



The PDC in Brief



SUNY Fredonia Professional Development Center newsletter
<http://www.fredonia.edu/pdc/>

Teaching Tips:

Encourage Active Note Taking

- Consider the types of notes students need to take to really think about lecture material. For example, use incomplete (skeletal) lecture notes with spaces for students to complete sentences, exercises or problems to allow for a personalized set of notes.
- Explain note-taking procedures to students and discourage students from spending the entire lecture taking notes.
- Provide lecture outlines or study guides to act as a framework for note-taking.
- Allow time towards the end of class for students to write a summary of the lecture/tutorial.
- Have students compare notes with the lecturer or with each other.

From: <http://www.tedi.uq.edu.au/LargeClasses/>

In this issue:

In The Beginning	1
New Logos	1
PDC Webpage	2
PDC Bits & Pieces	2

November, 2008

Volume 1, Issue 1

In The Beginning: The PDC Mission & Advisory Board

In less than two years the PDC has developed a mission and strategic goals, has formed the PDC Advisory Board, and has hired a full-time director and an instructional designer. The PDC Mission was crafted based on campus-wide surveys and focus groups conducted by PDC Committee members, Nancy Boynton, Jim Davis, Dawn Eckenrode, Randy Gadikian, Chris Givner, Dave Kinkela, Lisa Melohusky, Tim Overbeck, and Dick Reddy. The mission reads:

The SUNY Fredonia Professional Development Center strives to meet the professional development needs of all SUNY Fredonia employees by coordinating and providing educational opportunities for faculty and staff at various stages in their careers, and providing consultation and training opportunities for technology-related issues. The Center's goal is to provide a centralized location for collecting and disseminating information about professional development opportunities taking place on campus and beyond. The Center is committed to fostering a culture in which knowledge and expertise are shared among diverse constituencies and will provide a gathering place in which this dialog can occur.

The new PDC Director, Dr. "Beez" Lea Ann Schell, and Instructional Designer, Lisa Melohusky, are in the "infant" stages of designing programs and events that meet the core mission of the Center. Helping guide them and the Center is the PDC Advisory Board:

Arts faculty representative: James Davis

Education faculty representative: Kate Mahoney

Humanities faculty representative: Susan Spangler

Library faculty representative: Dawn Eckenrode, Co-Chair

Natural Sciences faculty representative: Nancy Boynton

Social Sciences faculty representative: Ivani Vassoler

Professional representative from Academic Affairs: John McCune

Professional representative from Administration: Jodi Rzepka

Professional representative from Student Affairs: Sally Turner

Professional representative from University Advancement: Jonathan Woolson

Faculty Student Association representative: Katie Thies

Instructional Designer, Lisa Melohusky, Co-Chair



PDC Unveils New Logos

We are proud to present the new logos for the SUNY Fredonia Professional Development Center. SUNY Fredonia Graphic Design students, David Raymond and Julia Hopson, and Bonny Chruscicki with Publication Services designed the new logo and chose a bonsai tree because this image evokes thoughts that are analogous to the mission of the PDC -- nurturing, growing, and enriching.





The PDC Website: There's Something for Everyone

The PDC Webpage is designed to serve as a "clearinghouse" for collecting and sharing information about a variety of professional and organizational development activities that are occurring on campus and in the region. The main page houses the most up-to-date information about upcoming PDC workshops, PDC programs, and campus events. If more information is available about a particular event, simply click on the blue text and you will be taken to a detailed description or another webpage. And, every week there is a new Work/Life Balance Tip of the Week.

Work/Life Balance Tips

Managing E-mail

- Set up folders to organize mail. Ferris suggests an "urgent" folder for top priority tasks; an "aging" folder for mail older than 30 days; and putting all "cc" messages into a folder that doesn't require action. You might also create folders for tasks, and one for messages tied to upcoming events that don't require immediate answers. Beyond that, sort messages automatically by sender and date.
- Etiquette also applies to e-mail, the researchers say--and you may spread good habits by example: Don't overwhelm a colleague's mailbox with large attachments. Write clear, succinct subject headers, which help to sort mail. For that matter, write clear, succinct messages. Don't label a message "high priority" unduly, and use cc: sparingly. Avoid chain letters and jokes. Remember, not every e-mail requires an answer.

From: pcworld.com

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<http://www.fredonia.edu/pdc/>
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The left-hand navigation bar is your guide to information about:

- The PDC (staff, mission, PDC Advisory Board members)
- Educational Technologies (Angel and Turnitin trainings)
- New Faculty Resources about orientation, new faculty workshops, local/Fredonia information, and a survival guide
- PDC Initiatives such as the PDC Associates Program and Connections Mentoring Program
- Fredonia Grants & Awards
- Conferences & Seminars listed by date and location
- Resources for learning and teaching, service learning, grants and research, professional staff, health and wellness, sustainability, adjunct faculty, first-year students, and handouts from PDC-sponsored workshops
- Consultation Services

Many of the resources include videos and podcasts that demonstrate effective teaching, time management, and software training. Also, there are many full-text journals including [Innovate: Journal of Online Education](#), [EDUCAUSE Quarterly](#), and [International Journal of Teaching and Learning in Higher Education](#).

PDC Bits & Pieces: Workshops, T&L Conference, Mentors, and Associates

Already this semester, the PDC has offered more than a dozen events for faculty and non-teaching employees of SUNY Fredonia. The workshops have ranged from offering practical advice on professional portfolios to integrating service learning into the classroom. Many of these workshops have featured our own faculty and staff, including:

Ann Carden, Steve Komp, Liz Lee, Nancy Boynton, Shannon McRae, Jon Titus, Cindy Thorp, Natalie Gerber, Jim Hurtgen, Eileen Lyon, Joanne Martonis, and Stephanie Wares.

Also this semester was the 2nd Annual Teaching and Learning Conference that featured Dr. Harry Boyte from the University of Minnesota. Dr. Boyte led

participants through a variety of discussions that focused on civic agency and the art of organizing communities to create positive change. Follow-up workshops are being planned to continue the conversation about service learning in higher education.

Mentoring is one of the most significant factors influencing the success of young professionals. "Connections", the new PDC mentoring program, is specifically designed to foster cross-disciplinary mentoring relationships to assist new or mid-career faculty and professional staff with adapting to and growing throughout their lives as members of the SUNY Fredonia community. The program currently has 20 mentor/mentee

teams (pairs) and will run through the spring semester.

The new "PDC-Associates Program" is designed to assist faculty and professional staff in developing a deeper awareness and appreciation of their own professional careers while simultaneously fostering professional excellence across the campus community. For two semesters, the six PDC Associates will work collaboratively with faculty and/or staff, the PDC, and administrative and/or academic departments in order to assess professional needs, identify available resources, and share knowledge with the SUNY Fredonia community.

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