

Bemidji State University

**Center for Professional Development
Annual Report**

The Bemidji State University Center for Professional Development is a faculty-led group dedicated to improving teaching and learning.

The Evolving Curriculum

**June 2008
Dr. Elizabeth E. Dunn
Director**

Executive Summary:

The Bemidji State University Center for Professional Development has been in existence for twenty-two years. Founding member and former director Dr. Russell Lee retired this spring and will be missed. However, we do have considerable institutional memory in Dr. Rosalie Weaver and Dr. Tim Kroeger who remain on staff. Dr. Elizabeth E. Dunn is in her third year as director and was appointed for a second three-year term. Because she is serving as the co-chair of the university's HLC Self-Study Steering Committee, Dr. Weaver will be Acting Director for 2008-09. We added two new staff members representing particular constituencies, Dr. Charles Alberti for retired faculty and Dr. Chad Schmidt for our DLiTE faculty located in the Twin Cities. In addition, for the first time in many years we have representation at a regular staff position from the Department of Professional Education with Dr. Margaret Carlson. Every college and six different departments from widely varying disciplines are represented in this enthusiastic and supportive staff.

Although Joan Miller, our graduate intern, finished her work last year, we benefited from the fruits of her labors this year when our new Adjunct Faculty Handbook was released during fall start-up. Everyone agreed that it was an excellent addition to our resources. In addition, we had a number of discussions with Vice President Robert Griggs who oversees our Center for Extended Learning. Through his assistance and cooperation, we have begun considering a closer relationship with that part of the university and may be able to move ahead with better technical support for faculty as well as a more meaningful web presence for the CPD.

Dr. Dunn has continued to participate in many activities across campus, including those in her capacities as president of the BSU Faculty Association, member of the Liberal Education Taskforce, and participant in Taskforce on Enrollment and Retention. Last summer she successfully finished her training at the Louma Leadership Academy. She also co-presented a paper on "Leadership for Organizational Change: Empowering Academic Department Chairpersons," with Joann Fredrickson, Nancy Erickson, and Susan Hauser at the International Conference for Post-Secondary Leaders in April. The paper focused on Academic Chair Forums which this year included a session facilitated by the CPD. Dr. Kroeger continued to serve as the IFO representative to the CTL Steering Committee and as our CTL Leader although Dr. Dunn remained as the CPD director.

In an effort to connect more effectively with the faculty located in the Twin Cities, we used electronic means and encouraged that they time their visits to the Bemidji campus in order to attend our events. Having Dr. Schmidt on the staff made a significant difference. He attended weekly meetings by conference phone and face-to-face about 2-3 times per semester. We became much more aware of the need to use video conferencing or even taping events for those faculty.

Continuing our new practice of focusing our events on a particular theme, this year we chose "The Evolving Curriculum" and planned several items around its meaning and implications, including this year's issue of "Metamorphosis." For the first time, we decided to think more systematically about our mission and how to move forward over the next several years. We held a half-day retreat to engage in strategic planning and developed the mission statement seen on the cover page of this report.

FACULTY DEVELOPMENT LEADERSHIP

A. Assessment of needs:

We conducted a needs assessment survey of academic chairs. Findings indicated that the chairs wanted additional training on their roles in the context of the IFO/MnSCU Master Agreement. The second and third most popular choices included conflict management and managing change.

Our annual UTAP assessment revealed that our topics for the luncheons continue to be of interest to both faculty and the student teaching associates. Since many teaching associates work in liberal education courses, our theme next year, “Liberal Education for the Twenty-First Century” should allow an appropriate focus for next year’s luncheon presentations.

We asked Dr. Schmidt to give us an assessment of the needs of faculty in the Twin Cities program. His response was that they needed more training in the PDP, annual report process and also that they wanted to participate in the Promotion and Tenure workshop as well. Generally, they wanted more connection to the CPD and to look for ways to be a part of our events.

This year we began using a simple assessment instrument, devised for us by our graduate assistant Mun Yee Kwan, at many of our activities. You will find those placed with the appropriate events in our evidentiary files. Our ratings tend to be quite good and we will be able to use this feedback as part of future programming decisions.

Next year will be a good time to assess fall start-up needs among the faculty as well as ascertaining what faculty need in response to two major changes on campus: college reorganization and a new liberal education program. In addition, we have a request to assess faculty needs for technology training sessions.



CPD Faculty staff: Back Row: Pat Carriere, Russ Lee, Tim Kroeger, Maggie Carlson, Chad Schmidt. Front Row: Ann Carrier, Elizabeth Dunn, Rose Weaver, Laurie Desiderato (Charles Alberti absent, Kathy Fagianni on leave)

B. Collaborations:

Our staff and the director actively sought and successfully facilitated collaborations with several campus units to sponsor and participate in many events and activities. These included:

Provost's Office:

- ❖ Provost supported director's continuation at the Luoma Leadership Academy (June).
- ❖ Co-organized Fall Start-up for faculty and staff with 400+ attending (August 17, 20-24)
- ❖ Provost and deans cooperated with yearly PDP/Annual Report and Promotion and Tenure Workshops with 17 or more faculty at each event
- ❖ Planned and coordinated Provost open forums with the faculty (2).
- ❖ Provost funded anti-plagiarism web service, Turnitin.com, and we provided support through cooperation with the library and by organizing the training workshop
- ❖ Facilitated and provided logistical support for Provost forums in both the fall and spring semesters

On-Line Teaching:

- ❖ Cooperated with Julie Adams to promote her new on-line training for D2L
- ❖ Discussions with VP Robert Griggs to do additional programming in support of faculty making innovative use of technology in the classroom

Other Institutions:

- ❖ Russ Lee traveled to Sullivan University in Louisville, KY to conduct training for the faculty who were establishing a new graduate program. (February 2008)

Academic Success Center & Registrar:

- ❖ This is a new entity on campus and we immediately offered them the opportunity to participate in the advising session offered in spring semester. They did so along with the Registrars Office and we expect to have a good continuing relationship with the ASC.

C. Leadership, Support, and Resources:

The staff and director consistently provided resources and support to proven programs and projects as well as instigating new ideas. Those items included:

- ❖ CPD Library (maintained by support staffer Judy Negard)
- ❖ CPD Web Site:
http://www.bemidjistate.edu/faculty_staff/professional_development
(managed by Ms. Negard)
- ❖ Classroom Consultations
- ❖ Student Evaluation Forms

- ❖ New Faculty Mentor Program
- ❖ Undergraduate Teaching Associate Program
- ❖ Turnitin.com
- ❖ Faculty Forums and Workshops
- ❖ CTL Information through the Faculty Staff list serve (Dr. Kroeger)
- ❖ Member of the CTL Steering Committee (Dr. Kroeger)
- ❖ Strategic Planning Retreat
- ❖ *Metamorphosis*

The director, with considerable aid from our graduate assistant, Mun Yee Kwan, and administrative assistant Judy Negard, evaluated needs and purchases for the Center, updated our website, and disseminated CTL information through the Faculty/Staff list serve. Ms. Negard staffs the office and makes evaluations and information available to those who inquire. We hosted or co-hosted a number of workshops, lunches, social events for new faculty, and all-faculty forums. Ms. Kwan provides all the publicity and logistical support for these events.

The volunteer faculty staff met with the director and graduate assistant once per week where we planned future activities and debriefed past events. At those meetings we also decided who would perform classroom consultations, who would facilitate events, engaged in debriefing, discussed long-term planning, and we frequently discussed hot topics related to campus events. Ms. Kwan also provided technical support for our publications along with Dr. Weaver who served as principal editor for *Metamorphosis*. Ms. Kwan took photographs of our events and ran other errands as necessary.

D. Faculty Development Information:

The Center and director gathered information primarily from the following sources over the course of the year.

- ❖ Professional & Organization Development Network in Higher Education Conference
- ❖ International Society for Exploring Teaching and Learning fall conference (ISETL)
- ❖ Professional & Organization Development Network in Higher Education POD@listwerv.nd.edu
- ❖ MnSCU CTL Website: <http://www.ctl.mnscu.edu/>
- ❖ Email notifications from MnSCU CTL
- ❖ MnSCU CTL Leaders Workshops and Spring Institute
- ❖ Coro Leadership Center, St. Louis, website
- ❖ Books and networking with other faculty developers inside and outside the MnSCU system
- ❖ *Chronicle of Higher Education*
- ❖ AAC&U conference information and publications

E. Promotion and Publicity:

A frequently updated calendar is available at the CPD website where the staff update our activities for faculty to download at their convenience. This may be viewed at http://www.bemidjistate.edu/faculty_staff/professional_development/. Individual events were publicized by Ms. Kwan through email and paper flyers standardized with the CPD logo. Either the director or a member of the staff facilitated forums and workshops or introduced experts who were running the event. All members of the staff engaged in personal invitations and face-to-face communications regarding Center events.

The director remained highly visible across campus through involvement in a variety of activities associated with both her role as CPD Director and as BSUFA President.

F. CTL Activities:

Our CTL Leader, Dr. Tim Kroeger, attended both the fall and spring CTL Leaders Workshops. He received the materials for new faculty and distributed them upon returning to campus. These state-wide meetings are very useful for networking with other CTL leaders.

Last year we failed to report that the Nursing Department planned and led a CTL Discipline Workshop. Many thanks to the work done by the faculty in that area.

Dr. James McCracken and his colleagues in Technological Studies also received funding for their interdisciplinary workshops scheduled throughout the year and entitled, "In-Depth Understanding of China: Mini-Workshops."

CTL event flyers are distributed to the entire faculty through email and postings on campus bulletin boards.

ACTIVITIES AND PROGRAMMING 2007-08

FALL START-UP:

(August 17, 20-24, 2007)—Six days of activities coordinated with the Office of the Provost including:

- ❖ New chair training—4 new chairs (August 17)
- ❖ IT Orientation for new faculty—approx. 20 attended (August 22)
- ❖ Two special interest sessions—approx. 25 attended each session (August 23)
- ❖ New faculty lunch and orientation--24 attended (August 23)
- ❖ New Faculty work session—Getting Started: Best Practices for the First Day—24 attended (August 23)

EVALUATION: Based on informal discussions with faculty after fall start-up last year, we scheduled fewer special interest sessions. Faculty wanted and needed more time for class preparation during start-up. For the second time, we provided a new faculty orientation during fall start-up. The new faculty were again appreciative. If anything, one new faculty person told me, I wish this event was even earlier during the start-up week. A new Adjunct Faculty Handbook was distributed to chairs for delivery to adjunct faculty in their areas. The chairs were very excited to have the handbook and passed out all the hard copies we had available. Fall start-up is due for a full evaluation in the next

year or two, but overall continues to be successful and involve many faculty.

NEW FACULTY EVENTS:

We continued to build on the idea of more group mentoring for the new faculty by establishing mentoring triangles that consisted of one CPD staff member, one second year faculty and one to two new faculty. We issued meal cards to the CPD staff members that could be used for coffee or lunches in Hobson Union. CPD staff members coordinated casual meetings of the triangles and encouraged new and second-year faculty to get to know each other as well as to attend other CPD events.

We put together notebooks for all new faculty and included items such as campus maps, a list of handy contacts, etc. The notebook also contained dividers for faculty to use as they organized evidence for their annual reports, documenting their activities in the five areas of the contract.

EVALUATION: The notebook, fall orientation, special new faculty sessions, and social events continue to be well received among the new faculty. During our staff debriefing, suggestions for improvement included: provide earlier orientation, begin the process of educating new faculty on the contract earlier, provide programming around the new mission and vision statements as well as the university's signature themes.

Wine and Cheese Socials (August 30 and October 4, 2007) 9-10 attended each— Primarily for new and second-year faculty to interact with the CPD staff. President Quistgaard attended the first, providing a more casual opportunity for new faculty to meet him.

EVALUATION: The staff and new faculty agreed that this was a good way to begin the semester. The wine and cheese socials were less popular this year than last but the group of new faculty was also smaller. As a relatively new event, the staff agreed that they are worth trying again next year. Those new and second-year faculty who attended felt they were a useful forum for meeting new people on campus.



Fall Start-up: New faculty lunch and orientation

Professional Development Plan Workshop (September 18, 2007)- 20 people—Led by the Provost, Deans, and the FA President, all parties commented on the principles of good PDP's and contractual requirements. Examples were provided.

EVALUATION: The staff debriefed this event. All agreed that these workshops now run smoothly. Providing examples of good PDP's at our website would make it easier for new faculty to view them at more length.

UNDERGRADUATE TEACHING ASSOCIATE PROGRAM:

UTAP Luncheons (6)

(September 26, 2007)- 30 people

(October 24, 2007)- 20 people

(November 28, 2007)- 18 people

(February 20, 2008)- 11 people (snow storm day!)

(March 19, 2008)- 19 people

(April 9, 2008)- 14 people



CPD staffer Dr. Desiderato leads a UTAP discussion about various personalities that classes can manifest.

All topics for the UTAP lunches focused on classroom learning and general environments. They included:

- “Engaging Large Classes in Active Learning”
- “Sleepy, Dopey, or Happy: Shaping the Personality of the Classroom”
- “Fostering Effective Classroom Discussions when Attitudes Get in the Way”
- “Using Published and Live Case Studies in Undergraduate Courses”
- “Encouraging Students to Prepare for Class”
- “Using D2L, Wikis, and Google Docs to Enhance Instruction”

Our lunches featured faculty from the Business, Psychology, Education departments modeling active learning experiences for the participants. The students did an excellent job of participating with our new emphasis on engagement during the presentation. We provided a written protocol for presenters to follow that encouraged such an approach.

UTAP Receptions: Building on the success of last year, we had our first fall reception for UTAP. (September 13, 2007)—22 people—We also held our spring reception. (January 30, 2008)—11 people—These are excellent opportunities to learn more about the program or meet with teaching associates while developing greater understanding with regard to the guidelines for the program. All faculty members, not just those currently using TAs are welcome to attend as are interested students and current TAs.

EVALUATION: We debriefed every UTAP event. The staff is very satisfied with this program and the luncheons continue to be our most consistently well-attended events. We also did an evaluation of the spring reception in which 11 of 11 participants returned the survey and rated the usefulness, applicability and quality of presentation quite positively. Our survey evaluation of UTAP participants (both faculty and students)

continues to reveal high satisfaction with the program. We still need to get a higher return rate on this evaluation from both students and faculty since the program is much larger than the return seems to indicate.



The UTAP receptions provide time for TAs to get to know one another.

ADDITIONAL PROGRAMING:

Provost Forums (2)

(October 16, 2007)—approx. 35 people—Focusing on college reorganization, the Provost answered questions from faculty for fifty minutes.

(April 24, 2008)—23 people—Led by Provost Joann Fredrickson, V.P. Bill Maki, and V.P. Lisa Erwin, faculty participated in a presentation of the results from the Profile of the American College Student, administered to all undergraduate students at BSU.

EVALUATION: The staff felt these sessions went very well and Prof. Carriere did an excellent job of facilitating. The faculty were quite engaged in the reorganization discussion, and in the second forum, what the survey revealed about BSU students.

Tenure and Promotion Workshop (November 2, 2007)—17 people—Led by the Provost, BSUFA President, and the academic Deans, all parties commented on the principles of good tenure and promotion applications and contractual requirements. Examples of successful applications were provided for new faculty to peruse.

EVALUATION: This workshop has been a part of the CPD routine for many years and is often anticipated by faculty and the administration. It continues to play an important role in helping faculty prepare tenure and promotion applications. At the CPD debriefing, we concluded that faculty feel comfortable with the format and discussions.



Faculty examine examples of successful Promotion and Tenure applications.

Faculty Forum (October 17, 2007)—12 people—“Integrating the Curriculum: What Does It Mean Anyway?” A brown bag lunch discussion led by Dr. Dunn and Prof. Carriere.

EVALUATION: We first used our new session evaluation form for this event. The overall evaluation was quite good with 8 of 8 raters giving us Excellent or Good marks. There was an indication that we needed more opportunities to discuss this topic.



What does it mean to integrate the curriculum?

HLC Informational Session (December 11, 2007)—28 people—An informational session facilitated by the CPD and led by Provost Joann Fredrickson to inform the campus of our pending re-accreditation and site visit from the Higher Learning Commission. Dr. Dunn will be co-chairing the steering committee and Dr. Desiderato will be co-chairing one of the criterion committees with several other CPD staff members supporting the effort as well.

Turnitin.com: Training for Faculty (February 13, 2008)—2 people—A session for faculty interested in using turnitin.com, an anti-plagiarism tool.

EVALUATION: We have held this session of three years now. Next year, we may take reservations to see how much interest we have. It has been, however, invaluable for those who attend.

Academic Advising Roundtables (2008)— at least 16 and probably 5 or more people (we are sure that not everyone signed in)—A new format for an oft repeated topic of faculty forums. This year we set up on-going roundtable discussions and offer faculty a chance to pick up a box lunch, choose a table with a discussion leader and join in. Each table had a different focus: Advising Undecided Students, Advising ABCs, The Advising Relationship, Transfer Students, and SAP Policy for Financial Aid. Faculty could move from table to table and spend as much time as they wished in a 90 minute open session.

EVAULATION: During the debriefing we discussed the overwhelmingly positive feedback we received verbally from faculty and staff who participated. We will definitely use this format next year. Faculty loved the flexibility and reward of the box lunch. The discussions were focused and people felt free to float from table to table. Each facilitator brought written materials that could be taken away by participants as well.

Curriculum Brownbag (March 20, 2008)—13 people—A session designed to introduce our new Curriculum Liaison, Dr. Marsha Driscoll, to the campus. Dr. Driscoll will be available to aid departments engaged in curriculum reform/modification and will be a terrific resource across campus.

EVALUATION: No evaluation was done for this session.

Academic Chairs and the IFO/MnSCU Master Agreement (April 30, 2008)—people—A session of the Provost's Academic Forums, the CPD facilitated an interactive session on common issues facing academic chairs in their day-to-day operations and how those are resolved through the contract. We employed the scenario approach, looking at issues around scheduling, promotion and tenure, student complaints, and departmental prerogatives.

EVALUATION: The staff felt this session went smoothly and that we want to continue to provide training for academic chairs in this venue. Chairs are a tough audience, but they participated with enthusiasm and it provided a good opportunity for some chair-to-chair mentoring. Our summative evaluation indicates that the chairs found the session quite helpful and well presented though one commenter noted that they preferred we do this at the beginning of the year.

Liberal Education Taskforce Update Forum (April 2, 2008)—15 people—Dr. Colleen Greer and other members of the taskforce presented their recommendations for a new liberal education program at BSU.

EVALUATION: Our evaluation form for this forum indicates the all who attended agreed or agreed strongly that the forum was useful and well presented. The taskforce has been at work for several semesters and faculty seemed happy to see the results.

Student Development and Enrollment Forum (April 10, 2008)27 people—Led by V.P. Lisa Erwin who presented an overview of her role and responsibilities as a new vice president. This forum was broadcast for the DLiTE faculty in the Twin Cities.

EVALUATION: We did not conduct an assessment of this event.

PUBLICATIONS:

Metamorphosis—(Volume XXIII April 08) This year we focused on our theme, “The Evolving Curriculum.” See portfolio.

White Paper Series Plans were made to issue a white paper by Dr. Lisa Erwin, our new Vice President of Student Development and Enrollment, who wishes to focus on the First Year Experience program at BSU. Because of a delay she experienced obtaining data necessary for the analysis, we hope to publish this paper during the 2008-09 academic year.

MISCELLANEOUS AND ON-GOING PROJECTS:

Classroom Teaching Consultations—8—These consultations continue to be a service that is consistently used by 8-12 faculty every year. This year, Drs. Carlson and Desiderato trained for these consultations so that they will be able to conduct consultations independently next year. Dr. Kroeger and Dr. Lee continued to support us in this area. Dr. Lee revised the forms we use for class room consultations so that they are more streamlined and easy to use.

CPD Brochure—Mun Yee Kwan, our GA worked very hard this year to prepare a new Center brochure. It is now ready and will be distributed during the fall 2008 semester.

Provost Academic Forum Assessment—At the request of the Provost, we developed an assessment instrument primarily for academic chairs who attend her academic forums so that they could give systematic feedback.

Faculty Handbook—Update and maintain availability, primarily undertaken by Ms. Negard. See portfolio.

Student Evaluation Forms and Peer Teaching Review Forms—The Center continues to provide student evaluation forms, both end-of-semester and mid-term types. Many faculty use our forms or make their own variation using ours as a basis.

Evaluation of CPD Events—We continued to use sign-in sheets with department designations, began using a general evaluation form for some appropriate events. See examples in the portfolio.

FUTURE PLANS:

We had our first strategic planning retreat on May 14, 2008. It was a useful exercise. We used an appreciative inquiry approach to strategic planning and adapted some materials to guide us from the Coro Leadership Center based in St. Louis. The materials are in our evidence. One focus that emerged was to explore ways to create more community among the faculty. Another discussion revolved around the need to refocus on our mission while not missing timely opportunities to facilitate faculty responses to changes we are experiencing. Other topics addressed at the retreat included topics for fall forums, supporting the new liberal education program, and budget concerns.

Next year's theme, "Liberal Education for the Twenty-First Century" should prove timely and engage the faculty.

REFLECTION:

Once again the BSU Center for Professional Development accomplished an astounding amount of work. Given the low level of our funding, the fact that our faculty

serve on a voluntary basis, and that this year we were short-handed on the student staff, we continue to serve the faculty very well.

Gratitude goes especially to Judy Negard, our very own budget hawk, and Mun Yee Kwan, who in her second year as our G.A., managed us very well. We can and do stay on task, run events on time, have a terrific publicity machine, keep track of everything we do, and maintain a photo archive as well, only because of the support of our staff.

Next year, I will be stepping out in order to co-chair the HLC Self-Study Steering Committee. I plan, however, to attend staff meetings and pitch in whenever possible. I also wish to thank Dr. Rose Weaver for her willingness to act as director next year. And of course I must mention that though Dr. Lee is retiring, he leaves a strong legacy in the Center that he helped found twenty-three years ago.

PORTFOLIO

See accompanying notebook.

CENTER RESOURCES AND BUDGET

Center Resources and Budget

Director reassigned time: 6 credits per year

Space: Office and Seminar Room (shared with the Honors Program)

Support Staff:

- 8 Faculty Volunteers
- ¼ Office Manager
- 1 Graduate Assistant
- 1 Work-Study Position

Budget:

CTL	\$ 1000	
Director Stipend, CTL	\$ 1000	
BSU, Office of the Provost	\$ 4139	(Turnitin.com)
BSU, Office of the Provost	\$ 3000	(General Budget)
Total:	\$ 9139	

CTL Expenditures:

Printing <i>Metamorphis</i>	\$ 713
Printing flyers, misc.	\$ 304
Aramark	\$ 3430
Total:	\$4447

