

## DIRECTOR OF THE CENTER, Patricia Hoffman

**A**s Director for The Center for Excellence and Innovation and The Center for Excellence in Teaching and Learning I would like to bring greetings from all the wonderful people working in our beautiful learning spaces in the lower level of the library. We hope you are off to a great start. Please see our websites for detailed information about the services available to faculty and staff.  
<http://www.mnsu.edu/cetl/programs>

The Center is buzzing with activity as faculty are readying their D2L courses, getting assistance with technology and accessing resources for their research. One Community of Scholars has had their first meeting with many more soon underway. In our next newsletters we will highlight specific programs and people.

For this first newsletter we would like to make you aware of the numerous professional learning opportunities that are available. Joining a Community of Scholars, attending Tech Tactics, Scholars-At-Work or Brown Bag Discussions are ways you can grow professionally as well as connect with interesting and knowledgeable faculty and staff from across the campus community. All of our learning opportunities can be used in your Professional Development Plan (PDP) and Report (PDR) to show evidence of Continuing Preparation and Study.

Most Community of Scholars groups meet face to face for a period of time. In some cases the group meets together the entire time (Faculty Teaching Certificate Program, Team-Based Learning, Assessing Student Learning and Program-Level Assessment). Some have a component that is open-ended to differentiate for your own learning needs (Excellence in Online Teaching Learning, Teaching the 21st Century Learner, Intercultural Seminar Series). In these certificates you are able to complete the certificate by choosing from among our one-hour discussions and presentations (Tech Tactics, Scholars-At-Work, Brown Bag Discussions) and other special events {"Not for Profit: Why Democracy Needs the Humanities" with scholar Martha Nussbaum on September 23rd and 24th; Dr. Richard Miller presenting on Writing at the End of the World on October 16 as well as other opportunities (see our website for additional opportunities).}

One certificate program is entirely based on your own learning goals and needs. The "Build-Your-Own Certificate" helps you assess your own goals, then choose from among the one-hour presentations to customize your professional learning. If you are interested in this certificate, please contact Patricia Hoffman at [patricia.hoffman@mnsu.edu](mailto:patricia.hoffman@mnsu.edu) or 389-3233 to get started.



Even if you are unable to participate in a structured professional development opportunity, please take advantage of any of the Tech Tactics, Scholars-At-Work or Brown Bag Discussions. It would be helpful in our preparation if you would register through STARS (<https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>) but come whether or not you have registered.

Last of all, we have consultants in both our Peer Faculty and Students Consulting on Teaching (SCOTs) programs. With both of these a faculty member or student will meet with you prior to visiting one of your classes. While in your class they will focus on areas you identify and provide meaningful feedback to you. All feedback is kept confidential.

We hope to see you very soon!

Patricia Hoffman

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## Mentoring Program

CETL also works with interested new faculty to find a **Mentor** with whom they can meet throughout the year. Our mentoring site in D2L provides resources and areas for discussion. We also provide mentors and mentees with some lunch coupons so that some of the conversations can be more informal. Please contact Patricia Hoffman if you are interested in having a mentor or in volunteering to be a mentor.

## OTHER PROGRAMS through CETL - OPEN to ALL Faculty!

### Students Consulting On Teaching (SCOT) Program

Student consultants respond to professors' invitations to gather data on classroom activities and give them feedback.

The Students Consulting On Teaching (SCOT) program is dedicated to quality education at Minnesota State Mankato and to providing faculty members with information that helps them have a better sense of what is happening in their classrooms. Available to all instructors at the University.

### Peer Faculty Consultation

CETL offers Peer Faculty Consultations for all interested faculty. The process is similar to the SCOT program, except that the class observer is a faculty member.

CETL retains a pool of qualified, experienced faculty who are regularly available to perform consultations. Any interested instructor can sign up, and The Center will pair you with a fellow faculty member. The goal of the program is to provide non-evaluative feedback designed to provide information about the direction of your course. All information collected and shared during the observation is kept confidential.



# The Center for Excellence in Teaching & Learning

[www.mnsu.edu/cetl](http://www.mnsu.edu/cetl)

## Fall 2013/Spring 2014 CERTIFICATE OFFERINGS

### COMMUNITIES OF SCHOLARS

<http://www.mnsu.edu/cetl/programs/scholars.html>

#### Faculty Teaching Certificate Program (FTCP)

**YEAR-LONG, ML 94B**

**Tuesdays 10:00-11:00 A.M. 9/10, 10/8, 11/12, 1/14, 2/11, 4/8 OR**

**Wednesdays 1:00-2:00 P.M. 9/11, 10/9, 11/13, 1/15\*, 2/12, 4/9**

This series has been the flagship of The Center for Excellence in Teaching & Learning. Faculty who register for the Faculty Teaching Certificate Program meet with 6-10 faculty from various disciplines. Sessions are held once a month. Each hour-long session addresses topics such as course design and redesign, active-learning strategies for the classroom, rubric creation, and teaching with technology. Each participant also has a peer faculty consultant and/or student consultant who observes one course and provides feedback to the faculty member (this is totally confidential). Each participant also completes a project to further aid student learning and engagement.

One additional time TBD.

#### Excellence in Online Teaching & Learning Certificate Program

**YEAR-LONG, ML 94B**

**GROUP 1: Wednesdays 1:00-2:00 P.M. 9/18, 10/16, 11/20 - (3 Sessions to meet as a group.)**

**AND 3 Sessions of Learner's Choice from Tech Tactics (see choices on back)**

**GROUP 2:**

**Thursdays 10:00-11:00 A.M. 9/19, 10/17, 11/21 - (3 Sessions to meet as a group.)**

**AND 3 Sessions of Learner's Choice from Tech Tactics**

**ADDITIONAL DROP-IN TIMES ARE AVAILABLE:**

**Wednesdays: 2/19, 3/19, 4/16**

**Thursdays: 2/20, 3/20, 4/17**

These workshops will go beyond the technology of teaching online to create an awareness of how to effectively engage students and improve learning. Prior to beginning the certificate, participants must complete the introductory Quality Matters training. Our introductory session will begin with an introduction to Online Teaching & Learning. Other aspects of the program will include: effective design, building of online activities, and an overview of online technology tools. Groups starting in the Fall will meet the Third Wednesday OR Thursday of

the Month. To register for one of the CEOTL groups, contact [cetl@mnsu.edu](mailto:cetl@mnsu.edu) with certificate name along with preferred meeting time.

#### Teaching the 21st Century Learner Certificate Program

**YEAR-LONG, ML 94B**

**Tuesdays 2:00-3:00 P.M. 9/10, 10/8, 11/12, 1/14, 2/11, 3/4\*, 4/8**

This series will explore many essential characteristics of teaching and learning in the 21st Century. Strands include: Creating an Awareness of Today's University Students; Collaboration and Communication in Local and Global Contexts, Social and Cross-Cultural Skills, Critical Thinking and Creativity, Problem Solving and Innovation, and Life and Career Skills. Four sessions in the fall will convene as a cohort. Participants will also choose three additional Brown-Bag Discussions to attend based on their individual interests in the following areas: Information Media, Communication Technology, Citizenship and Service-Learning, and Leadership & Responsibilities.

This group will meet the Second Tuesday of the Month.

#### Team-Based Learning (TBL) Certificate Program

**FALL SEMESTER, ML 88A**

**Thursdays 11:00 A.M.-12:00 P.M. 9/12, 9/26, 10/10, 10/24**

Facilitated by Mary Hadley and Danae Quirk Dorr. In this series of meetings you will learn to define and describe the four essential principles of Team-Based Learning (TBL), identify the benefits of TBL, and list the steps to implement TBL in a course.

TBL will meet every other Thursday beginning on Sept. 12 for a total of four sessions.

#### Assessing Student Learning Certificate Program

**FALL SEMESTER, ML 88A**

**Thursdays 1:00-2:30 P.M. 9/12, 9/26, 10/10, 10/24, 11/7, 11/21**

Lynn Akey, Paul Mackie, and/or Don Ebel will convene the discussions. A variety of faculty will assist with presentations and discussions. However, all faculty are encouraged to attend

with the willingness to share what they are already doing in various areas of assessment.

Topics to be addressed include:

- Backward Design and Learner Outcomes
- Foundational knowledge of assessment
- Formative assessment
- Alternative Summative Assessment
- Large Group Assessment
- Using data for ongoing improvement, and thinking strategically at a "Systems" level

Fall group will meet the Second Thursday of the Month, every other week, beginning on Sept. 12. Please be sure to register with us at [cetl@mnsu.edu](mailto:cetl@mnsu.edu).

#### Program-Level Assessment Certificate Program

**FALL SEMESTER, ML 88A**

**Tuesdays 9:00-10:00 A.M. 9/24, 10/1, 10/8, 10/15, 10/22, 10/29 OR**

**Thursdays 3:00-4:00 P.M. 9/26, 10/3, 10/10, 10/17, 10/24, 10/31**

Lynn Akey, Paul Mackie, and/or Don Ebel will convene the discussions. This certificate program focuses on identifying key elements associated with assessing student learning at the program level. Participants will learn how to guide, develop, and integrate student-learning outcomes across the curriculum. Participants will also learn how to connect learning outcomes to multiple goals and missions, develop strategies to effectively "close the data loop," and apply findings that enhance student learning. A variety of books, articles, small-group activities, and discussions will be used to deliver this training. Target audience: Department chairs, program directors, and program assessment coordinators.

#### Intercultural Seminar Series ON-GOING - TBD

NEW for FY14. The Intercultural Seminar Series is a year-long professional growth opportunity for faculty and staff offered through CETL. Learning objectives include growth in the following areas: a) intercultural awareness; b) intercultural knowledge/understanding; c) repertoire of intercultural skills and instructional strategies; d) knowledge of relevant learning and instructional resources. The learning process will start with the completion of the Intercultural Development

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# Fall 2013/Spring 2014 CERTIFICATE OFFERINGS

## COMMUNITIES OF SCHOLARS *continued*

Inventory (IDI) and subsequent engagement in an intercultural coaching session with a faculty member who is a Qualified Administrator of the IDI. This session will include a review of the participant's IDI results and initial review of the Individual Development Plan (IDP). A subsequent follow-up session with the faculty coaching partner

will involve setting IDP individualized target goals and actions for growth in the learning objectives listed above. In addition, participants will design their IDP's to align with one or more Article 22 criteria. Based on self-identified goals and plans, each participant will select one of two strands to pursue in this year-long learning process:

- Strand 1: Learning through engagement in an Intercultural Seminar Learning Community
- Strand 2: Learning through an Extended Individual Learning Plan
- Dates and times TBD.

## Build-Your-Own Certificate - ON-GOING

Participants will develop their own professional-learning plan. Choose seven sessions from a variety of opportunities: Tech Tactics, Scholars-At-Work, Brown Bag Discussions and sessions from Teaching the 21st Century Learner. Times and dates will vary to meet the needs of everyone. Please see our calendar at <http://www.mnsu.edu/cetl/calendar.html> for specific information.

For this specific certificate, you will also need to register through the STARS system at <https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>. Interested individuals will need to arrange a meeting with CETL Director, Patricia Hoffman, 389-3233 or by email, [patricia.hoffman@mnsu.edu](mailto:patricia.hoffman@mnsu.edu) to create a personalized participation plan. Registrations through the Stars system will not all be available until September 5.

## Tech Tactics ON-GOING

2:00-3:00 P.M., ML 94B

These engaging one-hour sessions will talk about a variety of topics from current technology to new innovations to teaching methods. They are held weekly in ML 94B and in Edina via TelePresence from 2:00 p.m.-3:00 p.m. Check the Academic Technology Services faculty training calendar for a complete and up-to-date list of Tech Tactics sessions.

- Wed., Sept. 18 - 10 Ways to Engage Your Students through D2L  
Thurs., Sept. 26 - Which "Technology Tool" Should I Use and Why?  
Wed., Oct. 2 - Get Your Class Actively Engaged by Using Chimeln  
Thurs., Oct. 10 - Applying the QM Template  
Wed., Oct. 16 - Smartboards: What Are These Things?  
Thurs., Oct. 24 - Effective Discussions in D2L  
Wed., Oct. 30 - Virtual Meetings (Google Hangout, Skype, Lync, etc.)  
Thurs., Nov. 7; Wed., Nov. 13; Thurs., Nov. 21;  
Wed., Nov. 27; Thurs., Dec. 5 and Wed., Dec. 11 (Subject Matter TBD)

## Scholars-At-Work FALL SEMESTER SCHEDULE

3:00-4:00 P.M., ML 94B

(Wednesdays, beginning September 11 through October.)

Each week a MSU faculty member will share their expertise in areas of interest. Work towards a Build-Your-Own Certificate, 3:00-4:00 p.m.

- Sept. 11: Advising 101, Kellian Clink  
Sept. 18: The Curriculum Design System (CDS), Ron Nickerson, ML 94A  
Sept. 25: Gen Ed and Diversity  
Oct. 2: Gen Ed and Institutional Student Learning Outcomes, Lynn Akey  
Oct. 9: Online Advising, Becky Copper Glenz  
Oct. 16: The Curriculum Design System (CDS), Ron Nickerson (repeated), ML 94A  
Oct. 23: Writing Across the Curriculum  
Oct. 30: Electronic Submission of Capstone Projects, Chris Mickle

## Brown Bag Discussions FALL SEMESTER SCHEDULE

### Miscellaneous Brown Bags

12:00-1:00 P.M., ML 88A

Every Wed. beginning on Sept. 11 during the Fall Semester when school is in session.

- Sept. 11: PDP/PDRs (Don Ebel and Nancyruth Leibold)  
Sept. 18: Incorporating Service-Learning Into Your Course or Degree Program (Denise Billington-Just)  
Sept. 25: Academic Language (Anne Dahlman)  
Oct. 2: Helping Your Students Be Workforce Ready (Kristin Underwood & Deenna Latus)  
Oct. 9: TBD (Matthew Clay)  
Oct. 16: **Writing at the End of the World**  
**Dr. Miller Brown Bag Discussion\*** (different location, CSU Heritage Room)  
Oct. 23: Personalize Your Leadership (Julie Carlson)  
Oct. 30: Incorporating Study Abroad Into Your Course or Degree Program (Steve Stoyhoff)

## Writing Intensive Brown Bag Discussions FALL SEMESTER SCHEDULE

12:00-1:00 P.M., ML 94B

- Oct. 15: What is the "W" requirement at MSU?  
Oct. 22: Assignments and Assessments  
Oct. 29: Time Management for "W" course  
Nov. 5: Writing to Learn

Other Brown Bag Discussions to be based on faculty interest. Watch CETL calendar for additional Brown Bag Discussions.

## Quality Matters Training

Needed for Certificate of Excellence for Online Teaching & Learning  
<http://www.mnsu.edu/its/academic/qm.html>  
for information about QM Training.

## NUSSBAUM COMING TO MANKATO

**Monday, September 23, 7:00 P.M. & Tuesday, September 24, 10:00 A.M.**  
CSU Ostrander Auditorium

Well-known scholar and author, **Martha C. Nussbaum**, Professor of Law and Philosophy at the University of Chicago, will present at Minnesota State University, Mankato, on Monday, September 23, 2013, at 7:00 p.m. in Ostrander Auditorium, Centennial Student Union, "**Not for Profit: Why Democracy Needs the Humanities**". The public is invited to attend this presentation. Discussion to follow presentation.

Another presentation directed towards faculty and classes will be presented on Tuesday, September 24, 2013, at 10:00 a.m. in Ostrander Auditorium.

Sponsored by MSU Departments: Academic Affairs, The Philosophy Department, The College of Arts & Humanities, The Honors Program and CETL.

## CRAIG WATKINS COMING TO ST. CLOUD CAMPUS

**Thursday, October 10, TBD at St. Cloud Campus, Speaker Craig Watkins**

TelePresence at MSU, Mankato ML 94B in the afternoon hours TBD.

Ask about live streaming or a link.

**DR. RICHARD MILLER COMING** to speak at Brown Bag Discussion on October 16, Noon-1:00, Heritage Room

**Writing at the End of the World**

Register through the Systemwide Training and Registration Site (STARS):

<https://secure.mnsu.edu/mnscupd/login/default.asp?campusid=0071>

If faculty or staff would like to register for any CETL certification program, please send an email to [cetl@mnsu.edu](mailto:cetl@mnsu.edu) with the desired program name and times as scheduled. THANK YOU!