



## Alpha Listing for August 14, 2012

### CTE Professional Development Workshops

*\*Denotes workshops that are required for Early Career Faculty or LUO Faculty*

**Blackboard Basics I** – Kara Coleman – In this class you will learn the skills to load required information into your Blackboard® course including your syllabus and end of course survey, how to verify your student roster and print attendance sheets for your classes, and how to post final grades at the end of the semester.

**Blackboard Basics II** – Kathy Calvert – In this class you will learn how and when to use the discussion board, how to set up and manage a basic grade book, receive an overview of test pools and on-line tests, and how to export and import course materials quickly and easily from one section of your class to another, saving you time each semester.

**Blackboard Extras** – Susan Crabtree – Come learn how to do all the “extra” things in Blackboard to get your course ready for the students. Learn how you can restore an archived course, export the content from one section and import it to another, remove duplicate menu items, add a menu item for your faculty information, make an external grade column in the Post Final Grades screen, verify the student roster and how to add hidden code to online tests so they cannot be copied or printed. Step-by-step handouts will be available.

**\*Blackboard Grade Center Orientation** – Kathy Calvert – *This session is required of Year 2 Early Career faculty.* The course will cover the various components that go into managing your grade book.

**Blackboard - Interactive Rubrics** – Kara Coleman – This session will discuss the creation, deployment and use of Interactive Rubrics.

**By the Book - Using *Teaching at Its Best* by Linda Nilson** – Donna Donald – This workshop will give an overview of the book and highlight several teaching tips adopted for use in the presenter's classroom.

**\*Classroom Technologies - IT's Best Kept Secrets** – Connie Allison – *This class is required of Year 2 Early Career Faculty.* Shhh, it is a secret! Liberty has some interesting technologies that few people know about, but that could potentially be used for your teaching. Come discover what is available and how to get training.

**Clickers - The Next Step** – Jay Carpenter – Are you currently using Clickers in your classroom? Are you hoping to learn more about how this technology can complement your pedagogical objectives? During this session, Jay Carpenter, Account Manager at Turning Technologies, will provide an in-depth overview of the student response technology supported at Liberty University. This session will include a comprehensive look into Clickers functionality, in-class polling capabilities, and data management through Blackboard. Faculty testimonials will also be included during the discussion.

**\*Export/Import/Course Restore Features in Blackboard** – Susan Crabtree – *This session is required for Year 3 Early Career Faculty.* Why recreate your entire course content each semester or term? Come learn how you can export your entire course content, announcements and faculty information if you are an online professor, or selected sections of content, and then import it into



the next section. Need to get into a course that has been archived? Learn how easy it is to restore an archived course without having to submit a help ticket.

**Faculty Portfolios: Residential Faculty Evaluation & Promotion Process** – Josh Owens & Skip Kastrall – Whether you are a first-time faculty member or have been here for a few years, this session will be helpful as you prepare your faculty evaluation or faculty promotion portfolio.

**Faith Learning Integration in a Math Class** – Garth Runion - This presentation will include a brief look at how selected topics from the field of mathematics reveal some of the handiwork of God.

**How the Career Center Can Benefit Your Department** – Reginald Leonard & Tracey Good – The world of work is changing and our students are facing a new economy. To meet these changes and challenges, our staff provides professional resources in career planning, professional development, and experiential learning. The Career Center is not only for graduating seniors and undecided students. Our offerings are relevant from a student's freshman year until well after they become alumni. Additionally, we facilitate various employment opportunities. Come and learn more about how we can add value to your department, while aiding your students in their journey to gainful employment.

**How to Effectively use SmartBoard Software** – Marilyn Carrasco – Class includes all the basic options using the SmartBoard software.

**Incorporating the Biblical Worldview in Your Discipline** – Lew Weider & Will Honeycutt – This workshop will be a practical session designed to assist faculty members in the development of strategies which will help their students learn and apply the Biblical/Christian Worldview within their discipline.

**Increasing Instructional Interactivity with Clickers** – Jay Carpenter – Jay Carpenter, Northeast Account Manager at Turning Technologies, will provide a demonstration of the current student response technology supported at Liberty University. Clickers technology is used across multiple disciplines at Liberty University to increase engagement, assess understanding, and track student progress. The workshop will provide faculty members an opportunity to explore the pedagogical benefits of Clickers technology in the classroom. Come learn how this technology may complement your classroom objectives!

**IT Product & Support Services** – Jessica Johnson – This workshop covers all major products and support services that faculty and their students should be aware of and take advantage of. Areas covered: IT Services: MyLU portal, My LibertyU Phone App, IT Marketplace (software purchases), Free Software (Microsoft Virus Protection & Office Communicator), Cisco WebEX (online conferences), IPTV, VPN & Telephony. Support Services: IT HelpDesk (Walk-In and Remote), IT Ticket system, Ask LUKE knowledge base, IT Training Classes, IT Certifications, Laptop Replacement and IT Academy.

**Jerry Falwell Library Update** – Carl Merat – This workshop provides an overview of the progress and planning for the new freestanding library.

**Laboratory Safety Training** – Nancy Richardson – This workshop presents the practical specifics of lab safety as applied to the lab setting in the Department of Biology and Chemistry. It is designed to fulfill occupational and environmental laws requiring training for workers in labs with hazardous materials. Philosophical aspects of safety and safety laws will also be addressed.



**Learning Assessments That Can Make Program Specific and Regional Accreditors Happy** - Bill Wheeler & Josh Owens – Many departments want to pursue accreditation for one or more programs, but faculty worry that doing so may cause conflicts to arise when attempting to meet assessment requirements for both program specific and regional (SACS) accreditors. In this workshop you will learn how focusing on formative validity of learning assessments assures that your department will derive the kind of outcomes and program effectiveness data needed, at any level of assessment, to satisfy both types of accreditors.

**\*LUO: Characteristics of the Adult Learner** – Tamela Crickenberger – *This session is one of six 2012-2013 required sessions for Online Faculty. First 30 registered faculty will be seated. Workshop will be filmed and made available on CTE FCC at a later date.* Adult learners are flooding the educational marketplace as they seek to better their circumstances. Teaching adult learners has its unique challenges. While it is refreshing when instructors have students who actually want to learn, adult learners have a mixed bag of challenges that often become barriers as they strive to complete course work, as well as their ultimate goal of completing a degree. This workshop will explore the characteristics of the adult learner and look specifically at the adult learner population that is currently taking courses with Liberty University Online. Workshop attendees will leave with an understanding of who adult learners are and how they behave, as well as an arsenal of tools and tips for working with and motivating adult learners to excel and succeed.

**\*LUO: Top 10 Mistakes Faculty Make When Grading** – Tess Stockslager and Claudia Dempsey – *This session is one of six 2012-2013 required sessions for Online Faculty. First 30 registered faculty will be seated. Workshop will be filmed and made available on CTE FCC at a later date.* The grading of written work should be a productive interchange between teacher and student, but many faculty members find that the process of grading leaves them exhausted and the result leaves their students frustrated. We present ten common mistakes that faculty members make in grading and solutions for correcting these mistakes. The topics range from grammar principles to plagiarism to practical advice such as taking breaks during the grading process.

**\*LUO: Using Library Resources for Effective Online Teaching** – Randy Miller – *This session is one of six 2012-2013 required sessions for Online Faculty. First 30 registered faculty will be seated. Workshop will be filmed and made available on CTE FCC at a later date.* This workshop will present tips on using our vast collection of online library resources in effective library research assignments for Liberty Online students.

**\*Meaningful Writing Assignments** – Carolyn Towles – *This session is required for Year 2 Early Career Faculty.* Receive strategies to make your writing assignments more meaningful, both for you and for the students. Topics include writing clear assignment guidelines, mentoring students through the writing process, and developing short and/or creative assignments.

**Outlook Email Management, Calendar & Scheduling** – Doug McLean – Outlook tools can provide methods to organize your life and your e-mail. You may know the basics, but are you using this function to its fullest capacity? Come learn or enhance what you already know to help you corral your busy schedule.

**PowerPoint** – Doug McLean – Bring a lesson plan or lecture and build a PowerPoint presentation in this session. PowerPoint is an effective tool that will engage students and get your point across.

**PowerPoint - The Next Level** – Doug McLean – Want to try something new on your PowerPoint, but cannot figure it out—this is the class for you. Bring an existing PowerPoint and



get your questions answered and problems solved. Take your PowerPoint presentations to a more sophisticated level!

**Renovating Departmental Culture for Improved Faculty and Student Morale** – Deanna Britt – Learn how to restructure faculty-faculty and faculty-student relationships for creating an improved learning environment and a more satisfying work place.

**Service-Learning I - What is Service-Learning & How Can I Incorporate it in my Classroom** – Lew Weider & Troy Matthew – This workshop will provide faculty with the knowledge and skills necessary to include a Service-Learning component within their academic course(s) to enhance student learning.

**Service-Learning II - Practical Examples of Successful Service-Learning Integration** – Lew Weider & Troy Matthews – “It’s not about the hours, it’s about the learning.” There are many models for faculty to use to embed service learning into their courses. Come hear about several examples of successful integration of service learning in a variety of disciplines and how they are assessed.

**Students with Disabilities Required Accommodations** – Denny McHaney – The participants will learn the basics of higher education disability federal regulations and how accommodations are handled at the university.

**Supervising Students Working on Collaborative Learning Projects** – Anita Satterlee – Most students have very little experience working with others in a highly functioning team to produce a collaborative learning project. This workshop would provide best practices on how to assign students to group projects, oversight of collaborative project groups, group management and how to manage conflict in student groups.

**\*Technology Integration – Qualtrics** –David Barton & Liz Pyburn – *This session is required for Year 3 Early Career Faculty.* Qualtrics, a software enabling Liberty faculty, staff and students to create their own Web-based surveys and conduct statistical analysis, is available for research projects and gathering feedback from a variety of sources. Data can be analyzed online, exported to Excel or imported to SPSS. A bonus feature is that faculty can collaborate with faculty from other universities that use Qualtrics. Come see the exciting and user-friendly tools that Qualtrics offers.

**Teaching Students to Take Ownership of their Education** – Heather Schoffstall & Denise Greene – This workshop will provide helpful tips on how professors can encourage their students to take ownership of their education through effective planning, study strategies, critical thinking, and accountability.

**University Data & You** – Craig Brigman & Tom Butler, Business Intelligence Office – This session provides an overview of the data available to faculty, chairs, deans, and other academic support staff in support of decisions and processes. At the end of the session, participants will be able to identify the types of data available, complete a request for a Business Intelligence report, and understand the analytics available.

**Using Blogs to Enhance Relevance in the Classroom** – Anita Knight – This workshop demonstrates how incorporating blogs in the classroom can be used by instructors of any discipline to engage their students, as well as teaching the students the importance of documentation and scholarship.



**Using YouTube™ to Enhance Your Classroom Teaching** – Amanda Rockinson-Szapkiw – This workshop is comprised of a series of examples of how YouTube™ videos can be used by instructors of any discipline to connect their students to the subject matter at hand, by showing how it has been presented in alternative formats and how it relates to the world around them via other academic disciplines and popular culture.

**\*Working with ESL Writers** – Morgan Cassidy – *This workshop is required for Year 3 Early Career Faculty.* This workshop will address the writing challenges that our ESL students face and the challenges we face in communicating with them about their writing. Topics will include patterns of error, plagiarism, and cultural differences.

**Writing Center Services for Faculty & Students** – Tess Stockslager, Allison Scoles, Shelah Simpson – The Directors of the Residential (Graduate and Undergraduate) and Online Writing Centers will provide an overview of the services and policies of each center, with an emphasis on how the Centers can work alongside faculty as they integrate writing into their classrooms, work with student writers at all levels, and complete writing projects of their own.

### **Round Table Discussion Groups:**

**Note: Round Tables are limited to the first 15 registrants.**

**Assessing the Arts - A Continued Conversation** – Ed Edman – We are reflections of a creative God, yet have no definitive methods of measuring our own creative endeavors. This is an open conversation and should be of interest to all who encourage imagination in their classes regardless the subject they teach.

**Maximizing Personal Engagement Points In an Online Classroom** – David Nemitz – A round table discussion highlighting activities that enhance a faculty member's connection to the students in his/her online sections. Come ready to share what you do and take notes on ideas other online faculty share at this roundtable.

**Student Engagement Techniques** - Donna Donald – You can juggle, yodel, or wear a funny hat to get their attention, but are they really engaged in the class? Bring your questions and your ideas and join a discussion about how to encourage students not just to pay attention, but to become involved in the learning process.

**Teaching in the Large Lecture Format** – Matthew Towles – Join an open conversation about the challenges and benefits of teaching in the large lecture format. Discover how your peers have overcome the difficulties and become effective teachers in the larger classrooms.

**REMINDER: REGISTER EARLY IN PRODEV TO GUARANTEE YOUR SEAT!**



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