 4:00 p.m. (Library 230)

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.

Thursday, October 25 2:00 p.m. - 4:00 p.m. (Library 230)

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.

Friday, September 14 9:30 a.m. - 11:30 a.m. (Library 028)

Introduction to Structural Equation Modeling Using

AMOS – Part 2

This workshop is a continuation of the Introduction to Structural Equation Modeling Using AMOS – Part I. 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 the 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.

Wednesday, October 17 9:30 a.m. - 11:30 a.m. (Library 028)

new faculty orientation

This semester long program 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. Participation in this program is by invitation only.

Today's Student

Tuesday, August 28 2:00 p.m. – 3:15 p.m. (Library 028)

The ISU Student

Thursday, August 30 2:00 p.m. – 3:15 p.m. (Library 028)

Building a Teaching Philosophy

Tuesday, September 4 2:00 p.m. – 3:15 p.m. (HMSU 307)

Student Assessment I (Summative Assessment)

Thursday, September 6 2:00 p.m. – 3:15 p.m. (HMSU 307)

Student Assessment II (Formative Assessment)

Tuesday, September 11 2:00 p.m. – 3:15 p.m. (Library 028)

Teaching Techniques

Thursday, September 13 2:00 p.m. – 3:15 p.m. (Library 028)

Teaching Techniques (Problem Based Learning)

Tuesday, September 18 2:00 p.m. – 3:15 p.m. (Library 028)

Teaching Tools (Classroom Technology)

Thursday, September 20 2:00 p.m. – 3:15 p.m. (Library 028)

Teaching Tools (Online Instruction)

Tuesday, September 25 2:00 p.m. – 3:15 p.m. (Library 028)

Experiential Learning

Thursday, September 27 2:00 p.m. – 3:15 p.m. (Library 028)

Classroom Management Issues

Tuesday, October 2 2:00 p.m. – 3:15 p.m. (Library 028)

Classroom and Cultural Diversity

Thursday, October 4 2:00 p.m. – 3:15 p.m. (Library 028)

Reading and Understanding the Assessment of Teaching (SIRS)

Tuesday, October 9 2:00 p.m. – 3:15 p.m. (Library 028)

Promotion and Tenure

Thursday, October 11 2:00 p.m. – 3:15 p.m. (Library 028)

Research I (Building an Agenda)

Tuesday, October 16 2:00 p.m. – 3:15 p.m. (Library 028)

Research II (Grant Writing / Human Subjects)

Thursday, October 18 2:00 p.m. – 3:15 p.m. (Library 028)

Research III (Publishing)

Tuesday, October 23 2:00 p.m. – 3:15 p.m. (HMSU 307)

University Curriculum

Thursday, October 25 2:00 p.m. – 3:15 p.m. (HMSU 307)

Academic Advising

Tuesday, October 30 2:00 p.m. – 3:15 p.m. (HMSU 307)

Expectation for Service

Thursday, November 12:00 p.m. – 3:15 p.m. (HMSU 307)

Campus Resources

Tuesday, November 6 2:00 p.m. – 3:15 p.m. (Library 028)

Navigating the Bureaucracy

Thursday, November 8 2:00 p.m. – 3:15 p.m. (Library 028)

University Governance

Tuesday, November 13 2:00 p.m. – 3:15 p.m. (Library 028)

Relationship of the State, the Profession, and the University

Thursday, November 15 2:00 p.m. – 3:15 p.m. (Library 028)

Balancing Life and Work

Tuesday, November 27 2:00 p.m. – 3:15 p.m. (Library 028)

Your Role as a Professor

Thursday, November 29 2:00 p.m. – 3:15 p.m. (Library 028)

productivity software

GroupWise

Electronic Communication at ISU

This presentation-style workshop is designed for busy people who are new to GroupWise and want a quick overview of available features. We'll show you what's available in e-mail options, calendar and scheduling appointments, checklists and tasks, personalizing subjects and categories - and give you a 6-page quick-reference card you can keep next to your computer. So if you're in a hurry to get started, you're looking for Quick Start!

Friday, September 7 10:00 a.m. - 12:00 p.m. (ATRC)
Wednesday, October 3 10:00 a.m. - 12:00 p.m. (ATRC)

Microsoft Office 2007

MS Office 2007: A First Look

This workshop introduces users to Office 2007, the popular Microsoft software suite. We will look at the new interface, explore new features, and talk about some practical considerations for using this new version. An opportunity for hands-on exploration will be included.

Tuesday, September 4 2:00 p.m. - 4:00 p.m. (ATRC)
Thursday, September 13 10:00 a.m. - 12:00 p.m. (ATRC)

PowerPoint

Creating Professional and Classroom Presentations

PowerPoint is a desktop presentation program that turns your ideas into professional, convincing presentations. If you've ever used an overhead projector, flip chart, or even a black board, you're going to love this workshop! PowerPoint lets you create slides that include text, graphics, and charts.

Thursday, August 30 9:30 a.m. - 11:30 a.m. (ATRC)
Wednesday, October 10 10:00 a.m. - 12:00 p.m. (NH 101)

Creating a Jeopardy-type Game

Looking for a fun way to quiz your students on the facts they need to learn? How about creating your own version of the famous "Jeopardy" game? It's easier than you might think using PowerPoint. In this workshop we'll show you how to create the board, add the questions... er, answers (with graphics and sound, if you want), and even link to the correct response slides to reinforce student learning. This workshop will be a "Daily Double" of fun as you learn a creative use of PowerPoint in the classroom.

Thursday, November 15 2:00 p.m. - 4:00 p.m. (ATRC)

Adding Multimedia to Your Professional and Classroom Presentations

Multimedia is a combination of video, audio, animation, and graphics. Adding multimedia to your PowerPoint slide shows is a great way to make them more interesting to your audience. In this workshop you will learn how to create slides that contain not only text and pictures, but also sounds and even video clips. With all the possibilities, you can create or enhance your slide show to be truly engaging and dynamic!

Thursday, September 20 9:30 a.m. - 11:30 a.m. (NH 101)
Wednesday, October 31 9:00 a.m. - 11:00 a.m. (NH 101)

Word

Common Tasks with a New Interface

The new Office 2007 is quite different from previous versions. This workshop is designed to help you "get up to speed" regarding MS Word and learn how the changes can increase your productivity. Topics will vary according to the interests of the participants at any particular session.

Thursday, September 6 10:00 a.m. - 12:00 p.m. (ATRC)
Wednesday, September 19 10:00 a.m. - 12:00 p.m. (ATRC)

Creating Form Letters and Labels with Mail Merge

If you want to send identical or similar letters to many different people at once, the mail merge process will allow you to create those letters automatically, instead of one at a time. In addition to the name, address and other personal information, you can customize the contents as well, based on the data you provide. You'll be amazed how easy it is, and will appreciate how much time and effort you can save by letting Word do most of the work!

Monday, October 1 10:00 a.m. - 12:00 p.m. (ATRC)

Excel

Creating Spreadsheets

Excel is a powerful spreadsheet software program that allows you to make quick and accurate numerical calculations. Excel can also make your information look sharp and professional. This workshop will get you started in putting the power of Excel to work for your number-crunching tasks.

Friday, September 21 10:00 a.m. - 12:00 p.m. (ATRC)

Creating Data Charts

As the saying "a picture is worth a thousand words" reminds us, charts are often better at presenting information, relationships, or trends than hard-to-read numbers in a table or spreadsheet. In this workshop, you will learn how to select an appropriate chart type for your purposes, create and format a chart, and import your chart into PowerPoint or Word.

Friday, September 28 10:00 a.m. - 12:00 p.m. (ATRC)

Let's Do the Numbers: Exploring the Statistical Capabilities in Excel

Excel is well-known for its number-crunching abilities, but many people are not aware of its usefulness in statistics work. This workshop explores the capabilities of this popular software for statistical analysis and data manipulation.

Friday, November 9 10:00 a.m. - 12:00 p.m. (ATRC)

Exploring the Financial Capabilities of Excel

Most often, Excel is used for tasks involving fairly simple calculations, but it has much more power than that. This workshop explores features that be used for more sophisticated financial worksheets.

Friday, November 16 10:00 a.m. - 12:00 p.m. (ATRC)

Managing Large and Multiple Worksheets

Your project has pushed beyond the limits of a simple one-page Excel spreadsheet. This workshop will teach you how to work with workbooks (collections of spreadsheets), and how to format your data for printing.

Friday, October 19 10:00 a.m. - 12:00 p.m. (ATRC)

ISecure (Xythos)

On the Move: File Portability and Collaboration Possibilities

ISecure (Xythos) allows users to store files on a server that is accessible via the Web, and to share those files with others. Permissions can be set to allow others to collaborate by modifying files.

Monday, August 20 9:00 a.m. - 11:00 a.m. (ATRC)

Tuesday, August 21 9:00 a.m. - 11:00 a.m. (ATRC)

Thursday, November 1 2:00 p.m. - 4:00 p.m. (ATRC)

Tuesday, November 27 2:00 p.m. - 4:00 p.m. (ATRC)

Adobe Connect

Creating a Web-based Video Conference for Instructional Use

This workshop will teach you how to set up a web-based video conference, complete with live audio and video as desired, a chat feature, and a panel where you can display presentations to a class, even if you and your students are located miles apart.

Wednesday, September 5 2:30 p.m. - 4:30 p.m. (NH 101)

Wednesday, October 10 2:00 p.m. - 4:00 p.m. (NH 101)

Thursday, November 8 2:30 p.m. - 4:30 p.m. (ATRC)

Creating a Presentation for Online Instruction or Web-based Video Conferencing

With the advance of online learning in both distance education and hybrid courses on campus, there is an increasing need to produce presentations that can be accessed via the Internet or can be used in Web-based video conferencing. This workshop on Adobe Presenter (formerly known as Breeze Presenter) will teach you how to convert a PowerPoint slide show to a Flash presentation that can be made available online.

Wednesday, September 5 1:00 p.m. - 2:30 p.m. (NH 101)
Wednesday, October 3 3:00 p.m. - 4:30 p.m. (NH 101)
Tuesday, November 6 2:00 p.m. - 3:30 p.m. (ATRC)

Adobe Captivate

Quick Software Simulations and Demonstration Creation

Adobe Captivate is a powerful tool that can help faculty rapidly create powerful and engaging simulations and software demonstrations without programming knowledge or multimedia skills. Captivate projects export as movies that play with Flash Player. In this hands-on workshop, faculty will use Captivate to create a software simulation, add interactivity, and quiz questions.

Wednesday, September 12 2:00 p.m. - 4:00 p.m. (ATRC)
Thursday, October 11 2:00 p.m. - 4:00 p.m. (ATRC)

Web Development

Managing Your Web Page Content: Adobe Contribute CS3

Adobe Contribute CS3, used by the Office of Information Technology, enables content authors to quickly and easily update existing Web sites while maintaining site integrity — with no technical expertise required. This workshop will get you started to keep your department's web site up-to-date.

Friday, September 28 2:00 p.m. - 4:00 p.m. (ATRC)
Friday, November 30 2:00 p.m. - 4:00 p.m. (ATRC)

Managing Your Web Page Content: MS Sharepoint

ISU is implementing MS SharePoint technology for the Web server that hosts departmental Web sites. SharePoint Designer is a tool that enables content authors to quickly and easily update existing Web sites. This workshop will get you started so you can keep your department's web site up-to-date.

Wednesday, September 19 2:00 p.m. - 4:00 p.m. (ATRC)
Wednesday, September 26 10:00 a.m. - 12:00 p.m. (ATRC)
Wednesday, October 17 2:00 p.m. - 4:00 p.m. (ATRC)
Wednesday, October 31 2:00 p.m. - 4:00 p.m. (ATRC)
Wednesday, November 7 2:00 p.m. - 4:00 p.m. (ATRC)
Wednesday, November 28 2:00 p.m. - 4:00 p.m. (ATRC)
Friday, December 14 9:00 a.m. - 11:00 a.m. (ATRC)

Photoshop

Basic Digital Photo Editing

Photoshop is the premiere image manipulation tool used by artists, photographers, designers, and hobbyists for both print and Web graphic design work. You can learn the basics of Photoshop in this beginner course including the Photoshop environment, sizing images, making selections, layers, saving images, and more.

Tuesday, September 25 9:30 a.m. - 11:30 a.m. (ATRC)
Wednesday, October 24 2:00 p.m. - 4:00 p.m. (ATRC)

More Photo Editing Tips and Tools

Go beyond the basics of Photoshop in this intermediate level workshop to gain valuable, time-saving tips and tricks. Participants will learn to work with paths, layer masks, vector shapes, clipping paths, and to warp and adjust images.

Tuesday, October 16 9:30 a.m. - 11:30 a.m. (ATRC)
Wednesday, November 14 2:00 p.m. - 4:00 p.m. (ATRC)

academic technology resource center

To supplement technology training received in select credit courses, the Center for Instruction, Research, and Technology (CIRT) offers workshops to Indiana State students to gain additional computing and software skills. Pre-registration is available and is to be completed online at: <http://isu1.indstate.edu/ittrain/student/user/dspclasses.asp>.

All student workshops are held in the ATRC lab, currently located in the College of Education, room 119/120, unless otherwise noted.

Laptop training: Getting started with Your ThinkPad:

Each session lasts one hour and starts at the top of the hour.

Tuesday, August 21 1:00 p.m. - 4:00 p.m.
Wednesday, August 22 9:00 a.m. - 12:00 p.m.

Presentation Tools

PowerPoint: Adding Multimedia to Your Presentations

Monday, August 27 2:00 p.m. - 4:00 p.m.

Adobe Captivate

Monday, November 19 1:00 p.m. - 3:00 p.m.

Web and Design Tools

Adobe Illustrator

Friday, October 12 2:00 p.m. - 4:00 p.m.
Tuesday, November 20 2:00 p.m. - 4:00 p.m.

Adobe Photoshop 1: Introduction

Friday, September 14 2:00 p.m. - 4:00 p.m.
Friday, October 19 1:00 p.m. - 3:00 p.m.

Adobe Photoshop 2: Intermediate Topics

Friday, November 9 2:00 p.m. - 4:00 p.m.

Dreamweaver 1: Introduction

Friday, September 21 2:00 p.m. - 4:00 p.m.
Friday, October 12 2:00 p.m. - 4:00 p.m.
Friday, October 26 9:00 a.m. - 11:00 a.m.

Dreamweaver 2: Designing Web Pages with Frames

Friday, October 26 2:00 p.m. - 4:00 p.m.

Multimedia Tools

Windows Movie Maker

Wednesday, November 7 10:00 a.m. - 12:00 p.m.

Flash 1: Introduction

Tuesday, October 16 2:00 p.m. - 4:00 p.m.

Flash 2: Buttons, Actions, and Intermediate Topics

Wednesday, October 24 10:00 a.m. - 12:00 p.m.

Podcasting

Tuesday, October 23 2:00 p.m. - 4:00 p.m.

Database Design Tools

Access 1: Tables and Fields

Thursday, October 4 9:00 a.m. - 11:00 a.m.

Access 2: Queries

Thursday, November 8 9:00 a.m. - 11:00 a.m.

Access 3: Reports and Forms

Tuesday, November 27 9:00 a.m. - 11:00 a.m.

Research and Data Analysis Tools

SNAP

Wednesday, August 29 2:00 p.m. - 4:00 p.m. (Library)

Tuesday, September 11 2:00 p.m. - 4:00 p.m. (Library)

Tuesday, October 9 2:00 p.m. - 4:00 p.m. (Library)

Tuesday, November 13 2:00 p.m. - 4:00 p.m. (Library)

SPSS 1

Tuesday, September 25 2:00 p.m. - 4:00 p.m. (Library)

SPSS 2

Wednesday, October 10 2:00 p.m. - 4:00 p.m. (Library)

computer based training (CBT)

CIRT also offers Computer-Based Training (CBT) as a self-paced option to the ISU community. Because it is Web-accessible, faculty, staff, and students can learn any time and anywhere they have an Internet connection. Most modules have basic, intermediate, and advanced levels, and the smaller lesson units allow for self-pacing and review of content. Faculty can easily incorporate CBT into their curriculum; staff can use these courses for professional development or to improve job performance; and students can supplement what they are learning in the classroom or prepare to gain certifications that will give them an advantage toward employment in information technology. To request a CBT account, go to:
<http://webforms.indstate.edu/cbt-account-request>. For more information on this service, contact the CIRT staff at 237-2676 or cirt-training@indstate.edu.

A		E
A+ Certification: Levels 1-5		Excel 2003: Levels 1-3 / Charts & Graphs / Database Features / Additional Topics / Tips & Tricks
Access 2003: Levels 1-3		Exchange 2000 Server System Administration: Levels 1-5
Adobe InDesign CS Level 1-5		Exchange Server 2000 to 2003 Migration
Adobe InDesign CS to CS2		
Adobe Photoshop CS2 Level 1-6		
ASP 3.0: Levels 1-6		
ASP.NET: Levels 1-5		F
AutoCAD 2000: Levels 1-6		Flash MX 2004 Level 1-4
		FrontPage 2003 Level 1-3
C		
CCNA: Level 1-5		
CompTIA A+ Certification (2003): Levels 1-10		H
CompTIA Inet+ Level 1-4		HTML 4: Levels 1-6
CompTIA Network + Level 1-4		
CompTIA Project+ Level 1-4		I
		i-Net+: Levels 1-4
D		ICDL/ECDL: Levels 1-7b
Dreamweaver MX 2004 Level 1-3		
Dynamic HTML: Levels 1-3		J
		Java Advanced Programming: Levels 1-4
		Java GUI Programming: Levels 1-4
		Java Introduction: Levels 1-4

Java JDBC and Servlet Programming: Levels 1-4	Oracle 10g: Levels 1-6
L	Outlook 2003: Levels 1-3
Linux Essentials: Level 1-4	
Linux Network Administration: Levels 1-5	P
Linux Professional Institute Certification (LPIC)	PowerPoint 2003: Levels 1-4
Linux System Administration: Levels 1-6	Problem Solving
	Project 2003 Introduction / Level 1-4
	Publisher 2003 Level 1-4
M	Q
MCSA Upgrade Level 1-5	Quickbooks Pro 2006 Level 1-3
MCSE 2003 Designing Win Server 2003 AD and Network 70-297: Levels 1-3 / Network Security 70-298: Levels 1-3	
MCSE 2003 Exchange Server 2003 70-284: Levels 1-5	S
MCSE 2003 Implementing & Administering Win Server 2003 Server Network Security 70-299: Levels 1-5 / Net Infrastructure 70-291: Levels 1-5	Security+: Levels 1-5
MCSE 2003 Planning Infrastructure 70-293: Levels 1-5	SQL Server 2000 What's New
MCSE 2003 AD Infrastructure 70-294: Levels 1-5	SQL Server 2000 Administration Exam 70-228: Levels 1-6
MCSE 2003 Server Environment 70-290: Levels 1-5	SQL Server 2000 Data Warehousing: Levels 1-5
MCSE 2003 Windows XP Pro Exam 70-270: Levels 1-5	SQL Server 2000 Implementation Exam 70-229: Levels 1-6
MCSE Upgrade Level 1-5	Sun Certified Java Programmer Level 1-6
N	
Network + Levels 1-4	V
Novell GroupWise 7 Level 1-6	Visio 2003 Level 1-4
Novell GroupWise 7 WebAccess Level 1-2	Visual Basic.NET: Levels 1-7
Novell Linux Desktop 9 Level 1-2	Visual C++ 6.0: Levels 1-6
O	W
OpenOffice.org - Calc Level 1-3 / Impress Level 1-3	What is Microsoft .NET: Levels 1-7
	Windows XP Professional Level 1-2
	Word 2003: Levels 1-5
	Word Perfect 11: Levels 1-2
	X
	XML and Associated Technologies: Levels 1-5
	XML Enabled Applications Using SQL: Levels 1-2
	XML Web Based Applications: Levels 1-3

feedback and opinions

The staff who provide faculty development services to the Indiana State University community are committed to excellence, efficiency, and effectiveness. To better serve you, we want to know when the products, services, or information we provide could be improved in any way.

Please feel free to share your concerns, complaints, and suggestions.

Ed Kinley, Ph.D.

Associate Vice President and Chief Information Officer

Gillum Hall 103D

812-237-2100

ed.kinley@indstate.edu

Kenneth Janz, Ph.D.

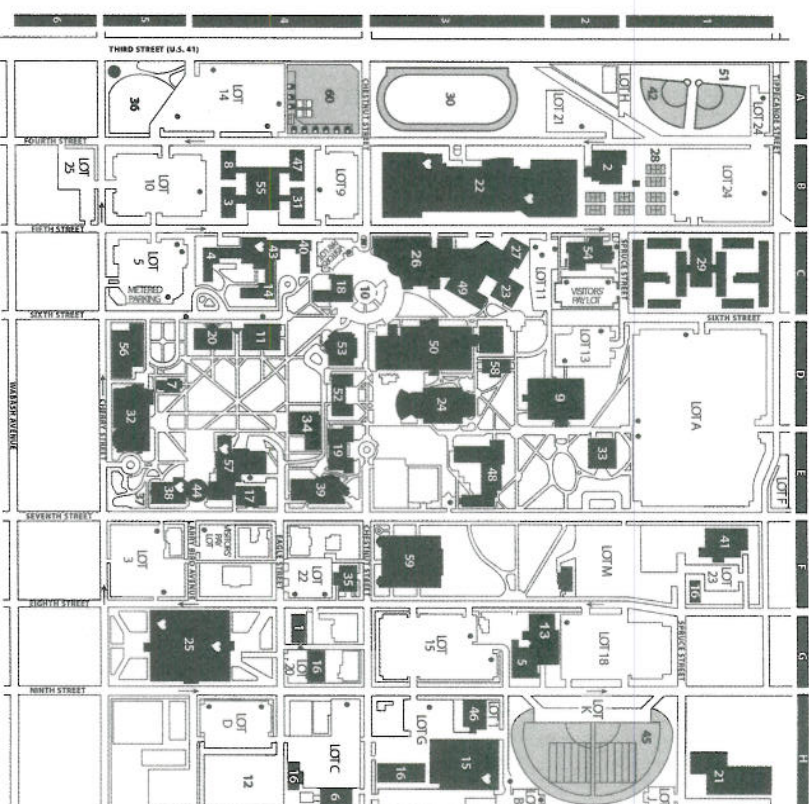
Director, Center for Instruction, Research, and Technology

Normal Hall 301F

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campus map



Indiana State University Campus Map

Faculty Development Locations:

- 9 Cunningham Memorial Library
- 13 College of Education (ATRC location)
- 26 Hulman Memorial Student Union (HMSU)
- 34 Normal Hall (NH)