

Center for Excellence in Teaching and Learning



Center for Excellence in Teaching and Learning (CETL) Judy Ableser PhD- Director

CETL Handbook

CETL

Center for Excellence in Teaching and Learning

OAKLAND
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CETL **Fall 2016 Programs and Events**



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Center for Excellence in Teaching and Learning Website- CETL

<http://v>

Center for Excellence in Teaching and Learning

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Center for Excellence in Teaching and Learning
Elliott Hall, Room 200A
275 Varner Drive
Rochester, Michigan 48309-4485
([map](#))
(248) 370-2466
cetl@oakland.edu




Welcome New Faculty!

Welcome to the OU campus and community! CETL hosts New Faculty Orientation for all full-time and part-time faculty. For event dates, registration, and information to get you ready to join the OU community, visit our [New Faculty page](#).

OU-Windsor Teaching and Learning Conference: Resources Available


We completed a successful conference on Transformative Teaching and Learning, which took place at OU May 18-19, 2016. Visit the [Conference Resources page](#) for links to session recordings and presentation materials. Many are currently available, and more will be added in the coming weeks.

WORKSHOPS

COFFEE & CONVERSATION

HANDBOOKS & DOCUMENTS

CONFERENCES



NEW FACULTY

Welcome New Faculty!

Welcome to Oakland University! Whether you are a tenure-track professor contributing your research and service or a part-time lecturer teaching a night class, we are privileged to have you join our community. We appreciate the ways in which you will teach, research with, and serve our students.

With much to do to prepare for a smooth start to the school year, the actions and resources below will make sure you are ready to go when we see you at New Faculty Orientation in August.

Traffic Update

FULL-TIME FACULTY

[GETTING STARTED](#)

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Submit New Faculty Booklet Information

In order to get to know the university's new faculty, we make a booklet that includes a short biography and photo of each faculty member. [Submit a biography and photo](#).

Register by email to receive **CETL Weekly Teaching Tips** and **weekly announcements**.

Engineering Professor Receives National Teaching Award

Laila Guessous, Professor of Mechanical Engineering at OU, received the 2016 ASEE* North Central Section Outstanding Teaching Award. She has been recognized for her dedication and passion for engineering education. Congratulations, Dr. Guessous! [Read more about the award](#).

** American Society for Engineering Education*

OU Faculty Wins Elite 40 under 40 Award

Congratulations, Ali Woerner, who won this award for her contribution to dance. We are proud of all she does in Music, Theater, and Dance at OU.

CETL Mission

The mission of CETL is to support, promote and enhance student, faculty and university success in our diverse academic community. CETL enhances student success and learning by supporting the overall success of the faculty and the university community through pedagogical, professional and leadership development opportunities.

Promoting Student Success through Pedagogical Development

- Workshops
- Coffee and Conversations
- Faculty Development Institutes
- Learning Communities
- Graduate Teaching Assistant Series
- Conferences
- Teaching Tips
- Instructional Fairs
- Resource Library
- Teaching Resources

Promoting Faculty Success through Professional Development

- Consultations
- Mentoring
- New Faculty Orientations
- New Faculty Handbook
- Scholarship of Teaching and Learning (SoTL)
- Teaching Grants
- Conference Travel Grants
- Quick Notes – visual guides to university processes
- Instructional Fair – university-wide exhibition of teaching
- Virtual Training, recordings and modules
- Faculty Fellows
- Library/resources

Promoting University Success through Leadership Development

- Campus-wide initiatives to enhance teaching and learning, such as universal design of learning (UDL) and evidence of teaching effectiveness
- Department Chair Leadership Development: retreat, forum, resource guide, part-time CETL fellow and other resources offered in the Chairs' Corner webpage
- Departmental Consultations
- Students for Exemplary Teaching (SET) Forum
- Collaborations with Senate Committee on Teaching and Learning, e-Learning and Instructional Support and student support services

CETL- oakland.edu/cetl



Judith Ableser, Ph.D., is the Director for the Center for Excellence in Teaching and Learning. She is passionate about teaching and learning and is looking forward to working with faculty in this new position. Her Ph.D. is in Curriculum and Instruction from Wayne State University. She was an associate professor at the University of Michigan-Flint and served as the director of graduate programs in Education and as coordinator of the Master of Arts in Special Education. Prior to that, she was an assistant professor at the University of Windsor. Dr. Ableser's area of expertise, research and teaching, focuses on exemplary teaching and learning practices from preschool through graduate school. You can reach Judy at: (248) 370-2455 or ableser@oakland.edu



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2016-2017 FACULTY FELLOWS



Keith Williams, Associate Professor in Psychology, received his Ph.D. from the University of Michigan (Biopsychology Program) in 1998. After a post-doctoral fellowship, he became an Assistant Professor in Psychology at Grand Valley State University in 2001. He joined the Psychology Department at Oakland University in 2005. His research interests include the behavioral and biological components that modulate drug reinforcement and craving as well as the contribution of food intake mechanisms in alcohol self-administration. He frequently teaches OU courses in Introduction to Psychology and Physiological Psychology, but has also taught Animal Behavior, a seminar in Psychopharmacology, and a graduate class in Instruction in Psychological

Science. Keith recently redesigned his large, lecture-hall Introductory Psychology course to include such approaches as group written assignments, early semester assessments, and an early alert approach.



Amanda Nichols Hess is the eLearning, Instructional Technology, and Education Librarian at OU Libraries. In this role, she works with her colleagues to develop the Libraries' diverse and user-focused online learning offerings; she is also responsible for delivering professional learning offerings aimed at equipping librarians to integrate instructional design and technology into their teaching. Amanda also serves as the liaison librarian to the School of Education and Human Services. Her research focuses on library instruction, instructional design / technology, and the intersection of these practices in faculty development.

Amanda received her Master's of Science in Information (the terminal degree for librarians) from the University of Michigan, as well as an Education Specialist in

Instructional Technology from Wayne State University. Prior to coming to OU in 2012, she worked as a school librarian and technology integration specialist in K-12 education.

2016-2017 CHAIR FELLOW



CETL is pleased to welcome **Jay Meehan** as our first Chair Fellow. The Chair Fellow provides mentorship, and organizes events and resources for chairs and program directors. This fellowship is a one-year, part-time appointment (averaging 8 hours a week).

He served as CAS chair for 9½ years during which time his department added two new majors (Social Work & Criminal Justice) and doubled its full-time faculty. During this tenure, he faced a number of challenges and achieved successes that will inform his work as the CETL Chair Fellow. Learn more about Dr. Meehan at oakland.edu/cetl/chairs-corner or contact him directly at meehan@oakland.edu.

Consultations

Support, guidance, assistance, mentoring and coaching to faculty on a 1:1 basis.

Judy Ableser: 248-370-2455 or ableser@oakland.edu

- Developing your syllabus
- Developing your assignments
- Creating rubrics or marking schemes
- Enhancing active learning and innovations in the classroom
- Classroom observations with feedback
- Program and curriculum development
- Supporting the tenure process
- Time management

CETL WORKSHOP SERIES - FALL 2016 Schedule

We welcome you to register for any workshops that are of interest to you at oakland.edu/cetl/workshops.

Workshops meet in 200A Elliott Hall at 12:00-1:30 p.m. (lunch provided).

Coffee & Conversations meet in 200A Elliott Hall at 12:00 – 1:00 p.m. (coffee and snacks provided).

Title	Date	Facilitator
FDI Orientation – Designing Learning for All: Universal Design of Learning	Tues. Sept. 13	Amanda Nichols Hess
FDI Orientation – Mentoring for Emerging Faculty	Wed. Sept. 14	Judy Ableser
FDI Orientation – Course Redesign to Increase Student Success	Thurs. Sept. 15	Keith Williams
Learning Outcomes and Constructive Alignment	Thurs. Sept. 22	Judy Ableser
<i>Coffee & Conversation: Diversity in the Classroom and on Campus</i> (12:00–1:00 p.m.)	Wed. Sept. 28	Judy Ableser
Authentic Assessment and Rubrics	Thurs. Sept. 29	Judy Ableser
Active Learning	Thurs. Oct. 6	Judy Ableser
Effective Lesson Planning	Thurs. Oct. 13	Judy Ableser
Best Practices in Mentoring Undergraduate Researchers	Thurs. Oct. 20	Brad Roth
Revisiting Course Evaluations	Wed. Oct. 26	Judy Ableser
<i>Coffee & Conversation: Faculty's Perspective on Provost's Evidence of Teaching Effectiveness Initiative: Course Evaluations Revisited</i> (12:00 – 1:00 pm)	Thurs. Oct. 27	Judy Ableser
Course Evaluations for Formative and Summative Assessment	Wed. Nov. 2	Judy Ableser
Teaching Award Winners: Anthony Tuf Francis and Helena Riha	Thurs. Nov. 3	Anthony Tuf Francis & Helena Riha
Creating a Teaching Portfolio: Evidence to Demonstrate Teaching Effectiveness	Wed. Nov. 9	Judy Ableser
Best Practices in Teaching Written and Oral Communication Skills to STEM Students	Mon. Nov. 14	Laila Guessous
Experience This! <i>Fundamentals for Experiential Learning</i>	Wed. Nov. 16	Travus Burton
Serving the Need and Developing the Community: One Discipline is Never Enough	Wed. Nov. 23	Travus Burton
Mirror, Mirror... the Art of Reflection Before, During and After Student Experiences	Wed. Nov. 30	Travus Burton
Effective Syllabus Development	Thurs. Dec. 8	Judy Ableser
Color Code for Series:		<i>Coffee & Conversation</i>
Faculty Development Institutes	Provost's Teaching Initiative	Teaching Award Winners
STEM	Experiential Learning	Nuts and Bolts

CETL WORKSHOPS SERIES - Fall 2016 Schedule by Series

ORIENTATION TO FACULTY DEVELOPMENT INSTITUTE (FDI)

Title	Date	Facilitator
Designing Learning for All: Universal Design of Learning	Tues. Sept. 13	Amanda Nichols Hess
Mentoring for Emerging Faculty	Wed. Sept. 14	Judy Ableser
Course Redesign to Increase Student Success	Thurs. Sept. 15	Keith Williams

NUTS & BOLTS OF TEACHING SERIES

Title	Date	Facilitator
Learning Outcomes and Constructive Alignment	Thurs. Sept. 22	Judy Ableser
Authentic Assessment and Rubrics	Thurs. Sept. 29	Judy Ableser
Active Learning	Thurs. Oct. 6	Judy Ableser
Effective Lesson Planning	Thurs. Oct. 13	Judy Ableser
Effective Syllabus Development	Thurs. Dec. 8	Judy Ableser

PROVOST'S INITIATIVE ON EVIDENCE OF TEACHING EFFECTIVENESS SERIES

Title	Date	Facilitator
Revisiting Course Evaluations	Wed. Oct. 26	Judy Ableser
Course Evaluations for Formative and Summative Assessment	Wed. Nov. 2	Judy Ableser
Creating a Teaching Portfolio: Evidence to Demonstrate Teaching Effectiveness	Wed. Nov. 9	Judy Ableser

EXPERIENTIAL LEARNING SERIES

Title	Date	Facilitator
Experience This! <i>Fundamentals for Experiential Learning</i>	Wed. Nov. 16	Travus Burton
Serving the Need and Developing the Community: One Discipline is Never Enough	Wed. Nov. 23	Travus Burton
Mirror, Mirror... the Art of Reflection Before, During and After Student Experiences	Wed. Nov. 30	Travus Burton

STEM SERIES

Title	Date	Facilitator
Best Practices in Mentoring Undergraduate Researchers	Thurs. Oct. 20	Brad Roth
Best Practices in Teaching Written and Oral Communication Skills to STEM Students	Mon. Nov. 14	Laila Guessous

TEACHING AWARD WINNERS WORKSHOP

Title	Date	Facilitators
2015/2016 Teaching Award Winners: Anthony Tuf Francis & Helena Riha	Thurs. Nov. 3	Anthony Tuf Francis & Helena Riha

COFFEE and CONVERSATIONS

An opportunity to engage in informal discussions with other faculty and staff to share stories, experiences and insights. All sessions are in **200A Elliott Hall at 12:00 pm - 1:00 pm.**

Coffee and dessert provided (feel free to bring your own lunch).

Title	Date	Facilitator
Diversity in the Classroom and on Campus	Wed. Sept. 28	Judy Ableser
Faculty's Perspective on Provost's Evidence of Teaching Effectiveness Initiative: Course Evaluations Revisited	Thurs. Oct. 27	Judy Ableser

GRADUATE TEACHING ASSISTANT SERIES ORIENTATION

Located in **200A Elliott Hall** (the Learning Studio).

5:30 p.m. – 7:00 p.m. (Dinner provided.)

Title	Date	Facilitator
Orientation to Graduate Teaching Assistant Series	Wed. Sept. 14	Keith Williams

TIPS and TRICKS on ENTERING GRADES

Final Grade Submission – Tutorial and Open Lab Sessions

Located in Computer Lab **200C Elliott Hall.**

Date	Facilitator	Time
Tuesday, December 6	Paul Battle, Registrar's Office	10:00 a.m. – 12:00 p.m.
Tuesday, December 6	Paul Battle, Registrar's Office	5:30 p.m. – 6:30 p.m.

CHAIRS' FORUM

Located in **200A Elliott Hall** (the Learning Studio).

12:00 p.m. – 1:30 p.m. (Lunch provided.)

Title	Date	Facilitators
Forum for New Chairs and Program Directors	Mon. Sept. 19	Jay Meehan & Judy Ableser
Chairs' Perspective on Provost's Evidence of Teaching Effectiveness Initiative: Course Evaluations Revisited	Mon. Oct. 24	Jay Meehan & Judy Ableser
Academic Work-Life Balance	Mon. Nov. 7	Jennifer Heisler & Jay Meehan
Mentoring Faculty	Mon. Dec. 5	Kathy Moore & Jay Meehan

Faculty Development Institutes

- A sustained program which runs throughout an academic year and focuses on developing a teaching strategy or approach.
- The cohort (10-15 members) meets approximately once a month with a coach/mentor. Times and dates will be decided by group members.
- Provides an opportunity to learn new skills and strategies and then have time to develop, implement, reflect and revise them throughout the year

The Center for Excellence in Teaching and Learning presents

Mentoring for Emerging Faculty Faculty Development Institute Orientation

Wednesday, September 14 12:00 p.m. – 1:30 p.m.

Lunch provided.

200A Elliott Hall (The Learning Studio)

Facilitated by Judy Ableser, CETL Director

- Learn how this mentoring group can help support teaching and acclimation into campus life as an academic
- Begin to form professional and social networks and connections with other faculty who are also new/nearly new to teaching at a university
- Learn how these sessions can provide an opportunity to extend, practice, reflect and reinforce skills and knowledge that are introduced during the “Nuts and Bolts of Teaching” workshops

To register, visit oakland.edu/cetl/workshops

After orientation, you will have the opportunity to sign up to join this group. FDI sessions will be arranged based on participants' availability once all participants have joined the FDI.

FDIs are year-long programs involving a cohort of faculty who will meet approximately once a month in the fall to learn about the topic, and then be guided and supported during the winter months to develop and implement ideas into your courses.

Nuts and Bolts of Teaching Workshop Series

*Sessions are open to all, however
they are aimed primarily for new
and emerging faculty.*

200A Elliott Hall
12:00-1:30 p.m.
Lunch provided.

Learning Outcomes and Constructive Alignment

Thursday, September 22

- Learn how to write effective learning outcomes
- Learn how we know if our students have learned what we want them to
- Learn what the keys to effective course design, implementation and assessment are
- Learn how learning outcomes connect to assessment and why are they important

Authentic Assessment and Rubrics

Thursday, September 29

- Create activities that apply content into real life situations
- Move beyond multiple choice tests
- Discuss how to mark and assess assignments objectively without spending more marking than the student took to complete it
- Understand how rubrics help us and students

Active Learning Strategies

Thursday, October 6

- Understand the research behind “active learning” and why it is important for today’s students
- Learn and practice a range of active learning techniques that you can easily implement into your own classroom

Effective Lesson Planning

Thursday, October 13

- Learn how to structure a class session to engage and facilitate learning
- Learn how organization, time-management, and effective planning bring positive results
- Learn how learning outcomes for each session help students and instructors
- Balance mini-lectures with active learning

Effective Syllabus Development

Thursday, December 8

- Implement best practices for syllabus design
- Begin planning for your winter semester

Register for one or all at oakland.edu/cetl/workshops

Weekly emailed- CETL Scheduler

Weekly Announcements

CETL will keep you update on what's happening and available without weighing down your inbox. Every Wednesday, you will receive this weekly breakdown of what is coming in the next week. From here, you can click each workshop and Coffee and Conversation to register for the event. If you have any questions about weekly announcements, email us at flattery@oakland.edu.

As a new faculty member you will automatically be enrolled. You can let others know to receive these by signing up at oakland.edu/cetl/signmeup

Next Week at CETL

MON JAN. 13	CLICK TO REGISTER FOR THE WORKSHOP Empowering Students to Learn <small>(with Allison Stevens of UIC)</small> How can we shift from teacher-centered instruction to student-centered learning? Join this discussion and learn about the conference on this theme. 12:00-1:30 p.m.
TUES JAN. 14	
WED JAN. 15	CLICK TO REGISTER FOR THE WORKSHOP The New York Times in the Classroom <small>(with Robert, New York Times Representative)</small> New York Times representative Mike Mooney shows how the newspaper can partner with faculty to open the news world to students. Lunch provided. 12:00-1:30 p.m.
THURS JAN. 16	CLICK TO JOIN THE COFFEE AND CONVERSATION Power and Gender <small>(with C&E)</small> How does gender affect the "power play" in the classroom and among colleagues at the university? Coffee provided. 12:00-1:30 p.m.
FRI JAN. 17	
SEE ALL WORKSHOP FLYERS	
SEE UPCOMING COFFEE AND CONVERSATIONS	

ANNOUNCEMENTS

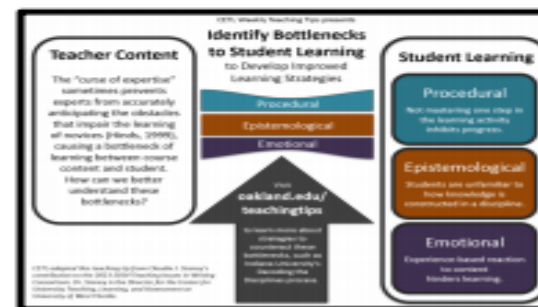
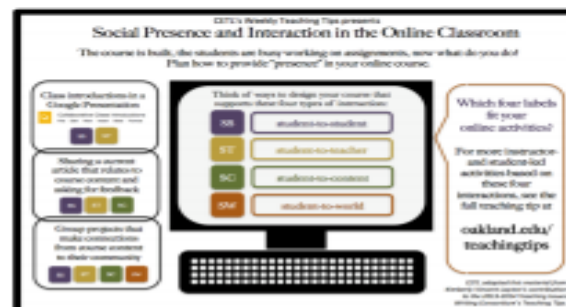
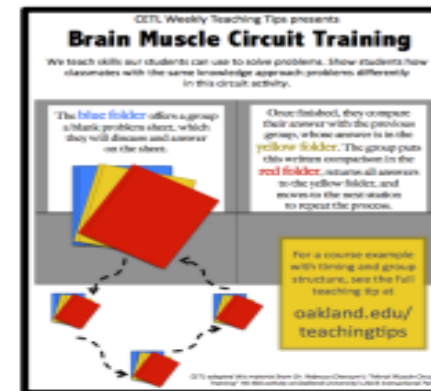
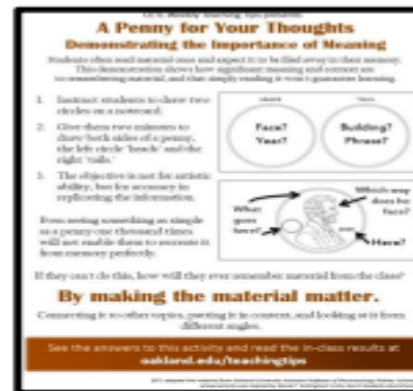
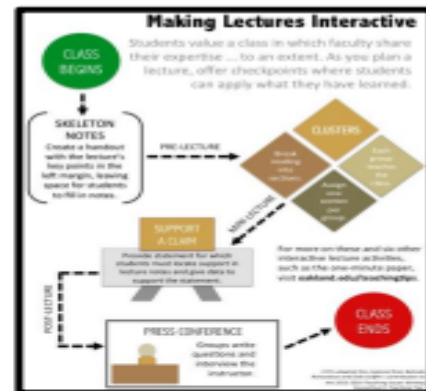
- ❑ CETL's Winter 2014 Newsletter, sent January 2, reviews initiatives that closed out the year and outlines all that is to come in 2014. [Click here to see the newsletter.](#)
- ❑ Ready to join a Learning Community? Learning Community applications are due January 15. [Click here to fill out the application.](#)

UPCOMING EVENTS	Mini-Lilly Conference: Take 2 Faculty Presentations on January 30
	Eighth Annual Teaching and Learning Conference Proposals Due February 7

Weekly Teaching Tips

oakland.edu/teachingtips

Sign up to receive Weekly Teaching Tips like the tips below.



Virtual Faculty Development

Teaching and Learning Resources Online wherever and whenever you are

CETL now offers online access to its resources for faculty unable to attend its daytime events, and those who would like to extend their teaching and learning communities.

ONLINE MODULES

Browse research, case studies,
and reflection activities to refine
your classroom strategy.

WEB RESOURCES

Tap into our videos, handbooks,
teaching handouts and
presentation slides.

VIDEO WORKSHOPS

Starting in Fall 2013, on-campus
workshops will be recorded for
your anytime access.

HOW TO FIND US

Go to **Virtual Faculty Development** at
oakland.edu/cetl. For help, contact
Media Manager Christina Moore at
cmamoore@oakland.edu.

VIRTUAL FACULTY DEVELOPMENT



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Teaching and Learning: Online Modules for Faculty Development

Developed by the Ontario Institute for Studies in Education

*Five learning modules to build
and reflect on teaching
strategies based on current
student learning research.*



Available on eSpace, CETL offers five learning modules online, plus connections to CETL resources and activities based on the curriculum.

- Module 1: Planning for Learning
- Module 2: Integrating Online Technology for Learning
- Module 3: Assessing for Learning
- Module 4: Teaching for Learning
- Module 5: Exploring for Learning

Work at your own pace, at your own time. Use as much or as little as you find helpful.

For access, go to www.oakland.edu/cetl and select
Virtual Faculty Development for the Online Modules tab.



Draw for 2 faculty
to attend

Please fill in the “draw stub”
and leave it with me. I will
bring them back to the Gold
Rooms and draw 2 winners!
Good luck!!!

Join us for the Lilly Conference
The Lilly Conference is a conference series on teaching and learning in higher education.
October 20-22 in Traverse City
Fill out for a chance to win a travel grant for the Lilly Conference.

Name: _____
Department: _____
Email Address: _____

CETL travel grants have funded several past- and full-time faculty promotions and first-time attendees, and we hope you will join us! The travel grant includes:

- registration fee (includes most meals)
- up-to-four nights accommodations at the Park Place Hotel
- additional travel expenses

a total value of
more than
\$1,200

The Center for Excellence in Teaching and Learning Invites You to

Lilly Conference Series on College and
University Teaching and Learning
EVIDENCE-BASED TEACHING AND LEARNING

Traverse City, MI

October 20-22, 2016



Join us for the Lilly Conference!

CETL is pleased to sponsor a new faculty member to attend the Lilly Conference in downtown Traverse City, MI on Thursday, October 20–Saturday, October 22.

We will do a drawing at the beginning of fall semester for 2 new faculty to win full funding (\$1200) to attend this conference (including registration of \$415, hotel for 3 nights, travel, and food)!

Any additional participants who do not receive a travel grant will still be eligible for a 10% discount for registration by using the promotion code **cosponsor10**.

The Lilly Conference Series has a long history of bringing together faculty across disciplines to discuss teaching and learning in higher education. It also provides an opportunity to network with faculty at Oakland University.

Thursday, October 20 – Oakland University Special Reception, Park Place Presidential Suite
Friday, October 21 – Oakland University Dinner on the Town

To be put on the waiting list for travel grants or to ask any questions about the conference, please contact Suzanne Flattery at flattery@oakland.edu.

OTHER UPCOMING TEACHING AND LEARNING CONFERENCES

STUDENT SUCCESS CONFERENCE | February 16-17, 2017 | Detroit, MI

EQUITY WITHIN THE CLASSROOM CONFERENCE | March 19-21, 2017 | Big Rapids, MI

DIVERSITY, EQUITY, AND INCLUSION CONFERENCE | March 2017 | OU

ANNUAL CONFERENCE ON TEACHING AND LEARNING | May 18-19, 2016 | OU

E-CORNUCOPIA CONFERENCE | June 16, 2017 | OU

Getting to Know Faculty Form

- Contact Information
- Teaching Experience
- Service Interest
- Update Notification

Getting to Know New Oakland University Faculty

The Center for Excellence in Teaching and Learning (CETL) would like to get to know you and hear what programs you would like. Please take a moment to complete this form.

Name:

Oakland Email Address:

Best Phone Number:

Position/Rank:

Department/School:

Office:

Courses you will be teaching this first semester:

Highest degree obtained, university, year:

Prior to coming to Oakland, what/where were you doing?

Previous university teaching experience:

Areas of expertise/interest:

Are you interested in attending programs/services at CETL? Please check all that apply

Programs	Yes	Perhaps	No
Workshops: Nuts & Bolts for New Faculty			
Workshops: Other			
Faculty Development Institute: Mentoring for New and Emerging Faculty			
Individual Consultations			
Coffee and Conversations			
Learning Communities			
Virtual Faculty Development			
Other			

What additional support would you like to see from CETL?

Would you be interested in leading a workshop or providing other support to CETL?

If so, in what ways?

Would you like to be on our mailing list (listserv)?

YES

NO

Additional Comments: