# QUEENSBOROUGH COMMUNITY COLLEGE
## CITY UNIVERSITY OF NEW YORK
## ACADEMIC SENATE REPORT


**FROM:**      Megan Elias, Chair, Committee on Academic Development/Elective Academic Programs
**TO:**          Emily Tai, Secretary, Academic Senate Steering Committee
**DATE:**      December 16, 2005
**SUBJECT:**  **Annual CETL Report**

The Committee on Academic Development has received and reviewed the attached report from the Queensborough Community College Center for Teaching And Learning.

The attached report is being forwarded to the Academic Senate for its information.

QUEENSBOROUGH COMMUNITY COLLEGE PLANNING REPORT:
NON-TEACHING DEPARTMENTS AND OFFICES,          June 2005

DEPARTMENT:__CETL_____                                    YEAR: 2004-2005

A.  DEPARTMENT DESCRIPTION FOR CURRENT YEAR

1.      **Service areas and quantity of service provided during 2004-2005**
         *(Briefly summarize number of activities, number of clients served, items produced, etc.)*

| Area of Service or Function | Quantity of Services:  please note decrease or increase compared to previous year |
|---|---|
| Proposal Writing Workshops for faculty (for conference and grants) | 7 sessions 28 attendees |
| Workshops for Faculty | 20 sessions 132 Attendees |
| Circle of Writers | 4 sessions  25 Attendees |
| Guest Speakers on the Scholarship of Teaching & Learning | 2 sessions (plus the CUNY IRB presentation) 70 Attendees |
| CETL /Faculty Executive Committee Award Winners' Presentations of Teaching Research | 45 Attendees |
| Individual consultations with faculty about conference proposals, articles for publication, teaching issues, research projects | Estimate: 60+ |
| CETL supported conference presentations accepted to national and International conferences | 27 faculty worked with CETL on conference proposals that were accepted to peer reviewed national and international conferences this year |

**DEPARTMENT:_____CETL_____**            **YEAR: 2004-2005**

2.    **Staff development activities 2004-2005** (training activities, conferences, grants, presentations, publications)

**Department-sponsored activities**
*Please indicate whether staff members organized, gave presentations, or attended the activities.*

| Type of Activity and Topic | Date | Number Attending |
|---|---|---|
| CETL Staff organized 35 faculty devlopment events this year please see attached listings of all these events. | See attached full calendar | 359 (Total ) |
| Of those, Belle Gironda, the CETL Director, was a presenter/facilitator for each of the following: **Innovations Conference Proposal Workshops (3 sessions)** | Thursday Sept. 9 Friday September 10, Monday September 13,. | 16 |
| **Benefiting From Blackboard: The Basics of Instructional Design for Blended Classes** | October 19, | 12 |
| **Virtual Voices: Effective Class Discussions in E-Space** | October 26, | 14 |
| **Circle of Writers/Researchers** | November 8 February 28 March 14 April 18 | 25 |
| **Winter Web Boot Camp** **Designing Web Pages for Instructional Use** | January 11-13 | 10 |
| **Blackboard Winter Boot Camp** | January 18-20 | 14 |

| | | |
|---|---|---|
| **Preparing your Blackboard Courses for Spring Semester** | | |
| **Pedagogy & Technology: Blackboard Mid-Semester Check-in: & How to design an Online mid-semester course feed-back survey in Blackboard** | March 15 | 2 |
| **Designing Instruction to Prevent Plagiarism** | March 22 | 13 |
| **Pedagogy & Technology: Teaching with Blogs** | April 14 | 7 |
| **Getting Started on Your Teaching Portfolio** | May 18 | 16 |
| **CETL collaborated with the English Departement and received a grant from the CUNY Diversity Projects Development Fund  to sponsor a series of multi-cultural lirerary readings for students** | Jan 05 | Approx 350 |
| **CETL Collaborated with LaGuardia Community College and submitted a grant to the National Endowment for the Humanties to support faculty development seminars for the infusion of Asian Studies across the curriculum** | Spring 05 | Pending |
| **CETL  provided support for a Math Department WEEA grant to the Department of education** | April 05 | Pending |

**Individual faculty/staff activities** (items h & i added 5/23/05)

**Please use the following categories:**
a. Publications (books and articles in refereed journals)
b. Presentations at national or regional professional conventions
c. Creative achievements, exhibitions, performances
d. Grants awarded:  title, awarding agency, amount of award
e. Program/service development
f. Grants, research, creative works in progress
g. Conferences, training, workshops attended
h. College and departmental service
i. Professional societies, university and community service

| Faculty/Staff Name | Category (a-g) | Description | Date |
|---|---|---|---|
| Belle Gironda | b. | "Close Encounters with Learning Communities and Minority Student Persistence" with Michael Roggow and Brian Kerr. *2005 NACADA Regional Conference.* Montreal Quebec. | **March 23-25, 2005** |
| Belle Gironda | b. | "The Status of the Document in the Digital Age: A Multidisciplinary Approach." *Ed-Media 2005: World Conference on Educational Multimedia, Hypermedia and Telecommunications.* Montreal Quebec, | **June 28-July 1, 2005** |
|  | b. | "Beyond Evaluation: Alternative assessment Methods for Engaged Learning." Next Step Faculty Institute, Marlborough Mass. | **June 6-7, 2005.** |
|  | g. | Seminar on Intergrative Learning, LaGuardia Community College. | Spring 2005, first Thursday of every month |
| Belle Gironda | g. | Making Connections "05. A CUNY General Education Conference. | May 6, 2005 |
|  | h. | Cue Steeering Committee | Fall 04-Sp 05 |
|  | h. | English Dept. Assessment Committee | Spring 05 |
|  | h. | English Dept. Composition Committee | Spring 05 |
| Belle Gironda | h. | English Dept. Creative writing Committee | Fall 04Spring 05 |
|  | h. | General Education Committee | Spring 05 |
|  | h. | Gen Ed subcommittee on E-Portfolios | Spring 05 |
|  | i. | CUNY SCORE Committee | Spring 05 |
| Belle Gironda | h. | Adjunct excellence Committee | Spring 05 |

**B.  CHANGES IN DEPARTMENT WITHIN LAST YEAR (2004-2005)**

DEPARTMENT:____CETL_____                    YEAR: <u>2004-2005</u>

1.  **Personnel or organizational structure changes, newly developed projects**  (New personnel, retirees, resignations, organizational changes, addition of departmental responsibilities, etc.)

We interviewed and hired a secretary, Debbie Dibattista  in September/October of 04
We are completing a search for a permanent Assistant Director. We have completed the first round of interviews and have two finalists to interview next week.
The permanent assiatnt director should join the staff of CETL in July 05.

2.       <u>Changes</u> **in services, programs or projects**

3.       **Facilities/space <u>changes</u> (**renovations, development of new facilities such as computer labs, etc.)

| Facility/space modification | Purpose for modification | Date | Evaluation of change |
|---|---|---|---|
| Added one desk one additional phone line and one additional data line | Added a secretary | Fall 05 | productive |
|  |  |  |  |
|  |  |  |  |

4.       **Equipment changes during the year** (describe briefly)

| Equipment changes | Purpose for new equipment or   reason for disposition | Date | Evaluation of change |
|---|---|---|---|
| Fax machine | Purchsed to send and receive faxes | Spring 05 | productive |
| Folding congernce table | Purchsaed to accommodate a larger group for CETL meeting (existing tabel only seats 5 people comfortably) | Spring 05 | necessary |
|  |  |  |  |

**5.** **Other changes affecting the department including interactions with other departments and offices**

| Description of change | Date | Comments |
|---|---|---|
|  |  |  |
|  |  |  |

## C. DEPARTMENTAL/OFFICE EVALUATION

**1.** <u>Changes</u> **in procedures for evaluating the effectiveness of the department's services from previous year's report**

**2.** **Describe below any evaluation conducted during the just completed year (2004-2005):**

| *Departmental function or service evaluated* | *Method of evaluation: please indicate if an external agency was involved* | *Major conclusions* | *Resulting action plan* |
|---|---|---|---|
| Faculty workshops and guest presentations | Tracked attendance and feedback from faculty | Programming is attacting faculty. There is interest in Pedagogical research and CETL needs to work on targeting and supporting this interest to help faculty produce results. Scheduling of events continues to be an issue. | Provide more progarmming, work with departments to tailor offerings and timing, look for ways to meet needs of adjuncts. Coordinate scheudling more closely with other units to avoid conflicts. |
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**DEPARTMENT:** _____     **YEAR: 2004-2005**

### D.   GOALS AND OBJECTIVES

1.     **Department or Office goals/objectives for just completed year (2004-2005)**
       *(Please indicate (Yes or No) if the objectives were part of the College's Strategic Plan for 2004-2005.)*

| Goals/objectives 2004-2005 | Strategic Plan Y/N | Date and Evaluation of achievement | Resulting action plan |
|---|---|---|---|
| Establish CETL Website | N | Started in Dec 04—devloped through the spring | To be expaned this year |
| Hire CETL Assistant Director | N | In progress, finalists selected | Search will be completed by June 15 with intention of starting new candidate on July1. |
| CETL will work with Academic Affairs to organize an academic conference in the spring of 2004, highlighting best practices in community college pedagogy, and to promote publications in "community college pedagogy." | Y | Conference was help on May 4 Last year's CETL Award winners presented | Next year we are scheduled to host the Gen Ed conference in the spring. We will also host another presentation by this year's teaching research awardees. We are following up wih presenteers about expanding their work for possible publication. One presenter has had her work accepted to a Natl conference. |
| In association with the Office of Academic Affairs CETL will sponsor at least two faculty workshops on assessment of student learning. | Y | Workshop on program assessment was held on February 9. Workshop on Alternative assessment methods was help for Next Step faculty on June 7 at the Next Step summer institute | Workshop that was offered fro Next Step faculty will be also offered next fall. |
| | | | |

**2.** **Department or Office <u>objectives</u> (specific plans to be implemented) for coming year (2005-2006)**
*(Explain how these objectives fit within the College's mission and its goals and its Strategic Plan for 2005-2006.)*

| <u>Objectives 2005-2006</u> | <u>Mission/Strategic Plan</u> | <u>Planned method of evaluation</u> |
|---|---|---|
| CETL will lead an effort to coordicnate pedagogical research at the college. | Y | Resul;ts will be presented to thre VP for academic affairs and the academic senate. |
| CETL will fund 5 $500 faculty stipends for pedagogical research. | Y | Research will be presented in a faculty symposium Spring 06 |
| In conjunction with the office of academic affairs and CUE, CETL sponsor a CUNy wide conference during spring 2006. | Y | The success of the conference will be measured by attanedance and feedback from attendees. |
| CETL and IR will coordinate with interested members of the faculty on research projects designed to measure the imapact of new curricular initaitives. | Y | Bridge to Transfer research project is underway. IR and CETl have plans to demo data analysis software for Faculty in Fall 05. CETL and IR are discussing |
| CETL and ACC, under the direction of VPAA willl support faculty and instructional staff developments in pedagogy using instructional technology. | Y | Collaborative workshops are being planned for Fall 05. Attendance and feedback will provide evaluative info. |
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