**Faculty Center for Teaching and Learning**

**Fall 2005**

**Adjunct Retreat**

**November 25, 2005**

All adjunct faculty are invited to join us on Saturday, November 25, for our biannual Adjunct Retreat. The retreat is an opportunity for us to recognize, celebrate, and thank our adjunct faculty for their contributions to UCF. The event is free and open to all adjunct faculty. Please register by November 18.

**Location:** Classroom, Room 207

**Purpose:** To foster community and enhance teaching and learning.

**Activities:**
- **Welcome:** Coffee and conversation
- **Session Titles:**
  - "Creating Quizzes Using Respondus," "It IS All About You: the Sequel"  
  - "Managing Grades in WebCT,"  "Mentoring and Being Mentored,"  
  - "Beyond Chalk: technology for learning purposes," "How to Design Your Own Surveys,"  
  - "Virtual Environment, Creative Assessments: "Just in Time" Course Design"  
- **Adjunct Social:**
  - A Thanksgiving feast at the Faculty Center
  - "Spotlight on..." ad
  - "Fall 2005 Adjunct Retreat" ad

**Contact:**
- Adjunct Retreat Committee: fctl@mail.ucf.edu
- **Website:** <http://www.fctl.ucf.edu>
The Faculty Center for Teaching and Learning is calling for the submission of proposals by any UCF faculty member who has an interest in improving a course. Faculty will participate in four 3-hour workshops and receive support from staff in the Faculty Center and other support units as they develop new approaches and materials for their classes. These workshops will include a series of hands-on experiences designed to explore teaching techniques and effective learning activities. Faculty will complete the workshops, produce a final project for dissemination, and write a short article for the Faculty Focus.

Faculty will receive a $500 stipend for full participation. Workshops will be held at Orlando, Daytona, Cocoa, and Rosen campuses. RFP Deadline: January 20, 2006.

For more information, visit <http://www.fctl.ucf.edu/events/courseinnovation>.

Beyond Beyond Chalk
Beyond Beyond Chalk begins with a look at the innovative multi-media classroom filmed for PBS almost 10 years ago as a change advocate for distance education. A major part of the presentation is Reach Out and Teach, the second video series, which is an introduction to designing distance education courses and written to help educators and instructors understand the fundamentals of distance education and instructional design. Workbooks are included.

Tuesday, November 1, 1:30-3
Tuesday, November 15, 1:30-3
Monday, November 21, 1:30-3

Citation Management: EndNote
Basic introduction on using EndNote to create libraries, generate bibliographies, and export citations from library databases. There will also be a demo on how EndNote works with Microsoft Word.

Monday, November 14, 5:30-6:45
Library, Room 223

Creative Assessments: Tying Assessments to Program and Course Objectives
Participants should bring a copy of their syllabus and we will examine how objectives are assessed. We will talk about suggestions for using "creative assessments" and explore best practices on assessment techniques that others have used in the past.

Tuesday, November 16, 9-10:30
CL1-207
Thursday, November 17, 9-10:30
Rosen Campus: Room 221

Developing a Portfolio for Promotion and Tenure
This workshop will discuss, in a general way, the "do's and don'ts" of promotion and tenure portfolios. We will discuss the "hard work" and "less work" rule, as well as the value of finding a tenure mentor.

Monday, November 14, 1-2:30
Tuesday, November 29, 10-12

Florida Humanities Council Grant Writing Workshop
This grant writing workshop is free and open to our university faculty and staff. The workshop will be conducted by Susan Lockwood, Florida Humanities Council (FHC) Grants Director. Susan will discuss applying for grants, examples of successfully proposed projects, current Council initiatives, and assessing free programs that are available from the FHC Resource Center.

Tuesday, November 1, 10-12

“Just in Time” Course Design
This interactive workshop will review the structure of course design and give examples of different kinds of course syllabi. We will clarify our teaching goals, outcomes, delivery methods, and assessments toward a more effective syllabus.

Wednesday, November 9, 10:30-12
Friday, November 18, 10:11-30

Mentoring and Being Mentored
In this session we will discuss the ways in which faculty and administration can mentor each other and how best to find effective mentors in and outside of your department.

Monday, November 28, 2-3:30

Service-Learning in a Virtual Environment
This workshop discusses teaching Service-Learning courses in an online environment. It will introduce online teaching at UCF, then introduce the definition of Service-Learning at the university, and finally conclude with a discussion of challenges and recommendations for teaching Service-Learning in an online environment.

Tuesday, November 8, 1-2:30

Service-Learning Reflection and Assessment
In this workshop you will learn how to assess Service-Learning by using the metrics available in the tool. You will learn how to create a meaningful Service-Learning experience.

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Course Innovation Project Spring 2006

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Faculty Center Website Redesign

We have recently finished redesigning our website, and we have a new look, new organization, and new content to share with you. We hope you’ll be especially pleased with the navigation system, which makes finding specific information (or even just exploring) fast and intuitive.

Since many of you have told us that the section dedicated to teaching and learning resources has proven helpful, we’ve kept these ideas and resources as a major category.

One new section we want to call your attention to is “Faculty Spotlight,” a place to provide kudos to you, the UCF faculty. Accordingly, we want to hear about your awards, your publications, your heroes! Please email fctl@mail.ucf.edu when you have any news to share.

Please explore our new site, still at the same address: <http://www.fctl.ucf.edu>. Your feedback is always welcome!

Adjunct Retreat in January 2006

Saturday, January 7, 2006. 9:00 a.m. - 4:00 p.m.

In addition to the Fall 2005 Adjunct Retreat, we will host one in early Spring 2006. This retreat is also a single-day event, with the 12:00-1:00 hour a free time for lunch on your own. Instructors who qualify will be given a stipend of $150. The Adjunct Retreat will be held on the Orlando campus in Classroom Building 4-1, Room 218. For more information and to register, please visit <http://www.fctl.ucf.edu/events/adjuncts>.

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Library, Room 223

Citation Management: RefWorks

Basic introduction on using RefWorks to create personal databases, generate bibliographies, and export citations from library databases. There will also be a demo on RefWorks’ “Cite While You Write” feature.

Wednesday, November 16, 4:30-5:45

Library, Room 223

Classroom Feedback Techniques

Learn about classroom response systems (clickers), a similar low-tech alternative, and other easy-to-implement feedback tips.

Tuesday, November 22, 10:30-12

Wednesday, November 30, 9-10:30

Collaborative Learning & Social Capital

This workshop will illustrate how collaborative learning can be included in face-to-face or online environments, using social network analysis to assess the students’ performance in collaborating while in the class as an organizational setting. The instructor collects course related and friendship network data at the beginning of each term and toward the end of the term. These two sets of network data are compared to see the change in collaboration and networking among students over the term.

Tuesday, November 22, 1-2:30

Course Reserves & Copyright

Information on the new copyright procedures and how to avoid placing items on Course Reserve. Also time for Q&A’s.

Thursday, November 3, 1-2

Library, Room 223

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Tuesday, November 8, 1-2:30

Service-Learning Reflection and Assessment

In this workshop you will learn how to assess Service-Learning by using Student Structured Reflection.

Wednesday, November 16, 3-4

Daytona Campus: Bldg 150, Room 212

SoTL Project Designs

The Scholarship of Teaching and Learning (SoTL) is a concept so new that there are few “standard” definitions of it. Together we will explore what SoTL is (or isn’t), toward an understanding of what SoTL projects might look like in our various fields.

Friday, November 4, 9-10:30

Test Construction

How do you test your students? How do you test your students? Is there a way to improve your tests? Join us with other questions and others that will provide tools to construct effective assessments.

Monday, November 7, 1-2:30

Monday, November 10, 10-12

Thursday, November 17, 1-3:30

Victim Services: Rights, Responsibilities and Options

This workshop is intended to provide you with your rights and responsibilities along with options and referral resources for students who disclose personal crime, violence or abuse to you.

Tuesday, November 29, 3-3:30

Writing Assignments for Every Discipline

As you begin to plan your spring semester courses, consider incorporating a couple of writing assignments. This workshop will differentiate between writing to learn and writing to perform, see examples of effective writing assignments and assessment techniques from a variety of disciplines, and explore ways to overcome challenges or barriers to assigning writing.

Thursday, November 3, 9:30-11
November 2005

What's happening this month at the Faculty Center for Teaching and Learning.

**Adjunct Retreat**

- **Wednesday, November 2, 10-11:30 am**
- Adjuncts and/or departments interested in designing and facilitating their own workshops in the Faculty Center are invited.
- Snacks will be provided.
- Drop by to say hello and eat with us! Bring a hardcopy of your favorite lesson plan, assignment, or learning activity and be ready to describe it and to share it with other faculty members.

**Social Capital**

- **Wednesday, November 2, 10-11:30 am**
- Faculty, A&P, and students.

**Thanksgiving Holiday**

- **Monday, November 21, All Day**
- No classes.

**Faculty Social**

- **Wednesday, November 23, 11:30-1:00 pm**
- Faculty, A&P, and students.
- Lunchtime from 11:30-1:00. You are welcome to bring food to share, but this is not required. Drop by to say hello and eat with us!

**Spotlight on...**

- **Thursday, November 24, 4:30-5:45 pm**
- RefWorks Citation Management: Thomson's Web of Science
- Room 212
- Faculty, A&P, and students.
- Come for one session or several.
- The conference is held in Classroom 212 of Rosen Library.
- Distribution of copies to share with everyone.

**Faculty Social**

- **Thursday, November 24, 4:30-5:45 pm**
- Faculty, A&P, and students.
- The Thanksgiving Holiday and many more.
- The full program is available on the Faculty Center website.

**Join Us!**

- We hope you can join us on Saturday, November 5, from 9:00-3:00 as we examine multiple aspects of the adjunct role and the various pedagogical strategies required to fulfill the role.
- Online registration is required. Please visit the Faculty Center website for more information.

**Winter Faculty Development Conference 2005**

- **Wednesday, November 23, from 11:30-1:00 pm**
- Faculty, A&P, and students.
- Lunchtime from 11:30-1:00. You are welcome to bring food to share, but this is not required. Drop by to say hello and eat with us!

**Faculty Center for Teaching and Learning**

- University of Central Florida
- www.fctl.ucf.edu