

Fall 11-2012

## **CeTEAL News, November/December 2012**

CeTEAL, Coastal Carolina University

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# CeTEAL

## Center for Teaching Excellence to Advance Learning *News*

### Instructional Designer

As of Nov. 1, CeTEAL is at full staff. Meet CeTEAL's new instructional designer, Jean Bennett.

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### Research Cafe

Learn more about the research projects CCU faculty are conducting, and get some ideas about how to fit your own research goals into your academic schedule. Hear directly from your fellow faculty at the Research Cafe sessions.

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### Moodle Pilot

A small group of CCU faculty is piloting the Moodle course management system this semester. Learn more about Moodle.

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### Blackboard Exports

Prepare for the move to Moodle by archiving important course content now. Learn how to export and download important grade center data and content from your Blackboard Learn courses.

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### Faculty Suggestions

Do you have ideas for how CeTEAL might best support CCU faculty? Do you have suggestions for training sessions or services CeTEAL should offer? Find out how to make your voice heard.

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### Online Training

CeTEAL is increasing its online training presence to include courses related to distance learning, multimedia production and course management system functions. Find out more about training opportunities.

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## Instructional Coaching at CCU

### CeTEAL Trains Instructional Coaches

Six faculty from across campus are currently completing our Coastal Carolina University Instructional Coaching program to become peer instructional coaches. Faculty who complete our five-step process receive a certificate of completion and are trained to observe other instructors and interview students. The purpose of the observations and student interviews is to assist instructors to become better at teaching.

CeTEAL has developed a process and protocols using strength-based language to capture the best information from the initial meeting with the instructor, the classroom observation and the student interviews. We provide strategies for writing the report and conducting a follow-up meeting with the instructor. The training requires faculty to attend three sessions on instructional coaching for CCU, to participate in a teaching



**Faculty Spotlight: Paul Richardson**  
Paul Richardson, professor in the College of Sciences, works with students. **Page 2.**

effectiveness session through CeTEAL and to complete two observations under CeTEAL supervision.

CCU instructional coaches provide a valuable resource for instructors. The observations, interviews and reports are confidential and are designed to assist instructors to improve their teaching to allow for increased success in student learning outcomes. Instructors may request an observation and/or interviews

with students in their classroom by contacting Dodi Hodges or Jennifer Shinaberger at CeTEAL ([ce teal@coastal.edu](mailto:ce teal@coastal.edu)).

## ABD Circle a Success

The popularity of the faculty writing circles inspired CeTEAL to offer an ABD Circle to help support faculty and staff as they complete their doctoral programs.

The members of CeTEAL's ABD Circle are faculty and staff who have completed their doctoral coursework and comprehensive exams and are working toward completing their dissertation. In other words, they have completed All But the Dissertation (ABD) for their doctoral programs.

The ABD Circle helps support members with motivation and discipline to complete the doctoral program process, by providing accountability and work strategies. The circle currently has six members who are actively working on their dissertations. One of our members successfully defended her dissertation in August. Another member successfully defended her proposal in October. All the circle's members are progressing toward completion.



Paul Richardson and student

## Faculty Spotlight: Paul Richardson

by Paul Richardson

I have been at Coastal Carolina University for nine years teaching upper level chemistry and biology classes. Upper level sciences classes like biochemistry are very daunting with the amount of material that is covered in the class and the synthesis of material that is required to be successful on the exams and assignments. I believe the best way to master this material and the critical thinking skills desired are for the students to learn how to communicate effectively in small groups.

The first task is to try to set up a classroom atmosphere where the students know they will have an active dialogue with the professor to discuss ideas. In order to create this, it is important to let the students know that an incorrect answer is often more valuable than a correct one. You also need to develop a level of trust with the students where they understand there are no consequences for wrong answers and that these discussions are often material that will be on quizzes and tests. Once they realize the importance of working through these answers in a group discussion, it is often better, in terms of their grades, if they are willing to have discussions in the classroom.

To help them work through the material better I put them into teams of two or three students. These groups work together on all quizzes, laboratories and assignments. This allows the students to divide up the material to cover and help teach each other the material. In essence, they learn to communicate with each other to help distribute the workload of material and become self-teachers. During the past few years, my students have consistently scored in the top 25 percent (class average) on the standardized American Chemical Society Biochemistry exam.

In the laboratory, the students also must work in the same teams to accomplish assigned tasks. Each member of the team is assigned a



CeTEAL students Fatima Kamara and Tatianna Batchelor at EL Fair.

role and must work with the team to accomplish the lab. The entire lab is a result-driven process in which they have a task to complete by the end of the semester; similar to a setting in an industrial laboratory. Communication and results are a big determination in their grade. Weekly sit-down meetings are required, as well as written weekly lab notebooks, and the project ends with a written report that covers the entire work accomplished and discussion of results and errors.

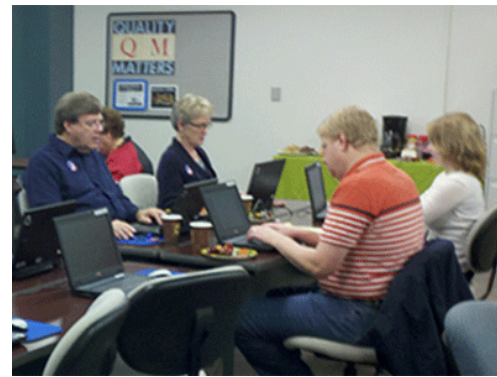
This team-driven learning is a very popular teaching methodology. It helps students take a more active role in their education. More importantly, it helps them develop communication skills that are paramount to success in professional schools. In a meeting I recently had with a professor at a medical school, he told me the No. 1 reason that doctors failed in medical school and in their profession was lack of communication skills. That is why I try to make my students work together to overcome obstacles in the classroom, because it will give them the tools to overcome obstacles when they leave.

## Fall Experiential Learning Fair

*Experiential learning is under way, and faculty have "Q" courses to share.*

On October 10, 2012, CeTEAL participated in the second Experiential Learning Fair in the Edwards building courtyard. The fair included faculty, staff and students showcasing experiential learning course information and sharing success stories. The experiential learning program will be expanding next semester as more faculty seek the "Q" designation for their courses.

For more information on how to get involved in experiential learning, visit: [www.coastal.edu/academics/elo](http://www.coastal.edu/academics/elo)



Faculty participating in CeTEAL session

## CeTEAL Welcomes Instructional Designer

*As part of its mission to support teaching excellence, CeTEAL provides instructional design support to faculty.*

CeTEAL is excited to welcome Jean Bennett to our team. Bennett is an instructional designer, and she comes to CCU from Ursinus College in



Collegeville, Pa., where she has been a multimedia instructional technologist since 2006. At Ursinus, she provided faculty consultations for design of instructional strategies utilizing instructional technology for teaching and learning.

As part of CeTEAL, Bennett will work with faculty and CeTEAL staff to promote teaching excellence through training and one-on-one consultations, development of instructional strategies, and use of the Quality Matters rubric. She has almost 25 years experience in education as a teacher and director of technology. We are very excited that she is joining us.

## CeTEAL Needs You

*Would you be willing to share your expertise with others?*

CeTEAL's mission is to support CCU faculty as you deliver excellence in teaching across all disciplines. In order to successfully serve faculty needs, we need to hear from you. We value faculty input and would like to hear more about your interests and concerns. Would you like to see more sessions on teaching skills, innovative technology or research strategies? Are you interested in hearing experienced guests speak about distance learning or journal publication? Do you have a particular skill or idea you would like to share as a guest speaker for CeTEAL? Please visit the CeTEAL website and let us know what we can do for you. [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal)



## TECH TIPS &amp; UPDATES

**Blackboard Timesaver Tips**

**Use the Blackboard testing function as a homework tool**, and let Blackboard do your grading. Blackboard will automatically grade multiple choice, true/false, matching, short answer and some other types of questions, and then provide students with immediate feedback.

**Use the Blackboard assignment tool instead of email to collect student submissions.** With a few clicks you can download all student submissions for an assignment directly to a folder on your computer with no need to open multiple email messages.

**Let Blackboard calculate your midterm and final grades.** The Blackboard Grade Center has quick and easy calculated columns for calculating average, total or weighted grades. Set up calculated columns at the beginning of the semester, and Blackboard will keep a running grade all semester.

Want to learn more about these Blackboard functions? Contact [blackboard@coastal.edu](mailto:blackboard@coastal.edu).

**Moodle Tips and Updates**

**Moodle offers an online text assignment option** allowing instructors to respond to student writing with “inline” edits and comments. Instructors can comment within student writing without the need to download and re-upload student documents.

**Moodle offers an attendance tool** allowing instructors to track student attendance directly in their Moodle classes. The attendance tool can be added to a course through the use of the Add Block function on the main page of each course.

Want to learn more about these Moodle functions? Contact [moodle@coastal.edu](mailto:moodle@coastal.edu).

To sign up for a Moodle training session, visit [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal)

**Blackboard Course Maintenance****Exporting your Blackboard grade book**

In order to retain student grades after Blackboard courses are taken offline, it is a good idea to download and save a copy of your grade book. The Blackboard grade book can be downloaded as an Excel file and easily referenced later in cases of grade disputes or student performance research.

**Steps to export grades:**

1. Hover over **Work Offline** in the upper right corner of the grade center.
2. Select **Download** from the dropdown list.
3. On the Download Grades screen, select **Full Grade Center**.
4. Under Options, select **Comma Delimited** and **Include Hidden Information** if needed.
5. Under Save Location, select **My Computer**.
6. Click the **Submit** button.
7. Click the **Download** button to complete the download process.

**Exporting Blackboard files and content**

In order to easily edit, review or reuse the files and documents used in Blackboard each semester, it is advisable to download a copy of all the content from the Files area in your courses. The Files content can be downloaded onto your computer or storage drive as a zip file.

**Steps to download Blackboard content:**

1. Click the arrow to the right of the Files link in the Control Panel.
2. Check the boxes in front of all the files you want to download.
3. Click the **Download Package** button. The file will be downloaded to the default download location on your computer.

**Faculty Share Ideas in the Research Cafe**

*Research Cafe is brought to you by Karen Fletcher in the Office of Research Services.*

Join us at the Research Café on select Fridays to hear about research that is going on right here on the Coastal Carolina University campus.



Bring your own “bag lunch” from noon to 12:50p.m. in KL1B 219 and learn about the research or funded projects going on here. Learn how your fellow faculty members fit research into their career path and how research might fit into your academic plan and career plan. Each session includes a guest speaker to share their experiences.

**Upcoming sessions:**

Friday, January 18, 2013 – Karen Fletcher, Associate Professor, Chemistry / Physics

Friday, February 15, 2013 – Sharon Gilman, Associate Professor, Biology

Friday, March 22, 2013, Sharon Moses, Assistant Professor, History

**Moodle Pilot Phase II Begins in Spring**

*Moodle is an open source course management system similar to Blackboard Learn and is currently being tested by ITS.*

Phase I of Moodle pilot testing is underway this semester with 10 faculty members pilot testing the system. According to ITS, Phase II of testing will begin in January with 10 faculty members from each college using Moodle to deliver course content.

Moodle offers some exciting new tools including a drag-and-drop function to upload documents to content areas, improved user tracking and an attendance module.

CeTEAL is offering Moodle Basics training in November and December to help get the pilot faculty up and running with the system. Online resources including video tutorials and documentation are being added to a faculty resources guide available at [libguides.coastal.edu/moodlefaculty](http://libguides.coastal.edu/moodlefaculty).

If you have signed up to be part of the Moodle pilot this spring, please visit [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal) to sign up for training or to request a training appointment.

# CeTEAL Training Schedule

The full CeTEAL training schedule can be found online at [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal). Visit the website and login to register for the sessions below and many more.

## Teaching Effectiveness

Structured Analytical Techniques: Arguments  
Nov. 26, 9:00 a.m.

The Challenges of Grading  
Nov. 29, 1:40 p.m.

Instructional Coaching: Writing the Report  
Dec. 4, 10:50 p.m.

Using Outside Materials to Enhance Student Engagement  
Jan. 15, 1:40 p.m.

Getting Students to do the Readings  
Jan. 17, 1:40 p.m.

## Moodle

Moodle Basics: An Introduction to Moodle  
Nov. 27, 1:30 p.m.

Moodle Basics: An Introduction to Moodle  
Nov. 28, 1:00 p.m.

Moodle Basics: An Introduction to Moodle  
Dec. 4, 12:15 p.m.

Moodle Basics: An Introduction to Moodle  
Dec. 10, 12:10 p.m.

Moodle Quizzes  
Dec. 11, 10:00 a.m.

## Innovative Technology

3-in-30: Encouraging Student Engagement and Creativity  
Nov. 14, 2:00 p.m.

## Research Cafe

Research Cafe  
Jan. 18, 12:00 p.m.

## DL Boot Camp

Two Day Distance Learning Boot Camp (Dec 17 and 18)  
Dec. 17, 8:00 a.m.

## Faculty Leadership

Reaching a Quality (Bully-less) Workplace  
Nov. 28, 2:00 p.m.

## New Faculty

Cheating and Plagiarism/Academic Dishonesty  
Nov. 14, 4:00 p.m.

Preventing and Responding to Classroom Violence  
Jan. 17, 4:30 p.m.

Effective Academic Advising  
Jan. 30, 4:00 p.m.

## Faculty Development

Contact us to learn about Writing Circles, ABD Circles, Grant Writing

## Online Sessions

DL Boot Camp Courses

Narrated PowerPoints

Blackboard Learn: Communication Tools

Blackboard Learn: Grade Center

Course Design for Distance Learning

Register for these sessions and more at [www.coastal.edu/ceteal](http://www.coastal.edu/ceteal)

## CeTEAL Staff

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## CeTEAL Advisory Committee

The CeTEAL Advisory Board meets quarterly to review CeTEAL activities, plans and policies. The members are active participants in assisting the center with teaching, scholarship and leadership sessions, seminars and such events as New Faculty Orientation and New Faculty Seminar Series.

**Louis Keiner** — College of Sciences  
**Margaret Fain** — Library  
**Jeremy Dickerson** — College of Education  
**Elizabeth Howie** — College of Humanities and Fine Arts  
**Marvin Keene** — College of Business  
**Denise Davis** — Academic Advisor  
**Gabrielle Wirth** — CCU Student

## CeTEAL Online Resources

[www.coastal.edu/ceteal](http://www.coastal.edu/ceteal)

[www.coastal.edu/blackboard](http://www.coastal.edu/blackboard)

[libguides.coastal.edu/moodlefaculty](http://libguides.coastal.edu/moodlefaculty)