



CENTER FOR ONLINE LEARNING  
AND PROFESSIONAL DEVELOPMENT



**Assessment Institute**

May 26<sup>th</sup>, 2015

**Advisement Institute**

May 27<sup>th</sup>, 2015

**Teaching, Technology and Skills Development Days**

May 28<sup>th</sup> and June 1<sup>st</sup>, 2015

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Center for Online Learning and Professional Development

## May 26: Assessment Institute

8:30-9:15	Breakfast	UC Atrium
9:30-10:30	<u>Early Morning Sessions</u> -Program Assessment Track A: Assessing Creative Works -General Education Assessment Track: Assessing Values -Administrative Assessment Track: Enrollment Management & the Division of the President	Wilkins Theatre CAS106 Little Theatre
10:30-10:45	Snacks and Beverages	UC Atrium
10:45-11:45	<u>Late Morning Sessions</u> -Program Assessment Track A: Working Session- Writing/Revising Course Level Student Learning Outcomes -General Education Assessment Track: Closing the Loop Making Assessment Work for You and Your Students -Administrative Assessment Track: Academic Affairs Assessment	Wilkins Theatre CAS106 Little Theatre
12:00-1:00	Lunch	Downs Hall

## May 26: Assessment Institute (continued)

1:15-2:15	<u>Early Afternoon Sessions</u>	
	-Program Assessment Track A: Using Qualtrics for Student Learning Outcomes Assessment	Wilkins Theatre
	-Program Assessment Track B: Interprofessional Health and Wellness Programs Collaboration Assessment Update and Planning	UC226
	-General Education Track: Using Rubrics – Possibilities in the Classroom	CAS106
	-Administrative Assessment Track: Student Affairs Assessment	Little Theatre
2:15-2:30	Snacks and Beverages	UC Atrium
2:30-3:30	<u>Mid-Afternoon Sessions</u>	
	-Program Assessment Track A: Working Session: Open Lab for Program Assessment Activities	CAS202
	-Program Assessment Track B: Interprofessional Health and Wellness Programs Collaboration Assessment Update and Planning	UC226
	-General Education Track: The Interaction between GE Research and Technology and Capstone Courses	CAS106
	-Administrative Assessment Track: Operations Assessment	Little Theatre
3:45-4:30	<u>Late Afternoon Sessions</u>	
	-Program Assessment Track A: Proposed Revision to Academic Program Review Guidelines	Wilkins Theatre
	-General Education Track: Building Transdisciplinary	CAS106
	-Administrative Assessment Track: University Relations & Institutional Advancement Assessment	Little Theatre

## May 27: Advisement Institute

8:15-9:00	Breakfast	UC Atrium
9:00-10:15	<u>Early Morning Sessions</u> -KeanWise and Web Advisor for Faculty and Staff Changes and Improvements to Help You and Your Students  -The Bookstore's Role in the Course Material Selection Process  -Enrollment and You  -Advising Students Interested in Health Professions	Wilkins Theatre  CAS106  Little Theatre  UC226
10:15-10:30	Snacks and Beverages	UC Atrium
10:30-11:45	<u>Late Morning Sessions</u> -KeanWise and Web Advisor for Faculty and Staff Changes and Improvements to Help You and Your Students  -The Bookstore's Role in the Course Material Selection Process  -Federal Work Study Supervisor Training  -Understanding and Servicing Graduate Students	Wilkins Theatre  CAS106  Little Theatre  UC226
12:00-1:00	Lunch	Downs Hall
1:15-4:30	<u>Afternoon College Meetings</u>  CBPM -- GLAB306 COE -- UC226 CHSS -- CAS106 CNAS -- B109 CVPA-Fine Arts -- VE310 CVPA-Music -- Wilkins 120 CVPA-Theatre -- VE308 NJCSTEM -- STEM512 NWGC -- East Campus 203 RBSD -- GLAB409	

## May 28: Technology, Teaching and Skills Development Day 1

8:15-9:00	Breakfast	Wilkins Theatre
9:00-10:00	Plenary: Blackboard Solutions at Kean University -A Complete Look	Wilkins Theatre
10:15-11:45	<u>Morning Sessions</u>	
	-New Blackboard Resources at Kean University	Wilkins Theatre
	-Blackboard Training – Discussion Boards	CAS202
	-Hearing the Alarm: Emotions and their Management	Little Theatre
	-10 Things That You Should Know About PERS but Probably Don't	CAS106
12:00-1:15	Lunch	Downs Hall
1:30-3:00	<u>Early Afternoon Sessions</u>	
	-Why Blackboard?	Wilkins Theatre
	-Blackboard Training – Assignments	CAS113
	-Hearing the Alarm: Emotions and their Management	Little Theatre
	-Retirement Planning for Women	CAS106
3:00-3:15	Snacks and Beverages	UC Atrium
3:15-4:30	<u>Late Afternoon Sessions</u>	
	-Writing Center 101	UC226
	-Blackboard Training – Grade Center	CAS113
	-Stress and Compassion Fatigue	Little Theatre
	-The Starting Line, Why and How Retirement Savings Should Start Now	CAS106

## June 1: Technology, Teaching and Skills Development Day 2

8:15-9:00	Breakfast	UC Atrium
9:00-10:00	Early Morning Sessions -Accountability and Service Form Workshop -Update on Online Learning	Little Theatre Wilkins Theatre
10:15-11:45	<u>Mid-Morning Sessions</u> -Multimedia Resources: Tips for Embedding Videos, Music and Images from the Library into Your Classes -Blackboard Training – Mashups/Calendars -The 3 Giants of Services and the Cost of Delivering Bad Service -Ethics Requirements for Kean University Faculty and Staff	Library 115 CAS202 Little Theatre Wilkins Theatre
12:00-1:15	Lunch	Downs Hall
1:30-3:00	<u>Early Afternoon Sessions</u> -Overview of Disability Services -Blackboard Training – Tests and Surveys -The 3 Giants of Services and the Cost of Delivering Bad Service -Ethics Requirements for Kean University Faculty and Staff -University Senate Executive Committee Meeting	UC226 CAS202 Little Theatre Wilkins Theatre Downs Hall
3:15-4:30	University Senate Meeting and Committee Workshops	Downs Hall

## May 26: Assessment Institute

### Session Descriptions and Presenters

#### **Academic Affairs Assessment**

In this session we will complete our 2014-2015 assessment plans.

*Presenter: Joseph Cronin*

#### **Assessing Creative Works**

In this session, faculty from creative disciplines will discuss best practices for assessing creative works across mediums (e.g. performances, artistic expressions, etc.)

*Presenters: Joe Amorino, Rachel Evans, Thomas Connors*

#### **Assessing Values**

Values are personal. It seems difficult to assess them or even address them in the classroom. This workshop deals with different methods and work samples to discuss the difficult issue of evaluating and assessing values.

*Presenters: Bridget White, Kim Chen, Lydia Kaplan*

#### **Building Transdisciplinarity (Interdisciplinary PLUS the Real World)**

Transdisciplinarity seems to be an abstract term. This workshop discusses implementation and application of the concept with practical examples.

*Presenters: Karin Beck, Don Marks and Michael Rizza*

#### **Closing the loop - Making Assessment Work for You and Your Students**

How can assessment best be used to improve our Teaching and Learning? What does it do for me? What is the difference between assessing and grading?

*Presenters: Karin Beck, Bridget Lepore and Juan Carlos Orejarena*

#### **Enrollment Management & Division of the President Assessment**

In this session we will complete our 2014-2015 assessment plans.

*Presenter: Joseph Cronin*

#### **Interprofessional Health and Wellness Programs Collaboration Assessment Update and Planning**

Information will be presented to our health and wellness program faculty and staff on ways to collaborate together and develop plans for achieving program goals. [2 hour session] (For All Health and Wellness programs including undergraduate programs)

*Presenters: Laurie Knis-Matthews, Chad Austein, Mary Falzarano, Mahchid Namazi and Danielle Cognori*

#### **Operations Assessment**

In this session we will complete our 2014-2015 assessment plans.

*Presenter: Joseph Cronin*

### **Proposed Revision to Academic Program Review Guidelines (For all faculty)**

The Faculty Senate Assessment Committee will share the draft of the proposed revisions to the Academic Program Review Guidelines with faculty for discussion and to obtain faculty input and suggestions.

*Presenters: Faculty Senate Assessment Committee: Christina Luna, Bridget Lepore, Jessica Adams, Mariann Moran, Benito Sanchez, Jane Webber, Ray Viglione, Lynn Schraer-Joiner, Susan DeMatteo*

### **Student Affairs Assessment**

In this session we will complete our 2014-2015 assessment plans.

*Presenter: Susan DeMatteo*

### **The Interaction between GE Research and Technology and Capstone Courses - Mapping and Assessment (all R&T and capstone faculty)**

Research and Technology introduces students to research methods and strategies in their fields: skills that the students need for their senior thesis. In this workshop, we want to explore ways for these two courses to cooperate and build upon each other.

*Presenters: Ramaydalis Keddiss, Robin Rosen Chang, and Bridget Lepore*

### **University Relations & Institutional Advancement Assessment**

In this session we will complete our 2014-2015 assessment plans.

*Presenter: Joseph Cronin*

### **Using Qualtrics for Student Learning Outcomes Assessment**

In this session, faculty will learn how to utilize Qualtrics for rubric-based data collection and reporting.

*Presenter: Joseph Cronin*

### **Using Rubrics - Possibilities in the Classroom**

Rubrics can make everybody's life easier and can make requirements more transparent to students. The workshop explores different possibilities to use rubrics for teaching, evaluating and assessment.

*Presenters: Leslie DaCosta and Kathleen Lodge*

### **Working Session: Open Lab for Program Assessment Activities**

Using a computer lab, faculty will use the time to work on their academic program assessment activities with support from the Office of Accreditation and Assessment. Note 1: Registration is limited to available computers, so please register as soon as possible to reserve a seat. Note 2: Participants must bring electronic copies of the documents they need to work on their assessment activities (e.g. 2014-2015 assessment plans, rubrics, spreadsheets, collected data, etc.)

*Presenter: Susan DeMatteo*

### **Working Session: Writing/Revising Course-level Student Learning Outcomes**

In this session, faculty will bring course outlines of their choosing to create or revise measurable student learning outcomes articulating the skills and abilities that students will acquire upon completion of the course.

*Presenter: Susan DeMatteo*



## May 27: Advisement Institute

### Session Descriptions and Presenters

#### **Advising Students Interested in Health Professions**

Students in many undergraduate majors are interested in careers in health professions such as Occupational Therapy, Physical Therapy and Physician Assistant. This workshop will provide information, resources and strategies to help empower faculty and staff to appropriately inform these students. Topics addressed will include: transition issues related to the discontinuation of the pre-PT and pre-OT "tracks" that were previously options in many of Kean's undergraduate major programs; advising students about aligning their undergraduate study with career plans, with emphasis on the importance of completing pre-requisite courses required for application to graduate programs; and updates on the development of new graduate programs at Kean, including the Doctor of Physical Therapy Program, as well as new undergraduate options in the College of NAHS.

*Presenters: Shannon Clifford, Patrick Field and Brian Teasdale*

#### **Enrollment and You**

We've heard that enrollment is everyone's responsibility. Hear how various departments on campus are putting the "Enrollment & You" philosophy into practice through their direct outreach to high schools, professionals and the greater community.

*Presenters: Terry Golway, Rose Gonnella, Patricia A. Morreale and moderated by: Marsha McCarthy, Acting Associate Vice President, Enrollment Management.*

#### **KeanWise and Web Advisor for Faculty and Staff, Changes & Improvements to Help You and Your Students**

WEBADVISOR and My Advisees is an online interface, which provides faculty and staff access to the student records stored in Colleague. The My Advisees function in WebAdvisor deliver advising information and program evaluation tools. This includes transcripts and interactive plans of study showing completed, attempted and in progress courses for any selected student. Specifically, My Advisees provides faculty a list of assigned students and options for viewing their academic history and allows for the viewing of advising information for any student by student ID number.

*Presenters: Ken Wolpin and Joseph Marinello*

#### **The Bookstores Role in the Course Material Selection Process**

In this session, participants will discuss the impact of when they order and what they choose, as academic course material, can directly effect the availability and cost to students. Participants will also learn how Faculty Enlight can help them submit course book information to the bookstore and how Faculty Enlight can be used as a tool to explore other available academic course content options.

*Presenters: John Cusick, Kean Bookstore Store Manager and Neil LeBeau, Regional Manager for Barnes & Noble College*

#### **Federal Work Study Supervisor Training**

This workshop will help to educate current and new FWS supervisors on all policies and procedures regarding the FWS program. Topics addressed will help supervisors understand their role in ensuring federal compliance is met. The session will also assist to create a positive experience for both the student and departments.

*Presenters Nick Capodice and Sarah Carrero*

### **Understanding and Servicing Graduate Students**

Often a misunderstood population, this workshop will help to define the graduate student in an effort to best understand the needs and challenges faced by this unique population. The services provided by the Offices of Graduate Admissions and Graduate Student Services will also be explained.

*Presenter: Robyn Roebuck*

## **May 28: Teaching Technology and Skills Development Day 1**

### **Session Descriptions and Presenters**

#### **10 Things that You Should Know About PERS but Probably Don't**

This seminar reviews 10 nuances to the PERS of which many employees are not aware. Employees that attend this seminar leave with a much better understanding of their pension and benefits.

*Presenter: Kevin Dunshee, Massmutual/Gitterman*

#### **Blackboard Solutions at Kean University – A Complete Look**

This session will provide a holistic view of all Blackboard solutions available to faculty, staff, and students at Kean. Blackboard representatives will also highlight key "top" features to enhance teaching and learning experiences.

*Presenter: Anthony Jovanis, Customer Success Advocate, Blackboard Inc.*

#### **Blackboard Training-Assignments**

In this training participants will learn how to create and manage assignments on Blackboard. At the end of the training, participants will be able to set up individual and group assignments, change assignment settings, grade assignments, download assignments, and provide assignment grades and feedback to students.

*Presenter: Franklin Turner*

#### **Blackboard Training-Discussion Boards**

In this training participants will learn how to develop and manage the discussion board on Blackboard. At the end of the training, participants will be able to distinguish the differences between forums and threads, create discussion forums, adjust forum availability settings and options, create and use rubrics in discussion board grading, and design varied cognitive domain discussion questions per specified content.

*Presenter: Janine Shannon*

#### **Blackboard Training-Grade Center**

In this training participants will learn how to set up and utilize grade center on Blackboard. At the end of the training, participants will be able to set up grade center with appropriate grading schema, and manipulate various grade center functions and views.

*Presenter: Jessica Adams*

#### **Hearing the Alarm: Emotions and their Management**

In this workshop participants will gain a strong foundation in the role that emotions play in our classrooms, teams, and personal lives. Participants will learn about the roots of emotion and how they affect our physiological, behavioral, and cognitive reactions. We will also explore culture, common emotional misunderstandings and techniques to manage emotions. By understanding the emotional process participants will be able to appraise events with increased clarity and emotion regulation.

*Presenter: Lori Tarke, National Platform Speaker*

### **NEW Blackboard resources at Kean University**

Learn about the new helpdesk resources available to you 24 hours a day, 7 days a week. We'll discuss the different ways you can access these services, and how they will improve your ability to get answers when and how you need them.

*Presenter: Anthony Jovanis, Customer Success Advocate, Blackboard Inc.*

### **Retirement Planning For Women**

Is retirement saving really different for women? Learn what makes their financial needs unique – and what they can do to secure their future.

*Presenter: Frank Booth, VOYA*

### **The Starting Line-Why and How Retirement Savings Should Start Now**

The importance of planning early, maximizing retirement plan contributions, how a sound understanding of asset allocation principles affects the management of individual financial objectives.

*Presenter: Jim Howard, TIAA-CREF*

### **Stress and Compassion Fatigue**

In this workshop you will learn about stress and compassion fatigue. Participants will be able to define and understand the causes as well of symptoms. Participants will also gain techniques to manage stress.

*Presenter: Lori Tarke, National Platform Speaker*

### **Why Blackboard?**

New to using a Learning Management System? Not sure why or how this tool can be helpful to you as a faculty member? Attend this session to see some basic use cases and learn new ways to engage your students.

*Presenter: Anthony Jovanis, Customer Success Advocate, Blackboard Inc.*

### **Writing Center 101**

This session will familiarize faculty and staff with the services provided by the Writing Center. It will also serve as an opportunity to interact with writing center staff and learn more about who we are and how we support writers.

*Presenter: Kathryn Inskeep*

## **June 1: Teaching Technology and Skills Development Day 2**

### **Session Descriptions and Presenters**

#### **Accountability and Service Form Workshop**

A conversation with the Council of Deans on the implementation of the new faculty Service and Accountability Records.

*Led by Deans Beck, Bousquet and Chang*

#### **Blackboard Training-Mashups/Calendar**

This training has two parts, mashups and calendar. (1) Mashups: In this training participants will learn how to use mashups on Blackboard. At the end of the training participants will be able to add course content using mashups, and search appropriate mashup content online. (2) Calendar: In this training participants will learn how to set up and manage calendar on Blackboard. At the end of the training participants will be able to customize calendar, create, edit and delete events on calendar, and integrate Blackboard calendar with Google calendar.

*Presenter: Nicholas Palmieri*

#### **Blackboard Training-Tests and Surveys**

In this training participants will learn how to set up and manage tests and surveys on Blackboard. At the end of the training participants will be able to set up tests and surveys, design tests and surveys questions, create and utilize question pools, and collect and analyze test and survey results. Participants are required to bring three written multiple-choice questions and two essay questions to this training.

*Presenter: Matthew Mongelli*

#### **Ethics Requirements for Kean University for Faculty and Staff**

This session will satisfy the mandatory ethics training requirement for State executive branch employees. This program will examine ethics requirements for Kean University faculty and staff. The course will cover the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.; ethics rules, N.J.A.C.19:6.1 et seq.; the Uniform Ethics Code; and the Kean University Supplemental Ethics Code. The presentation will focus on specific ethics areas most likely to affect university faculty and staff, including compliance with ethics rules regarding gifts, attendance at events, outside activities, secondary employment, political activity and conflicts of interest. Ethics requirements will be illustrated with case studies from the files of the New Jersey State Ethics Commission that address common ethics dilemmas. The program will also include a discussion of additional ethics standards applicable to faculty members acting in a scholarly capacity. The scholarly capacity rules provide exceptions allowing for the acceptance of honoraria, academic prizes and compensation for published works and guidelines for documentation and reporting such acceptance.

*Presenter: Margaret A. Cotoia is the Ethics Training Officer for the New Jersey State Ethics Commission.*

### **Multimedia Resources: Tips for Embedding Videos, Music, and Images from the Library into Your Classes**

Join us for this hands-on workshop, where you will have a chance to identify multimedia resources for your courses. Practice creating playlists, compiling image groups, and generating static links that can be shared with your students through Blackboard, Google Sites, email messages, and so on.

*Presenters: Chrisler Pitts, Shirley Horbatt and Linda Cifelli from the Kean University Library*

### **Overview of Disability Services**

Providing accommodations for students with disabilities can sometimes be a daunting experience. This presentation will provide real life examples to help faculty accommodate students appropriately and learn when not accommodating is the right decision.

*Presenters: Andrew Lee and Donna Dingle*

### **The 3 Giants of Service and the Cost of Delivering Bad Service**

In this session participants will learn about the 3 giants of customer service; the Ritz Carlton, Nordstrom, and Disney. Participants will learn about each unique service culture and how to adopt some of these practices into their teams. We will then switch gears to the costs of delivering bad service and discuss the famous case of United Breaks Guitars. Participants will gain some practical techniques to increase service and gain insight into why delivering good service is so important.

*Presenter: Lori Tarke, National Platform Speaker*

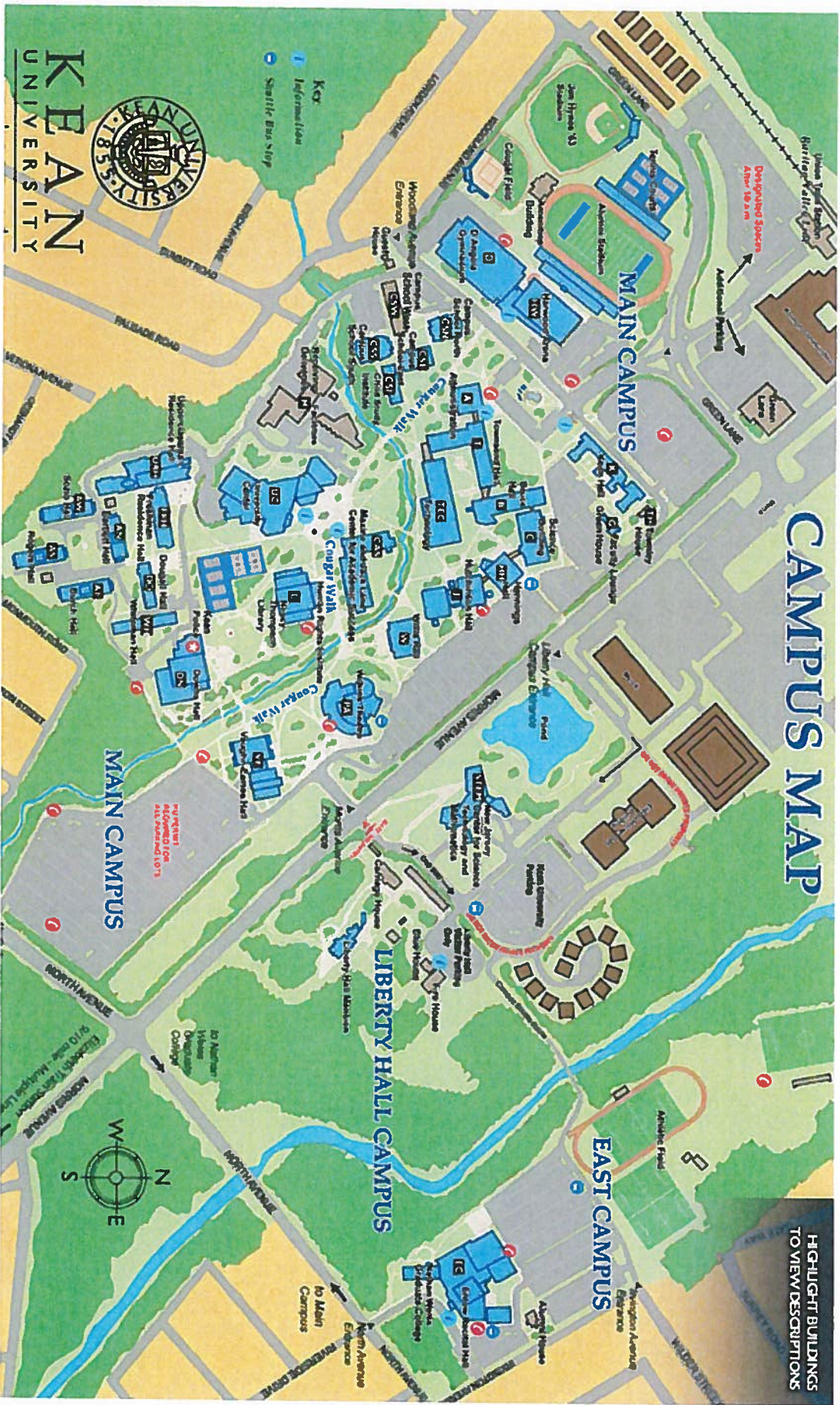
### **Update on Online Learning**

In the session participants will hear an update on the progresses made with Online Learning at Kean University.

*Presenters: Sophia Howlett and Corey Vigdor*

### **University Senate Meeting and Committee Workshops**

The University Senate will meet along with all standing and elected senate committees. The purpose of this session is to review current committee charges and ensure that all are up to date, and to go over reporting procedures and help to ensure that all committees are on track to providing an end-of-year report.



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# CAMPUS MAP

HIGHLIGHT BUILDINGS  
TO VIEW DESCRIPTIONS



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