

Dear Chairs and Program Directors:

January 2017 Update

Welcome to 2017! Good luck with the winter semester. Let's hope it is an easy one; both work and weather wise.

### Chair Fellow Update:

1. Materials from Kathy Moore's very popular December workshop on "Mentoring Faculty" are posted on the Chairs' Corner website. Please feel free to continue the discussion about mentoring in your department or program with Kathy and/or me.

In conjunction with WISE@OU, we will be sending to all chairs and program directors a brief seven question survey on mentoring in your department/unit and how WISE and CETL may assist with your mentoring efforts.

2. On the Chairs' Corner, you will also find a link to the full "Reappointment and Promotion Guide" put together by the Department of Sociology, Anthropology, Social Work & Criminal Justice. This document was also discussed at the December workshop. The guide provides review timelines, the tenure review schedule for every type of faculty appointment as mandated by the AAUP contract and a comparison of the procedural requirements regarding scholarship, teaching and service across the faculty review bodies (department/college/university). The document can be easily adapted for use by any unit by substituting their unit's information.

3. A 2016 national study of Chairs you might find interesting is also posted on the Chairs' corner. Among many interesting findings, it notes that only a third of chairs receive any formal training once they received their appointment. The study compares results from a similar study conducted in 1991. I highly recommend you take a look at it.

4. Please sign up for our January Chairs' forum on The Critical Role of Chairs in Unbiased Hiring and Review with Joi Cunningham and me. This workshop will not be a presentation but rather a forum for chairs and program directors to discuss your experiences, questions and recommendations. You can sign up here:

<https://www2.oakland.edu/secure/workshops/enroll/index.cfm?depts=3&SERIESID=15&ID=1326>

### Chairs Info:

1. **Future Chairs' Forum-** We are happy to announce 3 Chair's Forums for the winter semester. We encourage you to register and participate. Registration is now open January at:  
<http://wwwp.oakland.edu/cetl/faculty-development/coffee-conversation/>

### CHAIRS FORUM – Winter 2017 Schedule

Located in the Learning Studio (200A Elliott Hall)

12:00 pm – 1:30 pm (*Lunch provided*)

Themes/Topics	Date	Facilitator
The Critical Role of Chairs in Unbiased Hiring and Review	Fri. Jan. 27	Joi Cunningham, Leanne DeVreugd & Jay Meehan
The Merit Process: Department Fall Out	Mon. March 6	Jay Meehan
Role of the Chair: Leadership & Supervision?	Fri. April 7	Jay Meehan

2. **Chairs' Corner-** <http://wwwp.oakland.edu/cetl/chairs-corner/> -includes documents, resources, and programs and services for chairs. We will also be posting agenda, minutes and documents from your monthly Chairs Meetings on this site.
3. **Provost's Evidence of Teaching Effectiveness Initiative-** Please view information on the initiative and task force at: <https://www.oakland.edu/cetl/ou-teaching-initiatives/> During the fall the task force developed the following potential recommendations:
  - a. Determine name of survey for OU – tentative “End-of-Course Student Feedback” survey.
  - b. Create a survey that includes both campus-wide questions and additional questions customized by schools, departments, individual faculty, and online.
  - c. Design survey to include both “rating” questions and comments.
  - d. Set consistent “rating” scale – 1-5 with 5 being the highest/top rating.
  - e. Design survey to include campus-wide questions about instructor, instruction, format (e.g. online), course and student demographics.
  - f. Develop a system that includes a “contextual narrative” where faculty can respond to survey with brief explanation of results (e.g. new method used, switched to online, much larger class size than usual).
  - g. Distribute ESF surveys online with a plan to increase online response rates (e.g. for face-to-face classes, students have time in class to complete online survey, reminders sent out, survey open for 7-10 days).

Goals for winter 2017 include:

- Develop campus wide- questions
- Develop system to select customizable questions (per school, department, instructor)
- Explore on-line systems
- Develop review procedures.
- Develop implantation plan.

4. **New Full and Part-Time Faculty** – Please encourage them to check out our New Faculty link at: <http://wwwp.oakland.edu/cetl/new-faculty/> . This site has important information for new faculty and links to many resources including the **Faculty Handbook**. We are also happy to arrange a 1:1 session to help with their transition this winter prior to our next Orientation in August. Please contact [ableser@oakland.edu](mailto:ableser@oakland.edu).

Please remember to share the contact information of any new full or part-time faculty member with us as soon as they are hired. Please send it to Suzanne Flattery at [flattery@oakland.edu](mailto:flattery@oakland.edu) . We will reach out to them with a **welcome packet**.

## For Chairs and Faculty Members

### 1. Workshop Series

#### CETL Workshop and Coffee & Conversation Series

##### WINTER 2017 Schedule

Workshops 12:00 PM–1:30 PM — 200A Elliott Hall (Lunch provided)

Coffee & Conversations 12:00 pm – 1:00 pm. 200A Elliott Hall (Coffee & snacks provided)

Register at [www.oakland.edu/cetl/faculty-development](http://www.oakland.edu/cetl/faculty-development)

##### PROMOTING TEACHING & LEARNING SERIES

Title	Date	Facilitator
Writing an Effective Proposal for OU-Windsor Conference - Theme: A Culture that Values Teaching	Wed. Jan. 11	Erika Kustra & Jessica Raffoul of U of Windsor
Faculty Sharing their Work: "Lightning Round" from the Lilly Conference on Teaching & Learning - Traverse City, MI	Tues. Jan. 24	OU Lilly Conference Presenters
Writing an Effective Teaching Grant	Wed. March 8	Judy Ableser
Facilitating a Learning Community	Wed. March 22	Judy Ableser, Greg Allar, & Tanya Christ
Coffee & Conversation: Continuing Conversation on Evaluating Teaching (C & C 12 - 1:00 pm)	Thurs. March 23	Judy Ableser
Instructional Fair (located in the OC at 2:00 pm–4:00 pm)	Thurs. April 6	Multiple Presenters

##### RESEARCH SERIES

Title	Date	Facilitator
Research Positioning: Learning What It Takes to Be Competitive for External Funding	Wed. Jan., 18	Dave Stone
The Ins and Outs of Data Management	Wed. Jan. 25	Dave Stone & Joanna Thielen
Getting a Foundation to Fund Your Research	Wed. Feb. 1	Dave Stone & Adeline Gonzales

##### BEHAVIOR & SAFETY IN THE CLASS AND ON CAMPUS SERIES

Title	Date	Facilitator
Divided Country? United Campus? (C & C 12 – 1:00 pm)	Thurs. Jan. 19	Judy Ableser
Dealing with Behavior Problems in the Classroom	Tues. Feb. 7	Judy Ableser
Mental Health Issues (C & C 12 - 1:00pm)	Mon. Feb. 13	Cynthia Carver
Reporting Behavior Concerns + Disability Support Services	Tues. Feb. 14	Nancy Schmitz & Linda Sisson
Emergency Preparedness	Tues. Feb. 28	Chief Mark Gordon
Active Shooter on Campus	Tues. March 7	Chief Mark Gordon

##### UNIVERSAL DESIGN FOR LEARNING SERIES

Title	Date	Facilitator
Universal Design for Learning: An Introduction	Thurs. March 2	Amanda Nichols Hess
Universal Design for Learning: In Practice	Thurs. March 9	Amanda Nichols Hess & UDL Members
Universal Design for Learning: Challenges & Considerations	Thurs. March 16	Amanda Nichols Hess

##### STEM SERIES

Title	Date	Facilitator
Setting Mid-Career Goals	Tues. Jan. 17	Jo Reger & WISE Team
Working with Your Teaching Assistant	Wed. March 29	Kathy Moore & Keith Williams

## 2. Coffee and Conversations

### COFFEE & CONVERSATION – Winter 2016 Schedule

An opportunity to engage in informal discussions with the President and Provost regarding the role of excellent teaching and learning at OU and how it fits into what we do at a doctoral research university.

All sessions are located in

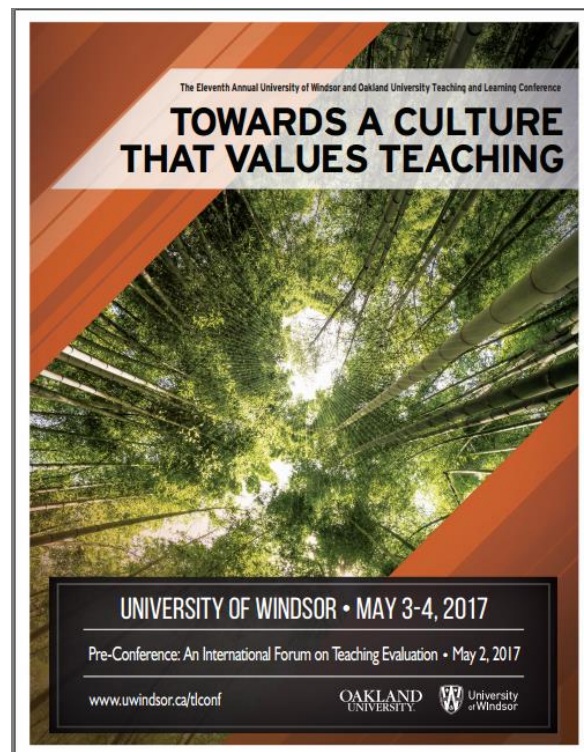
200A Elliott Hall at 12:00 pm - 1:00 pm.

Register for Coffee and Conversation at [oakland.edu/cetl/faculty-development](http://oakland.edu/cetl/faculty-development)

Coffee and dessert provided (*Feel free to bring your own lunch*)

Title	Date	Facilitator
Divided Country? United Campus!	Thurs. Jan. 19	Judy Ableser
Mental Health Issues in the Classroom: Faculty Perspective	Mon. Feb. 13	Cynthia Carver
Continuing Conversation on Evaluating Teaching	Thurs. March 23	Judy Ableser

3. **11<sup>th</sup> Annual International Teaching and Learning Conference-** at University of Windsor- please encourage your faculty to submit proposals. Information and proposal submission can be found at: [www.uwindsor.ca/tlconf](http://www.uwindsor.ca/tlconf). Proposal submission will be open until February 17th. Registration fees (\$250.00) for all OU faculty and graduate students will be funded through the Provost's Office. On January 11th we are hosting a workshop on how to write a strong presentation proposal. (see winter schedule above)



4. **CETL Winter Newsletter and Schedule** will be sent to each faculty member who is on the CETL listserv during the first week of January.

Feel free to contact us at any time at [ableser@oakland.edu](mailto:ableser@oakland.edu) or [meehan@oakland.edu](mailto:meehan@oakland.edu)

Respectfully,

Judy Ableser PhD. - Director-CETL

Jay Meehan PhD. - Chair Fellow