



Chairs Update for October 2016

1. Please note that there are some good (free!) resources in the CETL Chairs Corner page. Under internal resources there are books about leading departments and programs available to sign out through CETL (see this link: <https://wwwp.oakland.edu/Assets/Oakland/cetl/files-and-documents/Chairs/Books%20for%20Chairs.pdf>) Under external resources, there is a link to the journal The Department Chair, a Wiley Online publication located here: <https://wwwp.oakland.edu/cetl/chairs-corner/> If you tried to access this journal from off campus, the link was not active. This has now been corrected. Check out this journal--the articles are brief (1-2 pages), written by current or former department chairs and the topics are interesting and timely.
2. On October 24, we will be hosting a forum titled [Chairs' Perspective on Provost's Evidence of Teaching Effectiveness Initiative: Course Evaluations Revisited](#) from 12-1:30pm. Please mark your calendars now and reserve your space (and lunch). Also, check out our remaining forums for November and December. We are also in the process of planning the Winter forums for Chairs and Program Directors. If you have any ideas or issues you would like to see addressed in one of these forums, please submit them to me (Meehan@oakland.edu).
3. A Quick Note to the "seasoned" chairs and program directors. Some folks have shared with me the (erroneous) belief that the Chair Fellow is a position created for mentoring new comers to the leadership ranks. Not so! In fact, I have been contacted by a number of experienced chairs and program directors in my first several weeks. In fact, my monthly tip for October titled "What is Your Exit Strategy" (forthcoming) was inspired by one of these meetings. So, please feel free to reach out.

For Chairs and Faculty Members

1. Please remind your faculty to use the new early **Faculty Feedback system** to provide an alert to students who are struggling during the early part of the semester. The system is **open through the end of October** as is **required for all 00,100, 200 level courses**. Information and directions can be found at: <https://wwwp.oakland.edu/uge/faculty-feedback/>

2. Please have faculty register for workshops at: <http://wwwp.oakland.edu/cetl/faculty-development/> (click on Workshops)

Workshops meet 12:00-1:30 p.m. Lunch provided.

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
Coffee & Conversation: Faculty's Perspective on Provost's Evidence of Teaching Effectiveness Initiative: Course Evaluations Revisited (12:00-1:00 pm)	Thurs. Oct. 27	Judy Ableser

Chairs Info:

1. **Chair Fellow** I want to express my gratitude and appreciation to Jay Meehan, our Chair Fellow. He has done an outstanding job in just one month of contacting and meeting with chairs and “working the beat” (his language) in his role. What a welcome resource!
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. **Hiring New Full or Part-Time Faculty** CETL has created a “New Faculty Getting You Going” card that we distributed to each department for new hires. If you need more cards, please let us know. 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. We will reach out to them with a **welcome packet**. Please encourage them to check out our New Faculty link at: <http://wwwp.oakland.edu/cetl/new-faculty/>. This site has important information for new faculty and links to many resources including the **Faculty Handbook**.
4. **Faculty Candidate Tours** When you conduct interviews for new faculty, feel free to bring candidates over to CETL (200 Suites of Elliott Hall) on your tour.
5. **Provost’s Evidence of Teaching Effectiveness Initiative** Task Force 1: Revisiting and Revising Course Evaluations/Student End of Semester Surveys has been formed with representation from each school/college. Susan Awbrey and Judy Ableser are co-chairing committee. We encourage you to participate in the Chair Forum and Workshops and Coffee and Conversation on this initiative this fall.
6. **Chairs’ Forum**

Chairs’ Forum Sessions

Located in the Learning Studio (200A Elliott Hall)

12:00 PM – 1:30 PM (Lunch provided)

Title	Date	Facilitator
Chairs’ Perspective on Provost’s Evidence of Teaching Initiative: Course Evaluations Revisited	Mon. Oct. 24	Jay Meehan & Judy Ableser

Feel free to contact me at any time at ableser@oakland.edu

Respectfully,

Judy Ableser - CETL Director

Jay Meehan- Chair Fellow