2006-2007 Academic Year
ANNUAL REPORT to the Academic Senate
Center for Teaching and Faculty Development (CTFD) – Advisory Board

I. Executive Summary

The CTFD Advisory Board met eight times during the 2006-2007 academic year. Attendance averaged 80% of the Board members and always included Pamela Vaughn, Associate Dean for Faculty Development and Director of CTFD. Two CTFD Board members were unable to attend meetings due to their teaching schedules. In both instances, temporary replacement faculty were recruited from the appropriate colleges.

Minnie Graham (Chair) and Allyson Tintiangco-Cubales (Vice-Chair) led the monthly meetings. The first charge to the CTFD Advisory Board is to provide advice and recommendations regarding the ongoing activities of the CTFD (see II below). At each meeting the CTFD Director provided an update of CTFD activities, so the Board was fully informed regarding all current and upcoming events and projects. Board members actively participated in the discussions of issues relevant to CTFD activities. The second charge to the CTFD Advisory Board is to serve as liaison to its various constituencies (see II below).

Following each meeting, the Board actively participated in the marketing of CTFD events and activities to their respective colleges and the library. Board members also engaged in polling of fellow faculty regarding their teaching and development needs that could be met through CTFD. Therefore, in this report, the activities of the CTFD are an integral part of the mission and function of the CTFD Advisory Board and will be highlighted throughout the document.

CTFD enjoyed an exceptionally productive year. There was continuation of traditional events and activities in support for faculty re: professional achievement growth and community service in addition to several new and ambitious projects. Over the course of the year, the more significant accomplishments of the CTFD and/or the CTFD Advisory Board included the following:

- Academic Senate approval of a new charge that reflects the new mission and direction of CTFD and differences with Academic Technology (AT)
- Successful production of New Faculty Orientation (NFO) 2006 followed by a series of CTFD-sponsored breakfast meetings (first semester), luncheons (end of first year), and First Annual Play Day for new SFSU faculty and children;
- Analysis of NFO 2006 evaluation surveys, providing direction to NFO 2007;
- Creation and funding of three new Faculty Associate positions in CTFD;
- Demonstrated commitment to supporting ongoing faculty professional development;
- Planning, production and marketing of CTFD workshops;
- Partnership with the Friends of the Library and the SFSU Bookstore to host "SFSU Faculty Authors Reception";
- Creation and maintenance of the user-friendly CTFD website;
- Production of The Garden, a monthly e-newsletter for San Francisco State University faculty;
- Cooperative interactions with PDC and ETAC including committee representatives;
- Management of professional development awards review and recommendation process;
- Partnership and leadership role with Sonoma State re: the EnACT grant;

More detailed descriptions and discussion of these activities are found under III. Activities of the Year below.
II. Charge to the Committee

On April 17, 2007, the Academic Senate formally approved the revised charge for the CTFD (a senate policy number will be assigned following approval by the president):

The former Center for the Enhancement of Teaching (CTFD) has been reorganized administratively. The portion of CTFD that dealt with technology training has merged with AV/ITV; this newly renamed Academic Technology unit is now under the purview of the Associate Vice President for Academic Resources. In addition, the newly renamed Center for Teaching and Faculty Development (CTFD) reports, through its associate dean, to the Dean of Faculty Affairs and Professional Development. In addition, the CTFD has a renewed mission to support faculty in their roles as teachers, as scholars and professionals, and as persons, at all stages of their careers. This mission clearly encompasses the original recommendations for CTFD found in Senate Resolution #RS92-106, "that faculty professional development programs and activities encompass five broad areas: (1) research, scholarly activities, and creative endeavors; (2) curriculum development; (3) instructional skills development and pedagogy; (4) community development; and (5) institutional development."

In carrying out its reaffirmed mission, the CTFD will be working collaboratively not only with academic technology, but with numerous other divisions on the SFSU campus. In addition, the CTFD maintains responsibility for one of its primary endeavors: New Faculty Orientation. The Advisory Board continues as an important faculty group working with CTFD.

The Charge:

The Center for Teaching and Faculty Development (CTFD) Advisory Board shall:

1. Provide advice and recommendations regarding the ongoing activities of the CTFD;
2. Serve as liaison to its various constituencies; and
3. Provide an annual report to the Academic Senate.

Membership on the CTFD Board:

- Nine faculty, one elected from each College and the Library, who will serve staggered three-year terms;
- The Dean for Faculty Affairs and Professional Development, ex officio;
- The Associate Dean for Faculty Development (director of CTFD), ex officio;
- One representative selected by the Vice President for Student Affairs;
- One representative selected by the Director of Academic Technology;
- One representative selected by the Academic Senate;

The Board will select its own chair and vice-chair. The chair must have served on the Board for at least one year and will be elected each spring by the Board to serve a one-year term.

III. Activities of the Year

Attendance and Communications

The university community is well-represented on the CTFD Advisory Board (see membership section above). Keeping with tradition, the Board met on the first Tuesday of the month from 12:30 – 2:00 p.m. during September, October, November, December, February, March, April, and May in ADM 460. CTFD Board Chair Minnie Graham (Education) invited suggestions for agenda items from the Board members, distributed minutes of the previous meeting, and circulated reminders of the meetings via e-mail. The regularity of Board members' attendance was commendable.
At each meeting, Pamela Vaughn, Director of CTFD, reported on the Center’s activities from the previous month and plans for upcoming projects. What follows is a summary of specific discussions and activities that occurred during the 2006-2007 academic year.

Changes in CTFD Staff

Desiree Oliver left CTFD in October 2006. The remainder of the 2006-2007 academic year saw several new additions to CTFD staff due to changes in the direction of the Center’s mission. Jeannie Cheng was hired as Senior Instructional Designer, Robert Moyce as Information Technology Consultant, and Kelli Stanley as Publications Coordinator.

New Faculty Orientation (NFO) 2006

Under the direction of CTFD Director Pamela Vaughn, CTFD provided four full days of New Faculty Orientation for 71 new faculty in August 2006. CTFD held a series of breakfast meetings at the end of the first semester and a series of lunches at the end of the first year for feedback. Current faculty, library liaisons, and CTFD Advisory Board members attended a number of the breakfast and lunch meetings. The First Annual Play Day was sponsored by CTFD for twenty-five new faculty members and twenty-two children.

NFO 2006 evaluation surveys were analyzed and reported by Desiree Oliver. Positive feedback was received in the evaluations regarding: photos (One Card, group photo); individual (e.g., RTP and HR) and breakout sessions (e.g., “Design Your Courses,” “Syllabi” and “Facilitating Large Classes”); campus-wide resources; and the welcome dinner. CTFD Advisory Board members commended CTFD on the positive outcomes. Suggestions offered by the Board regarding the planning of future NFOs included continuance with successful speakers, addressing the importance of shared faculty governance, fostering collaborative efforts, and maintenance of post-NFO activities (breakfasts/luncheons/interactive panels/workshops).

There are over 100 new faculty positions this year. In preparation for NFO 2007, CTFD has renewed its basic three-fold purpose for the orientation program: to disseminate the core values of the university to the new faculty so they may more readily understand our campus mission and priorities (the “ethical” component); to provide dynamic opportunities for new faculty to interact with one another, with students, and with senior university colleagues (the “cultural” component); and to deliver information that will be useful to the new faculty throughout their university careers (the “informational” component).

In addition, CTFD submitted questionnaires to deans and chairs to request their feedback, comments, and suggestions re: 2007 new faculty orientation. Ideas in consideration are:

- With a new AT director and HR director coming on board, CTFD has an excellent opportunity to transform what actually happens in NFO and what builds around it: opportunities for collaboration and changes in timing of particular events; opportunistic workshops that can be offered before and after orientation begins.
- Assist new faculty in obtaining information on benefits, ID numbers, email access, telecommunications, etc. well in advance of their arrival on campus.
- Plan four days of NFO with the fifth day devoted to college orientation and information.
- Assemble and assure accuracy of resource packet and URL links for future reference.
- Move away from individual presentations. Provide overviews and interactive sessions that give new faculty opportunities to ask questions. Focus on the SFSU community, that is, our commitment to
  - Equity and social justice
  - Shared governance
  - Full accessibility
Faculty Affairs and the Library. Faculty were asked to identify books they had recently written. With list in hand, the Library has been working with the SFSU Bookstore to purchase selected copies of books by faculty authors that the Library does not already own.

On April 18, 2007, CTFD, in partnership with the Friends of the Library and the SFSU Bookstore, held a reception for 150 SFSU faculty authors who had written books in the century (2000 and beyond). The reception was well attended and faculty authors were recognized for their intellectual excellence.

CTFD Website and The Garden Newsletter

The new CTFD website was launched prior to the New Faculty Orientation in Summer 2006. The address is http://www.sfsu.edu/~ctfd. Resources are plentiful for faculty (e.g., academic integrity and plagiarism, Turnitin, campus safety, development opportunities, effective teaching practices, enhancing classroom participation, faculty development across the world, and lecturer faculty) and our students (student learning styles, student learning support, and student writing support). On the user-friendly website, faculty can learn more about upcoming workshops, faculty associates, media library, and the faculty book club.

Also located on the CTFD website are electronic copies of The Garden, a faculty development newsletter issued monthly since February 2007. The newsletter displays a list of workshops being offered plus articles representing a mixture of popular and new topics. Faculty are invited to contribute to the newsletter.

CTFD Representative to the Professional Development Council (PDC)

The Professional Development Council (PDC) and the Center for Teaching and Faculty Development (CTFD) enjoy a close working relationship. The PDC oversees the application and selection process of the four professional development awards, making award recommendations to the Provost. The 2006-2007 Mini Grant/Summer Stipend awards were managed by CTFD. Chris Chekuri and Allyson Tintiangco-Cubales volunteered to serve as CTFD representatives to attend PDC meetings for Fall 2006 and Spring 2007 semesters respectively. Duties included reading, discussing and ranking the 142 grant applications.

Educational Technology Advisory Committee (ETAC)

Amy Love served as ETAC representative to the CTFD Advisory Board. Among topics of discussion shared with the CTFD Advisory Board were: electronic portfolios for students; new email servers; CSU-wide IT initiatives; digital marketplace; accessibility/technology; business continuity planning (emergency situations); Turnitin anti-plagiarism software; and online degrees.

For the last two years, SFSU has offered two learning management systems, Blackboard and iLearn. As of June 2007, Blackboard will no longer be available. CTFD Advisory Board members supported the transition of SFSU to iLearn with recommendations for instructional courses in iLearn offered by Academic Technology. Turnitin is fully integrated with iLearn.

Digital Information Virtual Archive (DIVA) is a repository for faculty learning. Andrew Roderick, director of BSS Computing, gave a presentation to the CTFD Advisory Board about DIVA in December 2006. Using DIVA, faculty can create electronic files of any size or format; access data other researchers have created for the classroom (e.g., art images, video, research articles, PowerPoint presentations, teaching exercises, support documents); and collaborate with colleagues in a secure and organized online environment. For example, exploration is in progress re: digitizing archives from Humanities, BSS, and Creative Arts to DIVA. At the final meeting of the academic year, Amy Love brought a resolution before the
Board in support of DIVA. The Board voted unanimously to request the Provost's support of DIVA (see attached resolution #1).

Academic Integrity

Amy Love invited the CTFD Advisory Board to consider a resolution requesting that the Academic Senate develop and enact a rigorous policy on academic integrity. There is no university definition of plagiarism, and there is no university policy related to current academic integrity. Several of the colleges on campus have policies, and it was suggested that the Academic Senate could adopt one of the policies as a university policy. The Board voted unanimously to submit a resolution to the Academic Senate regarding creation of such a policy (see attached resolution #2).

Ensuring Access Through Collaboration & Technology (EnACT Grant)

EnACT is a holistic approach to teaching development supported by technology. Funded by the U.S. Department of Education, EnACT promotes faculty development of the necessary skills for support and training of students with disabilities. The three goals of EnACT are: (1) collaboration to ensure access to a quality education, (2) technology, and (3) dissemination of online professional developments resources. The EnACT committee is composed of individuals from Sonoma State interacting with other California state universities, e.g., Chico and Humboldt State.

San Francisco State University, in partnership with Sonoma State University, was approved for participation in the second of three phases (two years). Gene Chelberg and Pamela Vaughn are the co-directors of this project with the target faculty groups primarily new faculty and those who may not have had previous experience working with individuals with disabilities. They are developing how-to guides and online resources for faculty on how to convert and set up documents as well as implementing a support structure for universal design.

The Disability Programs and Resource Center (DPRC) and CTFD co-sponsored workshops Universal Design for Learning 1 & 2. Full-time faculty who completed both workshops received a UDL training certificate, potential for greater teaching enjoyment and efficacy, and eligibility for EnACT contributions with stipends or assigned time.

The EnACT faculty learning community is comprised of eight faculty members representing seven colleges and the library. The community is part of the ongoing EnACT grant work, which dovetails with the Chancellor's initiative on assistive technology. The committee is meeting in May and into June; members will be invited to the second summer institute sponsored by Sonoma State.

In early Spring 2007, the EnACT committee submitted a grant to the NSF related to faculty development in universal design in STEM. Pamela Vaughn has prepared an application for SFSU for an ACE Alfred P. Sloan Foundation award, which focuses on policies and protocols with recruiting/retaining a diverse and excellent faculty, focusing on individual programs at university initiatives. This grant could bring in needed funds to support recruitment and retention.

CTFD Office Space During Library Renovation

In anticipation of the start of the Library renovation, CTFD has been assigned 1,000 square feet office space. Library 435 is now separated into two offices, one for AT and one for CTFD. Also, some of the labs that were previously associated with CTFD are now under the responsibility of AT, including the Electronic Classroom Lab in Library 433, the Mac Lab in Library 437, and the Collaboratory in Burk Hall 229.
CTFD Advisory Board Elections for 2007-08 Academic Year

CTFD Advisory Board elections for the academic year 2007-2008 were held in May 2007. The CTFD Advisory Board unanimously re-elected Minnie Graham (Education) to serve as Chair and Amy Love to serve as Vice-Chair during the 2007-2008 academic year. The CTFD Advisory Board representative to the Professional Development Council for academic year 2007-2008 will be elected at the September 7, 2007 meeting.

Outgoing members Allyson Tintiangco-Cubales (Ethnic Studies), Amy Love (Humanities; ETAC; Academic Senate), Arek Goetz (Science and Engineering), David Hellman (Library), and Minnie Graham (Education) were recognized for their service to the CTFD Advisory Board. The CTFD Advisory Board applauded CTFD Director Pamela Vaughn and the CTFD staff for their vision, dedication, energy, and exemplary leadership that enable the Center to provide quality programs for all members of the campus.

IV. Agenda for the Coming Year

Chair-elect Minnie Graham, Vice-Chair-elect Amy Love, and new and continuing CTFD Advisory Board members will:

- Support the CTFD director and staff in an advisory capacity;
- Increase the Advisory Board’s role as a strong and visible liaison with the colleges and library, assisting CTFD with (a) needs assessment among the faculty and (b) disseminating information re: training workshops, programs, and meetings sponsored by CTFD;
- Develop informal opportunities for faculty engagement, such as book groups and faculty reunion groups.
- Take an active role in activities designed to support new faculty, i.e., New Faculty Orientation;
- Encourage faculty members from all colleges and the library to investigate ways to enhance their teaching practice and to increase support for student learning.
- Strengthen relationships and collaboration with the Professional Development Council (PDC) and the Educational Technology Advisory Committee (ETAC)
- Follow through with the respective colleges’ and library’s faculty re: promoting the development of a university-wide academic integrity policy.
Center for Teaching and Faculty Development Advisory Board

Resolution to Request Support of DIVA from the Provost

*Whereas*, Faculty need simple, effective web-based tools to store, access and share material for their teaching, research and service;

*Whereas*, Colleges and individual faculty have valuable resources, underutilized because such tools are not available;

*Whereas*, Digital Information Virtual Archive (DIVA) offers these tools and has already been recognized as a CSU Specialty Center;

*Be it resolved*, The Center for Teaching and Faculty Development Advisory Board recommends that the Provost support the further development of DIVA and dissemination of resources by providing funding to integrate DIVA with iLearn and to acquire equipment to load resources into this archive.
Faculty Associate Positions

Three Faculty Associate positions for Spring 2007 in the CTFD were created. Each position represented .20 assigned time to work on one of several possible projects related to teaching and scholarship. Faculty Associates are expected to develop a deeper awareness of their own teaching and their students’ learning; to reflect; to investigate; to develop methodologies and applications; and to communicate their discoveries to their colleagues. Spring 2007 Faculty Associates are: Erik Rosegard, John Blando, and Amy Love. Each of these faculty is expected to do research related to the approved topic, work with CTFD instructional designers, consult with faculty, work with technology options, and pursue the interests outlined in the faculty member’s proposal. Faculty Associates present CTFD workshops, facilitate peer discussions pertaining to their research, and contribute to The Garden newsletter.

CTFD Workshops (See CTFD website: http://www.sfsu.edu/~ctfd)

Last year, CTFD conducted a poll of SFSU faculty regarding their suggestions for workshops. Responses included requests for workshops about pedagogy and technology; assessing student learning; facilitating faculty development; making course syllabi available for each college; and teaching large classes.

In response to the survey, CTFD hosted workshops during the 2006-2007 academic year regarding facilitating large classes; student writing; grant writing; teaching large classes successfully; use of humor in the classroom; stress reduction techniques; Turnitin anti-plagiarism software; and assessment rubrics. CTFD Advisory Board members were invited to conduct workshops that allowed them to share their expertise with other colleagues across campus.

Marketing of CTFD workshops is extensive and currently includes distributing flyers to all faculty mailboxes, e-mailing faculty who have previously taken CTFD workshops, e-mailing all new and part-time faculty and lecturers, advertising in the CampusMemo, and posting workshop schedules to the CTFD website and The Garden newsletter. In addition, the CTFD Advisory Board members serve as representatives to interact with faculty in their colleges and library re: CTFD activities. This year, Board members assumed responsibility for sending periodic emails to the faculty in their colleges and library about CTFD activities. Faculty were invited to submit requests, suggestions, and feedback related to faculty professional development issues to CTFD Advisory Board members. There is interest in developing materials and making presentations to individual colleges by Board members to further market CTFD to the SFSU faculty.

Pamela Vaughn reports an increase in the number of faculty who have contacted CTFD for consultations regarding advice for teaching, for setting up institutes within departments or colleges, and for running conferences.

SFSU Faculty Authors Reception

In 2006, the Faculty Author Project began with an exhibit case on the fourth floor on the Administration Building to display faculty publications. Dean Marilyn Verhey and David Hellman (Library; CTFD Advisory Board member) agreed to begin collaboration between
Resolution to the Academic Senate to Develop An Academic Integrity Policy

Rationale: The CTFD Advisory Board previously endorsed the re-acquisition of Turnitin for the SFSU campus. In addition, CTFD itself has been involved in the deployment of Turnitin on campus during the spring semester. A CTFD faculty associate was appointed to serve as the lead, conducting faculty and staff workshops and serving as liaison and consultant for the integration of Turnitin with iLearn Learning Management System. Although numerous faculty and academic support units are working daily to reinforce the principles of academic integrity and combat plagiarism, the absence of an Academic Senate policy is a significant gap in the University's presentation of its commitment to academic integrity. The CTFD Advisory Board hopes that the Academic Senate will undertake as a priority for next year the development of such a policy.

Whereas, Academic integrity, essential to scholarship and learning, thrives where it is valued;

Whereas, SFSU does not currently have an Academic Senate policy on academic integrity;

Be it resolved, The Center for Teaching and Faculty Development Advisory Board urges the Academic Senate to develop and enact a rigorous policy actively promoting academic integrity.
Signature Page and Roster

- Nine faculty, one elected from each college and the Library

  - Chris Chokuri, History, College of Behavioral and Social Sciences
  - Ozgur Ozluk, Decision Sciences, College of Business (F06 only)
  - Don Danner, Information Systems, College of Business (Spr07 only)
  - Betsy Blosser, BECA, College of Creative Arts
  - Minnie Graham (Chair), Special Education, College of Education
  - Allyson Tintiangco-Cubales (Vice Chair), Asian American Studies, College of Ethnic Studies
  - Nina Roberts, Recreation & Leisure Studies, College of Health and Human Services (F06 only)
  - Erik Rosegard, Recreation & Leisure Studies, College of Health and Human Services (replacing Nina Roberts for Spr07 only)
  - Makiko Asana, Foreign Languages & Literatures, College of Humanities (replacing Bérénice La Marchand for F06-Spr07)
  - Arek Goetz, Mathematics, College of Science and Engineering
  - David Hellman, Collection Development Coordinator, Library

- One representative selected by the Vice President for Student Affairs

  - Singkin Yue, Counseling Center/Student Affairs

- One representative selected by the Director of Academic Technology

  - Val Sakovich, Associate Director, Audio Visual/Instructional Television Center
One representative selected by the Academic Senate

Amy Love, English, College of Humanities

The Dean for Faculty Affairs and Professional Development, ex-officio

Marilyn Verhey, Dean, Faculty Affairs and Professional Development

The Associate Dean for Faculty Development (director of CTFD), ex-officio

Pamela Vaughn, Associate Dean for Faculty Development, Center for Teaching and Faculty Development