

# CETL

*A message from the director*

OAKLAND  
UNIVERSITY

Dear Chairs and Program Directors,

December 2015 Update

Hope you all have recovered from a weekend of turkey and gearing up for the end of the semester.

## Chairs Info:

**Chairs' Manual** - The first draft section of the chairs' manual will be available on the chairs' corner in early January. This section will include important policies, dates and scheduling information. A next more robust section will be complete before fall 2016. Our goal is to include more helpful tips and information from a range of programs and services across campus. This draft is a "work in progress" and "living document" that will evolve over time. Thank you to Leanne DeVreugd for creating the document and to the team of chairs who have contributed insights and feedback.

1. **Future Chairs' Forum** - We are happy to announce 2 Chairs' Forums for the winter semester. We encourage you to register and participate. Registration will be open in early January at <http://wwwp.oakland.edu/cetl/faculty-development/coffee-conversation/>

**CHAIRS FORUM - Winter 2016 Schedule**  
**Located in the Learning Studio (200A Elliott Hall)**  
**- lunch provided -**

Themes/Topics	Date	Time
Managing the role of chair - learning from our peers	Mon. Feb. 8	12:00 pm - 1:30 pm
Dealing with difficult people and situations	Tues. March 22	12:00 pm - 1:30 pm

2. **Chairs' Corner**- <http://wwwp.oakland.edu/cetl/chairs-corner/> - includes documents, resources, and programs and services for chairs. We will also be posting agenda, minutes and documents from your monthly Chairs Meetings on this site.
3. **New Full and Part-time Faculty for Winter** - We welcome all new faculty to meet with us to help them plan their winter semester and provide a "mini" 1:1 Orientation. Please have them contact Judy Ableser at [ableser@oakland.edu](mailto:ableser@oakland.edu). In addition, please encourage them to check out our New Faculty link at <http://wwwp.oakland.edu/cetl/new-faculty>. The site has important information for new faculty and links to many resources including the **Faculty Handbook**.
4. **Hiring New Full or Part-time Faculty** - Please remember to share the contact information of any new full or part-time faculty member with us as soon as they are hired. Please send it to Suzanne Flattery at [flattery@oakland.edu](mailto:flattery@oakland.edu). We will reach out to them with a **welcome pack**.

**For Chairs and Faculty Members:**

1. **Coffee and Conversation - Tenure and Teaching Effectiveness - Thursday, December 3rd at 12:00 - 1:00 pm.** Register at: <http://wwwp.oakland.edu/cetl/faculty-development/coffee-conversation/>. (coffee/treats provided - bring your own lunch). This is a great opportunity to share your insights, experiences and suggestions on what does/should be considered as evidence of effective teaching for tenure reviews.
2. **Final Faculty Social Hour** - Our final faculty social hour will be held on Thursday, December 10th at BRAVO! Drop in anytime between 4:00 - 6:00 pm. Please encourage your faculty to join us for our celebration of the semester end. Great time to sit back and reflect on your semester.
3. **Drop-In Open House - How to submit your grades** - The grade entry system has changed this semester. CETL and the Registrar's Office are offering a drop-in opportunity for faculty to help them "submit" final grades. Please remind your faculty to take advantage of this opportunity.

### TIPS AND TRICKS ON ENTERING GRADES

4. We encourage all faculty, especially new, who would like support in learning how to use the system to submit final grades to join us for these workshops. Sessions will include a brief overview then an open session where faculty can get assistance submitting grades. Sessions will be held in the **200C Computer Lab** in **Elliott Hall**

Date	Time	Facilitator
Thursday, December 10	10:00 - 11:00 a.m.	Registrar's Office
Wednesday, December 16	2:00 - 3:00 p.m.	Registrar's Office

5. **10th Annual International Teaching and Learning Conference - Transformative Teaching and Learning - May 18th and May 19th at Oakland University** - please encourage your faculty to submit proposals. Information and proposal submission can be found at: [www.uwindsor.ca/tlconf](http://www.uwindsor.ca/tlconf). Proposal submission will be open from January 4th - February 29th. Registration fees (\$250.00) for all OU faculty and graduate students will be funded through the Provost's Office.
6. **CETL Winter Newsletter and Schedule** will be available and distributed the first week in January.

Feel free to contact me at any time at [ableser@oakland.edu](mailto:ableser@oakland.edu).

Respectfully,

Judy Ableser, Ph.D. - Director - CETL