

Center/Institute Annual Report

July 1, 2009 - June 30, 2010

Center/Institute:	Center for Teaching Excellence		
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Clerical support:	Sharon Aikins	Title:	Administrative Assistant

1. Describe any continuing activities conducted during the 2009-2010 fiscal year (July 1, 2009 – June 30, 2010):

CTE Advisory Committee: Membership and Awards

As per the current charter the CTE Advisory Board has one member from each of the colleges, a co-director from Reflective Practice, 1 administrator, and one student. Following is the composition for 2009-2010:

#	Unit Represented	Representative
1	Distance Learning and Continuing Education	Rick McFerron
2	Eberly College of Business and IT	Pankaj CHAIR
3	Education and Educational Technology	Kelli Jo Moran
4	Fine Arts	Patricia Villalobos
5	Graduate Studies and Research	Shari Robertson
6	Health and Human Services	John Lewis
7	Humanities and Social Sciences	Rosalee Stilwell
8	Natural Sciences and Mathematics	Edel Reilly
9	Reflective Practices Coordinator	Kelli Jo Moran
10	Student Member	Jenna Sitosky
11	Administrative Member	Barbe Moore

Faculty Recognition Awards: The CTE Advisory Committee evaluated and ranked the submissions for the Annual Faculty Recognition Awards. The following faculty members were recognized for their teaching and advising and presented with a \$500.00 monetary award at the Annual Teaching Excellence Banquet on April 28, 2010: **Academic Advising- Wendy Carse**, English, College of Humanities & Social Sciences; **Instructional Technology- Karen Cercone**, Geoscience, College of Natural Sciences & Mathematics; **Distance Education- Jason Chimonides**, Theater, College of Fine Arts; **Content Pedagogy- Susan Fello**, Professional Studies in Education, College of Education and Educational Technology.

We added a new award category this academic year but had no applicants. The award is called the *The Heiges-Lamberski Award for Exemplary Commitment to Experiential Education*. Next year we will both increase our publicity and begin our announcements early in the academic year in an effort to have a pool of candidates for this award. Also, we need to consider the funding source for the Instructional Technology Award. ITS funded both the Instructional Technology and Distance Education Awards in 2009-2010 but they are unable to fund both awards in future years.



Reflective Practice Co-Directors:

Large Group Meeting Directors: Laurel Black, Mark Palumbo and Michelle Papakie

Teaching Circles Coordinator: Stephanie Taylor-Davis

Special Project Director: Kelli Jo Kerry-Moran

Portfolio and Evaluation: John Woolcock

The CTE Director is the standing Co-Director for Weekend Workshops and is responsible for overall management of RP Co-Directors.

Each Co-Director receives \$500.00 toward professional development for his/her annual service to the Reflective Practice Project. Cut this year – was \$1000.00.

Faculty Participants in The Reflective Practice Project:

Total: Ninety-five (95) members in 25 of 40 departments. (57 Active and 38 Active-Plus Members)

Rank: Full Professor 11%, Associate 22%, Assistant 50%, All Others 17%.

Gender: Male 27%, Female 73%

Teaching Circles: 15 Total - 7 Cross-Disciplinary and 8 Departmental (93 participants)

Large Group Meetings 2009-2010

8/27/09 *If Your Course Were a Video Game*

9/2/09 *Organizing/Joining Teaching Circles*

10/8/09 *Teaching and Performing* (Michael Hood and Kelli Kerry-Moran)

11/4/09 *Mentoring Undergraduates – A Panel Discussion*

12/3/09 *Holiday Gathering*

1/20/10 *Academic Integrity: Policy, Strategy and Response*

3/3/10 *Creative Classrooms*

4/8/10 *Supporting Veterans On Campus and In Class*

Saturday Workshops 2009-2010

10/24/09 *Teaching With Your Strengths* by Chris Xavier

4/17/10 *I See What You Are Saying* by Frank Marsh

Annual Awards Banquet April 28, 2010

New Faculty Orientation

There were 23 new tenure-track and 24 new temporary faculty hired for Fall, 2009. The tenure-track faculty attended a three-day orientation. The first day focused on gaining familiarity with technology used in planning courses and communicating across campus. The second day focused on important policies and support services for teaching and research, while the third day focused on Student Affairs and Academic Affairs groups, offices, and services. A separate orientation was held for Temporary Faculty and TAs. At the request of APSCUF President Rob Mutchnick and Temporary Faculty Committee Chair Ezekiel Soundarajaran, the CTE organized a half-day workshop run concurrently with the third day of the tenure-track orientation. In addition, any temporary faculty member who wished could attend the first two days of the tenure-track orientation. Response was excellent, with more than 20 temporary faculty attending, and evaluations were very positive.

An additional half-day orientation session was held for new tenure track faculty on September 11. Six presenters provided needed information essential to transitioning successfully to teaching at IUP.

2. List any NEW activities (initiatives or programs) begun during the 2009-2010 fiscal year:

In May, IUP's Center for Teaching Excellence, Instructional and Research Technologies, and the Office of Distance Learning and Continuing Education with funding from the Associate Provost's Office coordinated the Creating Effective Online Instruction Seminar. We are pleased to have both Lorna Kearns' "Pedagogy of Online Teaching" and Gail Weatherly and Chuck Lopez's "Accessibility in Online Learning" as presenters. Forty faculty members attended this week-long seminar and the evaluations were very positive. It is anticipated that another such seminar will be held in Dec. 2010 and/or May 2011.

3. What are your center's plans for the upcoming year?

REDUCE OPERATING COSTS

The budget for CTE was reduced by 15% beginning in 2009-2010. Accordingly, adjustments needed to be made in CTE expenditures. The yearly professional development funds awarded to each Reflective Practice Co-Director was cut from \$1000.00 to \$500.00 beginning in Fall 2009. The snacks provided at large group meetings have been reduced substantially and the CTE Director did not attend a Teaching/Learning Conference in 2009-2010. Further budget reductions will be geared toward putting all New Faculty Orientation materials online. Funds saved will go directly toward quality professional development opportunities for all IUP faculty.

SPECIAL PROJECTS:

Promotion Box Night: An opportunity for faculty to view the materials submitted by successful promotees.

Writing Workshop for Professors: In conjunction with IUP's Writing Center we hope to offer a Saturday Workshop on how faculty can provide meaningful feedback to students on their writing.

Public Speaking Workshop for Faculty: In conjunction with IUP's Theater Department we hope to offer a Saturday Workshop and extension activities designed to enhance the public speaking skills of faculty who choose to participate. .

ADDITIONAL ANTICIPATED ACTIVITIES

Donate books to library: There are a number of books in the CTE library that are not available to faculty. These will possibly be donated to the IUP library and an annotated bibliography of these books will be made available to IUP faculty.

Conference Attendance: As the Director did not attend a conference last year, plans are made for her attendance at a Lilly Conference on Teaching and Learning at Miami University of Ohio in Fall 2010.

Promotion of CTE to Increase Faculty Participation: Our goal is always to involve as many faculty members as possible in excellent professional development activities and to enhance teaching and learning at IUP. To this end, we will be promoting our webpage, our monthly meetings, Saturday Seminars and special projects more vigorously.

4. What are your center's needs for the upcoming year?

The Center for Teaching Excellence has a strong presence on campus but no home. Having a designated space for the Center would be an excellent idea. Currently we have to reserve space for each and every meeting and, therefore, the location of meetings frequently varies - giving an impression of instability. A permanent location would also provide a consistent place for faculty to go for assistance with issues and ideas related to teaching, scholarship and service. A Faculty Resource Center housing many entities, including CTE, would be a positive measure toward ensuring a successful professional teaching experience for faculty and a rich learning experience for our students.

5. Are there any changes in your current ongoing community relationships? If yes, please address:

NO

6. Please describe

a. The personnel commitment to the operation of this unit:

Director

In addition to the activities mentioned above, the director represented the Center for Teaching Excellence on the following:

Faculty Professional Development Committee
Academic Affairs
Online Learning Committee
Center and Institute Directors

Additional activities of the director are listed throughout this report.

Administrative Assistant

Sharon Aikins, Administrative Assistant, worked for the CTE approximately quarter time. The CTE administrative assistant is, uniquely to IUP, shared with Liberal Studies, Women's Studies, and the University-Wide Undergraduate Curriculum Committee.

Graduate Assistant

Catherine Foreman, graduate student in the Composition and TESOL program, was the quarter-time (10 hrs. per week) graduate assistant this year. The scope of activities that are included in this report are impossible to accomplish without a graduate assistant.

b. The financial operating commitment to this unit:

c. Sources of funding from IUP for personnel and operating commitments (e.g. assigned complement, college operating budget transfer, etc.):

The Center for Teaching Excellence is funded by the Provost's Office

7. Please supply any other information you would like us to include in the Annual Report (e.g. student involvement, accomplishments achieved during past year, anticipated changes for coming year, other items).

CTE Goals

In addition to the annual ongoing activities of the CTE, the following goals were also identified for 2009-2010:

1. Recognize and reward excellent teaching through the CTE Faculty Recognition Awards
2. Nurture and sustain the Reflective Practice Project
3. Continue to develop New Faculty Orientation and address the need to provide additional Orientation for Temporary faculty
4. As an increasing number of faculty move to teaching courses and offering programs online, provide faculty development to enhance pedagogy in the design, delivery and assessment of online courses.

This annual report provides clear evidence that all of the goals were achieved. IUP's faculty is enriched by the presence of the Center for Teaching Excellence, and the support of the Office of the Provost is greatly appreciated.

Much additional information on the Center for Teaching Excellence can be found on the CTE website:
<http://www.iup.edu/teachingexcellence>.

The following table is to be used to report your Center/Institute activity during FY 2009-2010. Please complete the following form and return it as part of your report.

Annual Reporting Form

IUP Centers and Institutes

July 1, 2009 – June 30, 2010

Center/Institute Name: _____

Organization ¹ or Individual ² Information		Number of Clients Served		Amount of Income Requested <i>(grants applied for or contracts bid on)</i>	Amount of Income Received <i>(grants, contracts, fees, etc.)</i>	Pro Bono Value <i>(If public service with no monetary remuneration)</i>
Service provided to ³	Type of Organization Receiving Service ⁴	PA Residents	Non-PA Residents			
TOTAL						

¹ For the purpose of this report, an organization is defined as any group having specific responsibilities and united for a particular purpose.

² For the purpose of this report, individuals are defined as persons or families seeking services that are not affiliated with an organization.

³ If service is provided to an organization (as defined above), list name of organization. If service is provided to individuals/families (as defined above), write "individual," or "family" in column one without providing names. Please provide number of individuals/families served.

⁴ Types of organizations would include schools, agencies, local government, private companies, etc.