

TALE Ambassadors Meeting #1 - Spring 2008

Wednesday, February 6, 2:00-3:00 & Thursday, February 7, 9:30-10:30 006 Bakeless

Minutes

Present: Celina Byers-IT , Joan Dillon-DDI, Jason Genovese-Mass Communications, Jason Godeke-Art, Chris Harrison-Finance & Legal Studies, Alan Goodboy-Com Studies & Theater Arts, Carl A. Hansen-Biology & Allied Science, Joseph Hazzard-Exercise Science & Athletics, Ruth Kennedy-Elementary ED/E. Childhood, Kunyoung Kim-Music, A. Rao Korukonda-CIS , David Magolis-Library, John Okpara-Management, Christopher Podeschi-Sociology, Alicia Redfern-Psychology, Gary S. Robson-Accounting, Michael Ruffini-Secondary Education, Stephanie Schlitz-English, Suzanne Sklaney-Audiology & Speech Path., Luke Springman-Language & Cultures, Lisa Stallbaumer- Beishline-History, Michael Stephans-Math & Computer Science, “ Neil” Harry C. Strine, IV-Political Science, Faith Warner-Anthropology, Tony Zilz-Exceptionalities, Gregory H. Zimmerman-Chemistry

Agenda Item 1: Introductions

Dr. Jones called the meetings to order and welcomed all the members of the committee to this semester’s first meeting of the TALE Center Ambassadors Committee.

Agenda Item 2: Review of the Fall 2007 TALE Center Report

The Fall 2007 TALE Center Report was disseminated for review and comment.

Agenda Item 3: Reflections and Suggestions regarding Spring 2008 TALE Center Programs

Spring 2008 Programs and participant numbers:

- Pedagogy Strand #1 Book Chat (Scholarship of Teaching/Learning): 17
- Pedagogy Strand #2 Mentoring: Ongoing
- (Needs Assessment-Survey Return Date 2/15/08)
- Pedagogy/Technology Strand #1 WayPoint: 21
- Pedagogy/Technology Strand #2 Student Response Systems: Ongoing
- Pedagogy/Technology Strand #3 Web Site Development: 16
- Pedagogy/Technology Strand #4 Wimba: Ongoing
- Spring 2008 TALE Seminars: Average Participants 14, Departments 10

A brief discussion of the Spring 2008 TALE Center Programs ensued:

- Mentoring – During the 1/31/08 3:30-4:30 session, only one person showed up.
Comments:
 - Could represent that we’re not doing any mentoring.
 - This is a program we should be building.
 - Accreditation is taking up time.
 - The faculty is overwhelmed.
 - Make presentations to the Deans Council & the Chairs.
- WIMBA, WAYPOINT, SEDONA, etc. -
 - Acronyms are confusing to some faculty. Quit using technological jargon - need a list of acronyms.
 - Use Focus Groups to look into other tools besides WIMBA for on-line teaching.

- “Sedona/Portfolio” – We must communicate what names mean. Some faculty members consider SEDONA double-work when used with the end of year evaluation program.
- Low attendance at seminars –
 - People could be burning out or morale is low.
 - Suspicion regarding new technology for more & more on-line teaching.
- Blackboard – Issue with students not knowing how to use Blackboard.

Agenda Item 4: Recommendations for FALL 2008 TALE Center Programs

Topic recommendations:

- More Strands involving –
 - Traditional pedagogy
 - Techniques to engage students in the classroom, motivating students.
 - Website Construction –
 - How to populate it – writing wise & visually
 - Visual rhetoric
 - Mentoring –
 - Engaging new faculty.
 - Need a standard mentoring handbook.
 - Creating a one page cheat sheet (i.e. Where to go do what ...)
 - Other thoughts –
 - Some things are only being done by some departments.
 - Session – “Best of Bloomsburg” was beneficial.
- Outside National Speaker?
 - Event is a daylong workshop.
 - Check to see who other faculty think are good speakers.
 - Glenn Silverman was suggested as having been an excellent speaker.

Agenda Item 5: Update - Fall 2007 Submissions for the Outstanding Teacher Award: 24

Agenda item 6: Update - Teacher-Scholar Award Submissions and Review Process

Application Reviewers: Janet Bodenman (Liberal Arts), Karl Kapp (Science and Technology), Darrin Kass (College of Business), Ruth Kennedy (Professional Studies), & David Magolis (Non-aligned Faculty)

Total Submitted: 8 applications

Dr. Jones requested the TALE Ambassadors review the award guidelines & comment. It was noted that the Award money currently budgeted will be rolled over, & we may have closer to \$20,000 to disburse next year. A suggestion was made to include “Going to Conference” information in next year’s Award Handbook.

Agenda Item 7: Other

- HyperResearch & NVivo7 – Two new research programs on our TALE Center computer that are available to faculty.

- Mentoring & Orientation -
 - TALE Center takes over.
 - Need for standardization on self-evaluation.
 - Need to provide each new person coming in with a notebook.
 - Explanation regarding what the expectations for new faculty are.
 - SEDONA – Set up for each college. Need consistency for presenting data when going up for promotion.

Both meetings were adjourned by general consensus.

TALE Ambassadors Meeting #2 - Spring 2008

Wednesday, April 2, 2:00-3:00 & Thursday, April 3, 9:30-10:30 006 Bakeless

Minutes

Attendees: Bill Harrar-Academic Support Advisement Faculty, Gary S. Robson-Accounting, Faith Warner-Anthropology, Jason Godeke-Art, Carl A. Hansen-Biology & Allied Science, Gregory H. Zimmerman-Chemistry, A. Rao Korukonda-CIS, Alan Goodboy-Com Studies & Theater Arts, Dawit Senbet-Economics, Ruth Kennedy-Elementary ED/E. Childhood, Mark Noon-English, Tony Zilz-Exceptionalities, Joseph Hazzard-Exercise Science & Athletics, Laura Davis-Finance & Legal Studies, Jeffrey Brunskill-Geography & Geosciences, Lisa Stallbaumer-Beishline-History, Celina Byers-IT, Luke Springman-Language & Cultures, David Magolis-Library, Jason Genovese-Mass Communications, Michael Stephans-Math & Computer Science, Kunyoung Kim-Music, Deb Sanders-Nursing, Scott Lowe-Philosophy, David Simpson-Physics, Alicia Redfern-Psychology, Christopher Podeschi-Sociology, Michael Ruffini-Secondary Education

Not in attendance: Suzanne Sklaney-Audiology & Speech Pathology, Loreen Powell – Business Ed/OIS, Joan Dillon-DDI, John Okpara – Management, Monica Favia-Marketing, Neil Strine-Political Science

Agenda Item 1: Introductions

Dr. Sheila Jones called the meetings to order and welcomed all the members of the committee to this semester's second meeting of the TALE Center Ambassadors Committee. The Ambassadors subsequently introduced themselves and provided the name of their respective departments.

Agenda Item 2: Minutes - February 2008 Ambassadors Meetings

Dr. Jones gave a brief explanation of the combined Minutes format to both groups of Ambassadors. (i.e. Notes from both meetings were combined into one report, ideas presented and discussed grouped by subject, etc.)

Agenda Item 3: Deadline for Fall TALE Seminar Proposals – April 16th

The deadline for TALE Seminar Proposals is April 16th, however, it may need to be extended. TALE Ambassadors were asked to consider submitting TALE Seminar proposals, and to encourage their colleagues to submit proposals. The proposals do not need to focus exclusively on teaching strategies, they can also pertain to individual areas of research.

Agenda Item 4: Provost Series Application Submitted (Approval pending)

The TALE Center has submitted a proposal for the Provost's Lecture Series:

The Presenter will be Dr. Todd Zakrajsek, Director, Faculty Center for Innovative Teaching at Central Michigan University. The topic of the lecture will be "Understanding Student Behavior & Creating Effective Learning Environments", and two workshops targeting faculty will be held on "Overcoming Apathy & Creating Excitement in the Classroom". Dr. Zakrajsek has previously presented both sides of this topic – Student Responsibility and Student Engagement.

A brief discussion of the Provost Series Application ensued:

The submission of an application by the TALE Center for the Provost Lecture Series was questioned. It was suggested the TALE Center sponsor a speaker on their own rather than submitting an application for the Provost Lecture Series; and that the lecture should reflect upon teaching effectiveness, etc. An increase in the TALE budget for future speakers would be beneficial because it would be more economical to provide workshops here on campus rather than sending faculty off campus to attend workshops. Dr. Jones expressed the desire to have as much money as possible to be available for the Teacher-Scholar Awards, and that the TALE Center is using \$1,500 out of our funds toward the total costs for this speaker. Rollover money could be used by the TALE Center to sponsor Dr. Zakrajsek should our proposal not be accepted for the Provost Series. It was noted that students will also be encouraged to attend the seminar.

Agenda Item 5: Outstanding Teacher Award: Nominations Closed 4/1/2008

The deadline for submissions for the Outstanding Teacher Award was April 1, 2008 at 4:00 PM, however, they have not been reviewed yet. A committee consisting of four former winners of this award will review the submissions and decide on the two winners. Previous winners are not eligible for the award. The award will be presented by President Soltz at the appropriate Undergraduate Graduation ceremony.

An electronic nomination system was set up by Dr. Helmut Doll, and results indicate we had the highest number of nominations this year compared to previous years. Unfortunately, the majority of nominations appear to be from undergraduates and we need to explore ways to encourage more graduate students to nominate faculty.

Dr. Jones expressed concern with the lack of established criteria to identify outstanding teachers. Some professors encouraged their students to nominate them. The meeting scheduled for April 16th to review nominations will help establish criteria for future nominees.

The people initially involved with the inception of this award may have already developed a rating sheet, and it may behoove us to contact them. One of the TALE Center's goals will be to formalize the criteria for next year.

Agenda Item 6: TALE Teacher-Scholar Awards: 4 Awards

The following TALE Teacher-Scholar Award proposals were funded:

- Cynthia Surmacz & Colleagues: Establishing an Academic Biology Learning Environment (New Classroom Strategies)
- David Heineman: Visual Communication (New Course Development)
- Caryn Terwilliger: Active Learning about diversity for Achieving Equity in Schools-Collaboration with BU and Fisk University (New Course Development)
- Jason Godeke & Nogin Chung: Converting Course-Specific Images to Digital Format (Classroom Instructional Technology)

A total of eight proposals were submitted, with four proposals funded. The one category not awarded was the Service Learning Project. This year the TALE Center had approximately \$18,000 for funding, of which approximately \$5,000.00 was not spent and will be rolled over for next year's awards. The hope is that more individuals will consider submitting applications next year. The Co-chairs reviewed all of the applications, and a committee consisting of one representative from each College, along with a representative from the Library/Academic Support & Advisement Dev. Instr. decided on the winners. Dr. Jones has offered to provide individual grant writing sessions for each of the new faculty members who submitted proposals that were not funded.

Agenda Item 7: TALE Center Picnic: Saturday, May 3, 2008, Bloomsburg Town Park

The New/Newer Faculty Picnic will be held on Saturday, May 3rd. The TALE Center will be supplying meat for the grill and sandwiches, condiments, drinks, etc. Those attending are asked to bring a covered dish. If you plan to attend, please respond by April 25th with the number of people in your party and the name of dish you are bringing. The Ambassadors were asked to post the picnic flyers on the bulletin boards in their respective departments, and everyone was encouraged to come to the picnic. New, young and single faculty members have commented on a sense of social isolation and this would provide an excellent opportunity for all faculty members to mingle.

Misc. Note - The TALE Center was delighted with the turnout for last Fall's New & Newer Social.

Agenda Item 8: 2008 Summer Academy for the Advancement of College Teaching hosted by Bloomsburg University, Wednesday, July 16-Friday, July 18, 2008

Dr. Lincoln gave a brief overview of the PASSHE sponsored Summer Academy program which Bloomsburg University has volunteered to host this summer. PASSHE runs the program and would like to see it rotated among various universities. The TALE Office was notified approximately three weeks ago the program would be held at Bloomsburg University this year. The Summer Academy will be held at Monty's for three days - July 16, 17 & 18. Two (in some cases three) faculty members from each PASSHE and private university will be accepted on a first come, first serve basis, with the total number of participants capped at 45. The Department Chairs will suggest or ask for names of those interested in being a formal participant, then forward the names to the Deans for nomination. Those attending the Academy will be expected to participate in homework, reading assignments, etc.

The theme for this year's Summer Academy is "Teaching for Diverse Learners". Dr. Jones is organizing the event and in the process of finalizing the program content. Some presenters still need to be identified. One of the keynote speakers will be Dr. Todd Zakrajsek, and his presentation will encompass one afternoon and evening session.

Ambassadors were asked to please contact Debbie Mucci if interested in volunteering for the program committee (greeting and registering participants, etc.).

Agenda Item 9: Mentoring Program

- Preliminary Mentoring Survey Findings
- Proposed Mentoring Program Structure & Goals

Dr. Jones presented the following (proposed) Mentoring Program documents for review:

Preliminary Mentoring Needs Assessment Results – The results were compiled utilizing HyperResearch for qualitative analysis of the responses to the three Mentoring Surveys disseminated to the 2007 new faculty, their mentors, then subsequently to all Bloomsburg University faculty members. The analysis consisted of 52 responses, with the "Top 10 Needs" areas listed.

New Faculty Development/Mentoring Program Description

- Mentoring programs across the country were researched for the outline of this program. Research revealed that new faculty at many universities carry a nine-credit load, with three credits assigned to attend mentoring programs. This proposal would offer new tenure track faculty a one-quarter time reduction in instructional load to attend all the TALE Mentoring Sessions consisting of two hours per week. The content and activities would be specific in this program (i.e. Setting new faculty up with grant opportunities, writing research proposals, formulating individual Mentor/Mentee plans, etc.) The sessions would help provide critical information to provide new faculty with a solid foundation, and would also allow the TALE Director to find out what resources new faculty need.
- A Mentor Training Program that would include meetings several times a year would be established early in the Fall semester. Mentors would be offered a professional development stipend of \$200.00/year. Both parties would need to complete a survey at the end of the Fall and Spring semesters that would help establish what supports new faculty need and also provide a method to collect data on how to change the program. A determination will need to be made concerning how the Mentors and Mentees will be paired up (within department or across department.)

- All of the goals listed in this program description were derived from Mentoring Surveys. Topics would be arranged to meet the Mentees' needs. The issue of collecting formative data needs to be addressed. What would we do differently?

New Faculty Development/Mentoring Program Chart - The proposed Mentoring Program would be faculty driven. The proposed "BU Faculty Mentoring and Academic Development Committee" would consist of one representative from each college, Academic Support Services and Library faculty, and faculty union, along with one member from Administration (see chart). A suggestion was made to include a representative from Human Resources. The bottom row on the chart, "Responsibilities and Tasks", is an outgrowth of the Mentoring Survey.

Miscellaneous note – Elementary Education is in the process of writing a new faculty member handbook.

FIRST SESSION - APRIL 2ND NOTES

The following is a compilation of various comments made during the discussion of the proposed Mentoring Program during the Ambassador Meeting on April 2nd:

- Establish an Outreach Team to go to departmental meetings once a semester to introduce TALE, etc. Response - This is what TALE Ambassadors are already doing, it is their job.
- Lack of responsiveness to mentoring survey – Three different surveys were disseminated during the same week. Faculty were overwhelmed.
- "Mentors" & "Mentees" - Use fresh terminology. It is a case of semantics. Consider calling the program something else.
- Some Mentees may have more academic knowledge than their Mentors.
- This would be an opportunity to learn from new faculty.
- Mentoring is a departmental issue – Departments need to make sure new faculty are being taken care of. It does need to be at a university wide level or at a departmental level.
- Personality issues - New faculty may not want to be mentored.
- New professors are expected to be able to do their job.
- Make this program mandatory for all new faculty. Response - How do you go about making this mandatory?
- Surveys from mentors say they do not have time to devote toward mentoring. They need to do their own research.
- Some new faculty have said they could use a "Course 101" on departmental politics, and what to do when someone is being bullied!
- Include a stipulation in new faculty contracts stating they have to attend a mentoring workshop once a week for two hours and then they should comply.
- New faculty need to learn about student advisement, and also need to learn procedures.
- Pick out the key issues for seminars. Certain areas most people need that the TALE Center can provide.
 - Course release
 - Reassigned time
 - Pick certain topics they have to go to in order to be eligible for reassigned time.
 - Divide specific mentoring issues and general issues.
 - It would be wonderful to get insights other disciplines offer.
 - TALE would be a place to come for help regarding bullying issues.
 - Develop materials to remind senior faculty members how to do in-house mentoring.
 - Dr. Jones already started a list of what needs to be done and when it needs to be done.

- Is there interactive mentoring software for higher education faculty?
- Could an on-line mentoring program be developed? A PowerPoint program?
- Very good idea to form BU Faculty Mentoring and Academic Development Committee as described in proposal.
- Make certain things mandatory.
- When would the program be implemented? Response - Maybe a pilot for next Fall.
- New faculty need to be proactive.
- There should be an obligation to explain tenure and promotion to new faculty when they are hired.
- A suggestion was made to have new faculty start on August 1st. Response – It would not work for new hires teaching summer classes at their current place of employment.
- Have department mentees and mentors come to TALE meetings - Mandatory for 1st semester to be trained by the TALE Center.

Group Summary:

General consensus - The idea to form a BU Faculty Mentoring and Academic Development Committee is a very good one. The members should be selected this semester, with the committee ready to start meeting in the Fall.

In order to be a member of this committee the following criteria should be met:

- Committee members should be tenured.
- Committee members should consist of a mix of recently tenured associate professors & faculty members who have been here a while.
- TALE Director will encourage department nominations to be forwarded to the respective Deans, who will make the final decision.
- One person from each college will serve on the committee.
- Faculty should have a lot of input on the process
- Nominees must be people interested in the mentoring process.

SECOND SESSION – APRIL 3RD NOTES

The following is a compilation of various comments made during the discussion of the proposed Mentoring Program during the Ambassador Meeting on April 3rd:

- One quarter release time – Overall a good idea.
- Do an evaluation of departments with small faculty number.
- Need to take into consideration that some courses are only 2 credits.
- Is this a one on one thing?
- Can a group of 5 mentees come in for training at one time? Make the sessions more formalized?
- Apathy may be a contributing factor for lack of feedback.
- True mentoring comes from a natural relationship that develops.
- 1/3 reassigned time – Great idea.
- Block two different times when groups can come in.
- List of ideas – Very good.
- One hour never seems long enough for workshops and training sessions.

- Dr. Jones suggested setting a regular time to meet every week. The Chair would know the new faculty member needs to be here, and would schedule teaching schedules accordingly.
- College of Liberal Arts is already doing this. Problem is that every college is doing something different. Most of everything on the list does happen – but not for everyone.
- Need to also have individual sessions.
- Confidentiality should be part of the mentor training.
- Option – Set of trained mentors also need to be designated.
- People do not volunteer to be mentors because of time issues.
- Survey Outcome – Mentors want compensation for their time. Stipend could be used for professional development travel.
- Another incentive suggestion – Larger faculty pool need time. Consider letting Mentors bank time so after 5 years they receive one course release time.
- One new faculty member met with his mentor and already had answers from his colleagues.
- Mentor needs to be someone within the department who has an interest in seeing that person succeed.
- Consider referring to ¼ time as reassigned time.
- New faculty are already asking older faculty these questions.
- Per Dr. Jones - the following are three comments she has received from new faculty:
 1. They were not introduced at the first department meeting.
 2. They need a “Course 101” in university politics.
 3. They need help dealing with bullies.
- Not everyone is getting the same help from departments. New faculty do not know who to trust.
- One new faculty member was afraid to go to Deans Council with a proposal for a new course because it might reflect poorly on application for tenure.
- A suggestion was made that the TALE Center have more socials at beginning of year for Mentors/Mentees.
- A carpool is a great way to establish a natural Mentor/Mentee relationship.
- Mentoring should offer a two pronged approach – Mentors also need to be available for one on one duty. Mentors need to provide content and also be someone a Mentee can go to personally.

Summary:

General consensus - A Mentoring Program is vitally important, however it is too soon to do anything this Fall. A committee should be formulated this year to have a program up and running by Fall 2009. The development of the handbook should begin now. The mentoring program will be faculty generated. There is a need to establish a mechanism for developing natural pairing, and the solicitation of quality mentors. A suggestion was made to ask mentees for feedback regarding who some good mentors are. The mentoring program should include mentees attending standardized meetings, and a formal program on advising students should be included in the sessions. Another suggestion was to include workshops held by Administrative Assistants who could provide training sessions on filling out travel forms, etc.

In order for a faculty member to be a mentor, the following criteria should be met:

- The Mentor should be tenured.
- Be approved by Dean.
- Be a visible presence on campus.
- Understand the structure of Bloomsburg University.

Both meetings were adjourned by consensus.