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<td>August 2006</td>
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### Faculty Center for Teaching and Learning

The Faculty Center for Teaching and Learning was established in 2004 to support faculty in their teaching and learning endeavors. The center is dedicated to assisting faculty in their professional development, providing workshops on a range of topics such as curriculum development, teaching strategies, collaboration, assessment, and problem-based learning. The Faculty Center offers resources to assist faculty in developing multimedia portfolios on teaching, learning, and research.

### Our Services at the Faculty Center

- **Faculty Focus**
  - A journal which highlights faculty accomplishments and provides a place to share with other faculty in a quiet and confidential environment.
- **Center Point**
  - A website featuring news, events, and resources for faculty.
- **Welcome!**
  - Information about new ideas in teaching and learning.
- **Our Services**
  - Workshops on teaching and learning.
- **Center Point Online**
  - An online community for faculty.
- **Faculty Center for Teaching and Learning**
  - A place for faculty to connect and collaborate.
- **Faculty Focus**
  - A journal highlighting faculty accomplishments.
- **Welcome!**
  - Information about new ideas in teaching and learning.
- **Our Services**
  - Workshops on teaching and learning.
- **Center Point Online**
  - An online community for faculty.
Adjunct Faculty Retreats

This fall, we are offering two Adjunct Faculty Retreats: Saturday August 5 and Saturday August 19. Both events run from 9:00-4:00 and are held at the Faculty Center (CL1-207).

We will examine multiple aspects of the adjunct experience, including the "nuts and bolts" like finding rosters, posting grades, and using WebCT to house content online.

We also dedicate a significant amount of time to pedagogical strategies. Topics include:
- classroom management
- disruptive conduct
- academic dishonesty
- legal ways to post grades
- syllabi and lesson plans
- assessment techniques
- course design
- goals and objectives
- philosophy of teaching
- learning theories
- learner differences
- collaborative learning
- developing a teaching portfolio

These retreats are free and open to all adjuncts. Participants who are teaching in Fall 2006 will receive a $150 stipend for attending this workshop and using WebCT to house content online.

You are invited to join us for six weeks of delving into Daniel Pink’s best-selling book A Whole New Mind. The first ten faculty to sign up will be provided with a free copy of the book and will be invited to join Daniel Pink for lunch on September 26th prior to his address in the Student Union. Discussions will be facilitated by Rita Graham from the Nicholson School of Communications.

Join us for A Whole New Mind

http://www.fctl.ucf.edu/events/adjuncts

New Faculty Orientation

All faculty are welcome to join the style sessions at the New Faculty Orientation:

Channeling and Assessing Chaos (or not)

Come experience and design unique techniques to allow students to collaborate and think actively using Chaos Theory as a launching pad.
August 15, 11:15-12, CL1-218

Classroom Response Systems
The session will present participants with the "clicker" system supported by UCF.
August 15, 11:15-12, CL1-207

Information Fluency
Learn about the university’s Quality Enhancement Plan (QEP) to teach students how to gather, evaluate and use information.
August 15, 11:15-2, CL1-218

Look Who’s Coming to Your Class
This interactive presentation will acquaint you with your new UCF students. Once you know who coming and why, let us tell you about the many Student Development and Enrollment Services (SDES) resources that can support you in facilitating students’ successful experience at UCF.
August 15, 11:30-2, CL1-220

Developing an Effective Syllabus
Learn some best practices as well as the UCF requirements for syllabus design. Participants will be shown templates and examples.
August 15, 2:15-3, CL1-218

Workshops in the Center

Adjunct Workshop: Tools You Need to Start the Semester
Find out about rosters, grade books, syllabi, course websites, and any software or campus resources that make your life easier as a UCF instructor.
Tuesday, August 8, 8:30-9:30
Friday, August 11, 3-4
Friday, August 18, 11-12
Monday, August 21, 10-11
Monday, August 21, 4-5

Opportunities for Engaging Our Undergraduate Students
New trends for the Office of Undergraduate Studies and ideas on how to better engage our student body.
August 15, 2:15-3, CL1-220

Effective Grading Strategies
You will leave this workshop with ideas on how to develop assessment strategies to avoid spending all of your time grading, but at the same time increase the quality of student work.
August 16, 11:15-12, CL1-219

Syllabus
Learn some best practices as well as the UCF requirements for syllabus design. Participants will be shown templates and examples.
August 18, 11:15-12, CL1-220

Before the Final Exam—Assess Student Learning Throughout the Course
Helpful classroom assessment strategies that can even be used for program evaluation and classroom management. Oral and written questioning strategies and classroom exercises that encourage active learning.
Thursday, August 10, 10-11:30
Thursday, August 24, 3:30-5

Designing an Effective Syllabus
Learn some best practices as well as the UCF requirements for syllabus design. Participants will be shown templates and examples.
Wednesday, August 23, 10-11:30

Developing a Portfolio for Promotion and Tenure
This workshop will discuss, in a general way, the "dos and don’ts" of promotion and tenure portfolios. We will discuss the "more work/less work" rule, as well as the value of finding a tenure mentor.
Tuesday, August 22, 10-11:30
Monday, August 29, 3:30-5

Intro to myUCF Grades: An Online Grade Reporting Tool
myUCF Grades is a pagelet on the university portal that will automatically synchronize with your official class rosters and allow you to manually input grades, import from Microsoft Excel, or report grades uploaded directly from the Test Scoring Services. Do away with posting grades outside classrooms and offices!
Wednesday, August 10-11
Tuesday, August 29, 1-2

Teaching Creatively: Ideas in Action
Participants will experience creative classroom techniques that might be used in any size class. By being actively involved, faculty will be able to determine the value of the methods from the student and faculty perspective.
Wednesday, August 23, 3:30-5
Thursday, August 31, 10-11:30

Join us for A Whole New Mind

You are invited to join us for six weeks of delving into Daniel Pink’s best-selling book A Whole New Mind. The first ten faculty to sign up will be provided with a free copy of the book and will be invited to join Daniel Pink for lunch on September 26th prior to his address in the Student Union. Discussions will be facilitated by Rita Graham from the Nicholson School of Communications.

Contact Tace Crouse (tcrouse@mail.ucf.edu) if you wish to participate or if you have questions concerning the event.
Adjunct Faculty Retreats

This fall, we are offering two Adjunct Faculty Retreats: Saturday August 5 and Saturday August 19. Both events run from 9:00-4:00 and are held at the Faculty Center (CL1-207).

We will examine multiple aspects of the adjunct experience, including the "nuts and bolts" like finding rosters, posting grades, and using WebCT to house content online.

We also dedicate a significant amount of time to pedagogical strategies. Topics include:

- classroom management
- disruptive conduct
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- legal ways to post grades
- syllabi and lesson plans
- assessment techniques
- course design
- goals and objectives
- philosophy of teaching
- learning theories
- learner differences
- collaborative learning
- developing a teaching portfolio

These retreats are free and open to all adjuncts. Participants who are teaching in Fall 2006 will receive a $150 stipend for attending this workshop.

The two sessions are identical; select one to attend. Attendance is limited, so please register online early:

<http://www.fctl.ucf.edu/events/adjuncts>

New Faculty Orientation

All faculty are welcome to join the new faculty orientation:
- Channeling and Assessing Chaos (or not)
- Classroom Response Systems
- Information Fluency
- Look Who's Coming to Your Class

Features:
- New trends for the Office of Undergraduate Studies and ideas on how to better engage our student body.
- Effective Grading Strategies
- Designing an Effective Syllabus
- Before the Final Exam: Assess Student Learning

Workshops in the Center

Adjunct Workshop: Tools You Need to Start the Semester
- Find out about rosters, grade books, syllabi, course websites, and any software or campus resources that make your life easier as a UCF instructor.

Building a Grade Book Using MS Excel
- Together we will walk through a grade book template and customize it to your syllabus. Please bring your syllabus with a breakdown of your scoring policy. Please register ahead of time by emailing Eric Main at emain@mail.ucf.edu.

Intro to myUCF Grades: An Online Grade Reporting Tool
- myUCF Grades is a pagelet on the university portal that will automatically synchronize with your official class rosters and allow you to manually input grades, import from Microsoft Excel, or report grades uploaded directly from the Test Scoring Services. Do away with posting grades outside classrooms and offices.

Wednesday, August 10-11, Tuesday, August 29, 1-2

Rubric-to-Go Workshop
- Create a rubric to set expectations for and to gauge your students’ performance. Bring the description of an assignment and we will assist you through the process.

Friday, August 25, 10-11:30
Wednesday, August 30, 3:30-5

Teaching as a Non-Native Speaker
- Educators who speak English as a second language face unique linguistic and cultural challenges. We will discuss strategies to ease the transition to working with a non-native language.

Tuesday, August 22, 3:30-5

Teaching Creatively: Ideas in Action
- Participants will experience creative classroom techniques that might be used in any size class. By being actively involved, faculty will be able to determine the value of the methods from the student and faculty perspective.

Wednesday, August 23, 10-11:30

Opportunities for Engaging Our Undergraduate Students
- New trends for the Office of Undergraduate Studies and ideas on how to better engage our student body.

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- You will leave this workshop with ideas on how to develop assessment strategies to avoid spending all of your time grading, but at the same time increase the quality of student work.

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Designing an Effective Syllabus
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Before the Final Exam: Assess Student Learning Throughout the Course
- Helpful classroom assessment strategies that can even be used for program evaluation and classroom management. Oral and written questioning strategies and classroom exercises that encourage active learning.

Thursday, August 10, 3:30-5

Join us for A Whole New Mind

You are invited to join us for six weeks of delving into Daniel Pink’s best-selling book A Whole New Mind. The first ten faculty to sign up will be provided with a free copy of the book and will be invited to join Daniel Pink for lunch on September 26th prior to his address in the Student Union.

The reading circle on his book will meet on Wednesday afternoons (September 13, 20, 27, October 4, 11, 18) from 3:30-4:30 in the Faculty Center. Discussions will be facilitated by Rita Graham from the Nicholson School of Communications.

Contact Tace Crouse (tcrouse@mail.ucf.edu) if you wish to participate or if you have questions concerning the event.
Welcome!

The Faculty Center for Teaching and Learning would like to welcome you to the 2006–2007 academic year. The Faculty Center was created to provide resources and services to assist your professional endeavors. The goals of the Faculty Center are to support: (1) Excellence in teaching and learning; (2) Successful research and creative endeavors; (3) Professional fulfillment; (4) Local and global community building. Just some of the services that we provide are outlined below. A wealth of information on teaching and learning at UCF can be found on our website at <http://www.fctl.ucf.edu>.

UCF is a large organization and it can seem hard to find answers to your questions. Please think of the Faculty Center as your first stop. If we don’t immediately know the answer to your question, we will refer you to the appropriate person or place. The faculty and staff support team comes from backgrounds in science, humanities, languages, mathematics and education and has many years of experience in the UCF environment. We understand the roles and responsibilities of faculty and can assist with all aspects of your professional development.

We look forward to working with you and meeting you at the many Faculty Center and campus events throughout the year.

To contact the Faculty Center, visit us in the Classroom 1 Building (room 207), e-mail to fctl@mail.ucf.edu or phone us at 407-823-3544.

Our Services at the Faculty Center

- offers workshops on a range of topics such as curriculum development, teaching strategies, collaboration, assessment, and problem-based learning;
- documents faculty scholarship and pedagogy for dissemination in publications or at conferences;
- publishes the Faculty Focus, a journal which highlights faculty experts on campus and is a forum for sharing ideas on teaching and learning;
- provides a place to share with other faculty in a quiet and confidential environment;
- provides peer-observation sessions that are confidential and informative;
- videotapes faculty while teaching in the classroom (on request);
- conducts an orientation for new faculty each fall;
- offers weekend retreats for adjunct faculty;
- trains graduate teaching assistants in teaching-related issues;
- aids the linguistic transition for international teaching assistants;
- mentors faculty in teaching and research-related endeavors;
- hosts summer and winter conferences to encourage faculty learning about new ideas in teaching; and
- assists faculty in developing multimedia portfolios on teaching, learning, and research.