October 2018 Newsletter

This newsletter is always available online at http://library.edgewood.edu/facultydevelopment where the events calendar is updated, and links are live.

Let’s Talk Teaching

Drop-In Hours at the Edgewood College Collaborative: A Center for Teaching, Learning, & Scholarship are available mornings Monday-Thursday. Want to get feedback on a new idea? Have a question about academic technology? Need help supporting a student? Stop by for conversation, a cookie, and a nice view. The new center is located in the second floor of the library, rooms L1 (classroom) and L7 (office/faculty lounge).

Monday 11:00 am – 1:00 pm
Christine Melland, Online Instructional Development

Tuesday 9:30-11:30 am
Diane Deci, Blackboard & Academic Technology

Wednesday 8:30-10:30 am
Karen Ball, Student Support

Thursday 9:00-11:00 am
Rachael Lancor, Faculty Development

Indigenous People’s Day

Please join the Edgewood College community in celebrating Indigenous People's Day. Beginning at 4:00, we will host a ceremony that will formally enact our recently developed Land Recognition Statement and will include a welcome song from Elliott Funmaker, leader of the Ho-Chunk Nation Drum Group, Wisconsin Dells Singers, and remarks from Daniel Brown, Executive Manager of Ho-Chunk Gaming Madison. The program will also feature the unveiling of an important installment on campus.

Following the ceremony, there will be a short reception before introducing Louis V. Clark III for the Siena Lecture, On Being Yourself: Be Who You are Meant to be and You Will Set the World on Fire.

Monday, October 8, 2018
4:00-5:00 pm Ceremony Anderson Auditorium
5:15-6:30 pm Siena Lecture Anderson Auditorium

Tuesday, October 9, 2018
11:30-1:00 pm Diversity Benefits Everyone Luncheon

Tea & Teaching

Join your colleagues for a cup of hot tea, some snacks, and informal discussion about teaching & learning in L7. Our series will kick off this semester with sessions hosted by past Underkofler Award winners.

Thursday, October 25, 10:00 - 11:00 am
Jay Hatheway, History
Colleen Gullickson, Nursing
Joan Schilling, Psychology

Thursday, November 29, 9:00-10:00 am
Steven Post, Mathematics
Katie Selle, Nursing
Melanie Herzog, Arts & Sciences

ECC: Who We Are, and What We Do

Edgewood College Collaborative is an internal professional development organization that serves Edgewood College faculty, staff, and administration. We work collaboratively to share our expertise, and to enhance our personal development in the areas of scholarship, teaching, and learning.
Want to try meditation?

Have you ever wanted to try meditation – to see what it is like? You can, with others, in a 30-minute window on weekday mornings. All faculty, staff and students – no matter your experience level – are welcome to join in silent co-meditations between 10:00 and 10:30 a.m. Mondays, Tuesdays, Wednesdays and Thursdays in the chapel.

Co-meditations are silent, unguided meditations in the company of others. Many say that the benefits of meditation are enhanced in a group setting. A faculty-mediator “holds the space” for anyone who wants to join anytime in that 30-minute window. No program; just come, sit, and give your mind a break.

Questions? Contact Brenda Del Moral at bdelmoral@edgewood.edu

Looking for a place to meet? We have space!

The library classroom L1 is reserved for Faculty Development Monday – Friday, 8:00 am – 5:00 pm. The room’s capacity is set at 12. It can be arranged as a conference room or a classroom. The room is WebEx enabled and has a high quality camera and microphone.

To reserve the room, send an Outlook invitation to “ECC Classroom (L1)”. You can check availability by using the Schedule Assistant in Outlook.

The space can be used for:

- Any professional development event for faculty and staff
- Mentoring meetings with new faculty
- Teleconferencing with WebEx
- Search Committee interviews
- Collaboration meetings with colleagues
- Departmental planning meetings
- Brainstorming with a colleague
- A quiet place to work on scholarship

Conflict & Disruption in the Classroom

In September, Matt Sullivan and Heather Harbach from the Dean of Students office met with faculty to discuss how to handle conflict and disruption in the classroom. Here are a few tips they shared:

~ Keep your focus on the student. Rather than say, “Class, we all know that talking during lecture is disruptive,” say, “Jane, your talking during class is disrupting lecture and I need to ask you to stop.”

~ Be clear about the behavior. If the student is talking out of turn, tell them. Rather than ask, “Do you have a question?” say, “Jane, now is not the time for discussion. There will be an opportunity for discussion at the end of the lecture.”

~ If you need to ask the student to leave, do so clearly and directly. Rather than saying, “Get out! Go! Get out of here!” say, “John, your behavior has exceeded what is acceptable for this class and it is time for you to leave. I will be in touch with you to discuss future class sessions.”

For a complete list of recommendations, see the handout posted on the Faculty Development Website.

Technology Updates

http://technology.edgewood.edu has videos and tutorials to answer many of your technology questions. You can also submit a request for assistance.

Tech Tuesday Luncheon: Cybersecurity: How we can protect ourselves and Edgewood College.
Tuesday, October 23rd (11:30 to 1:00 pm)

Come learn the new ways that you and the college can be protected against cyber criminals. Accept the Outlook invitation to RSVP for lunch.
October Faculty/Staff Development Events

Using VoiceThread for Video Blog Discussions, Student Presentations, and Mini-lectures
Wednesday, October 3rd, Noon-1 PM
Friday, October 5th, Noon-1 PM
VoiceThread is a Blackboard-linked tool which allows you to create a conversation around images, documents or videos, using voice, video or text. Instructors and students can easily upload presentations, case studies, photos while also commenting in their own voice. It’s a great way to expand the discussion beyond the classroom with a more personal, social touch. A panel of Edgewood College faculty members will share some creative ways they are using VoiceThread in both on-ground and online courses.

To RSVP please contact Rebecca Zambrano (rzambrano@edgewood.edu). She will give you instructions on how to connect.

Supporting Our Students
Monday, October 15 4:00-5:30 pm
Hear from the experts on the best ways to support our students, both those who are struggling and those who are excelling. We’ll hear from Al Brisack, Athletics Director; Matt Schroeder, Director of Military and Veterans Affairs; and Karen Ball, Director of Student Success.

Hindu spirituality: “Wheel of Health” activity
Wednesday, October 10th 3:00-3:50 pm
This month’s Contemplative Campus “Wheel of Health” activity is on Hindu spirituality. Come join Rebecca Meier-Rao’s “Spirituality in the 21st Century” class and learn about the role of spirituality in Hinduism. More information on the Wheel of Health.

Secrets of the Business Office L1
Friday, October 19 11:00-11:50 am
Learn from the experts regarding the many functions of the Business Office, including Fiscal Year End, Tax Exemption, POs, Business Office Forms, the Budget Office User Guide, GL Account Access on Edgewood Express, etc.

Facilitator: Cheryl Kendrick, Business Office

And Then What: Bystander Intervention L1
Friday, October 26 11:00-11:50 am
Many of us have experienced or witnessed incidents of micro aggressions. Learn how to respond unconscious bias when it happens to you or others. We’ll talk about strategies that can be used in the classroom, in informal settings, or in meetings with colleagues.

Facilitator: Shaunda Brown-Clopton, Director of Student Involvement and Inclusion

Creating Accessible Word, PowerPoint and PDF Documents
You will learn how to create accessible Word, PowerPoint and PDF documents. This session will include a brief discussion about Ally, Blackboard tool that create alternate forms of content. Contact Diane Deci (ddeci@edgewood.edu) for details.

Monday, October 8th, 10:30 to 11:30 am
Monday, October 8th, 2:00 to 3:00 pm
Tuesday, October 9th, 2:00 to 3:00 pm
Thursday, October 11th, 11:00 to 12:00 pm
Registration Required at https://doodle.com/poll/apyr9x7q3m4vxnns
Spotlight on Scholarship: FLEX Grants are here!

The Flex Grant is an award intended to provide funding for expenses related to faculty professional development through scholarship and/or teaching improvement. In particular, this grant may be used to cover or supplement coverage of costs not funded by mini grants, Scholarship Development Grants, and Instructional Development Grants. All full-time and part-time faculty who have worked at the college for at least two semesters are eligible to apply for up to one Flex Grant per academic year. The maximum award is $750. The expectation is to fund between six and eight projects per year, or until the yearly pool of Flex funds is exhausted.

Flex Grant funds may be used for the following kinds of professional development experiences and supplies:

- Educational programs that are presented by departments or groups, that are for academic or intellectual growth, and that occur with faculty direction;
- classes, workshops, or professional seminars to enhance teaching or content knowledge;
- books, software, equipment or other material resources;
- stipend for a student to assist with scholarship;
- funds to support transcription of interview material, or to statistical analysis of data; and,
- other resources that enhance professional development related to teaching or scholarship may be considered.

If you have any questions concerning the application process for either of these grants, please contact Lisa King at lking@edgewood.edu.

Writing Resources: Available Online

At August Seminar, the instructors for English 110 “College Writing” shared some of the strategies that they use to help students develop their writing skills. Adam Fell, Director of Composition, has curated some resources that you can use in your classroom. The resource library is now available on the Faculty Development Website.

Examples of what’s in the collection so far:

- English 110 Assignments & Rubrics
- Guidelines for Peer Review
- Guidelines for Research & Databases
- Tutorials on Improving Sentence Clarity

If you have a resource to add to the collection, please send it to Adam Fell (afell@edgewood.edu).

Rules in the Classroom

On September 17, a group of students met with faculty to discuss their expectations for us. One key take-home message was that students want teachers to make the rules in the classroom and set clear expectations.

Students want limitations on technology use because they recognize it is a distraction to themselves and others in the class.

They also like having structure for discussions, such as Think-Pair-Share, so that all students participate. Don’t be afraid to call on students, or to go around the room. This takes pressure off of the “good students” to carry the discussion and gives everyone a chance to contribute.
Connect with ECC “Where You Are” Online

- **Faculty Development site**: [http://library.edgewood.edu/facultydevelopment](http://library.edgewood.edu/facultydevelopment). On the site: this newsletter, UDL syllabus template, teaching ideas, funding news and forms, the Faculty Handbook, the Professional Development Handbook, and more.
- **Facebook** page features upcoming events, ECC event photos, liberal arts promo materials
- **Edgewood College Today** has event and grant announcements
- **Email** to contact the Interim Faculty Development Coordinator, Rachael Lancor ([rlancor@edgewood.edu](mailto:rlancor@edgewood.edu)).
- **NEW! YouTube Channel** features “One-Minute Tutorials” on how to do the “basics” at Edgewood, from ordering textbooks to getting a parking permit. The link can be found at [http://library.edgewood.edu/facultydevelopment](http://library.edgewood.edu/facultydevelopment), and is great for new employees and those who mentor them.

**Promote Your Professional Development Event with ECC**

- **Advertising** through ECC channels helps to promote your event
- **Recognition** is an important part of what we do. We keep track of participation and send participant names to the administration.
- **Space available**! The classroom (L1) is reserved for Faculty Development Monday – Friday 8:00 am – 5:00 pm. To reserve the room, send an Outlook invitation to “ECC Classroom (L1)”. You can check availability by using the Schedule Assistant in Outlook.