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The PDC in Brief



SUNY Fredonia Professional Development Center Newsletter

February, 2009

<http://www.fredonia.edu/pdc/>

Teaching Tips:

Developing Students' Writing & Speaking Skills in a Large Class

- Collect and give some kind of credit for short, in-class writing assignments, including responses to a question or problem, minute papers, student profiles, and group quizzes. This gets students in the habit of writing and gives you quick feedback.

- Assign brief out-of-class writing as homework and ask students to submit as e-mail or collect only from one portion of the class each time. Evaluate via a simple check, plus, minus-type system, and encourage students to come to office hours if they have questions.

- Focus each short writing assignment very carefully on developing a particular skill such as summarizing a reading, defending a claim, or citing a source.

- Require groups to give formal, in-class oral presentations tied to significant out-of-class projects.

From the Schreyer Institute for Teaching Excellence, Penn State University

Founding PDC Associates Named

The Professional Development Center and the PDC Advisory Board is proud to announce the appointment of six Founding Professional Development Center Associates for 2009.

These Associates will be responsible for sharing their expertise with the SUNY Fredonia community through various workshops, meetings, and learning communities. Each individual possesses a unique combination of experience, passion, and knowledge relevant to his/her Associate position. Most notably, each has expressed a strong desire to collaborate with individuals and departments across the campus and to promote the mission of the Professional Development Center.

<p>PDC Associate for Online Learning</p> <p>Dr. Dani McKinney Assistant Professor, Psychology</p>	<p>PDC Associate for the Scholarship of Teaching and Learning</p> <p>Dr. Michael Jabot Professor, Curriculum and Instruction</p>
<p>PDC Associate for Professional Staff</p> <p>Mrs. Jennifer Costa Coordinator, Classified/RF Benefits & Immigration Human Resources</p>	<p>PDC Associate for Instructional Technologies</p> <p>Dr. Andrew Cullison Assistant Professor, Philosophy</p>
<p>PDC Associate for Learning Communities</p> <p>Dr. Natalie Gerber Assistant Professor, English</p>	<p>PDC Associate for Research and Creative Activities</p> <p>Applications under review</p>

Any Interest in Joining a Writing Club?

Beginning this spring, the PDC will sponsor the "Write-Now" Writing Club for all SUNY Fredonia faculty and staff who are looking for some support and motivation to start and/or finish their writing projects. Participants can share drafts of their work for feedback, discuss ways to create time for writing, and offer tips on getting published — all in a collegial, non-competitive atmosphere.

All disciplines and types of writing are welcome! You do not have to attend all meetings to be involved with the Write-Now Writing Club. Join us when your schedule allows you to visit us in the Tower Lounge.

February 11, 2009 will be an introductory meeting for anyone interested in 'joining'. Please bring your writing goals and ideas so that we can best structure the Write-Now Club in order to meet everyone's needs and interests. Contact beez.schell@fredonia.edu for more info!

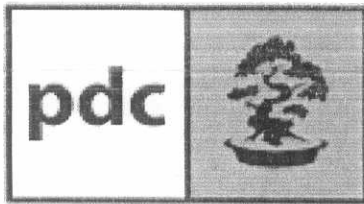
All gatherings are from
3pm to 4:30pm
In Reed Library
4th Floor Tower Lounge:

February 11 February 25

March 11 March 25

April 8 April 22

May 6



Time Management: Fact or Fiction?



Being "too busy" seems to be a constant state of being for most, if not all, of us. In fact, I get so sick of hearing myself say, "I'm too busy" that I now say, "I'm too productive today" or "gee, what a productive day I have planned." And, let's be honest, how can we manage what we don't have? No matter how hard we try, we only have 24-hours each day to walk the dog, feed the kids, teach classes, answer phones, exercise, write, read, etc.

The good news is that there are resources available to help us make sense of the madness!

The folks at MindTools (<http://www.mindtools.com/index.html>) offer a variety of resources to help with beating procrastination, prioritizing, goal setting, scheduling, and action planning. For example, they suggest a 5-step process to manage your schedule. Using a daily planner (in either written or electronic form):

1. Identify the time you have available.
2. Block in the essential tasks you must carry out to succeed in your job.
3. Schedule in high priority urgent tasks and vital "house-keeping" activities.
4. Block in appropriate contingency time to handle unpredictable interruptions.
5. In the time that remains, schedule the activities that address your priorities and personal goals.

Dr. Donald Wetmore with the Productivity Institute (<http://www.balancetime.com/>) suggests that procrastination keeps us from tackling the most important things in our day. He recommends that we do our daily planning the night before, assign deadlines for ourselves, keep our work environment/desk clean, and break down large projects into smaller pieces. Perhaps most helpful is his suggestion to plan around interruptions:

"Interruptions tend to occur in identifiable patterns. I get most of my interruptions early in the day versus later in the day. I get most of my interruptions early in the week versus later in the week. So, if I plan a big project first thing Monday morning, I'm creating stress because as soon as I begin, interruptions arrive and re-focus my attention causing me to procrastinate what I really wanted to do. I plan those larger projects for later in the day and later in the week when I tend to get fewer interruptions."

American Heart Association

Diet & Lifestyle

Recommendations

A healthy diet and lifestyle are your best weapons to fight cardiovascular disease. It's not as hard as you may think!

Remember, it's the overall pattern of your choices that counts

- Choose lean meats and poultry without skin and prepare them without added saturated and trans fat.
- Select fat-free, 1 percent fat, and low-fat dairy products.
- Cut back on foods containing partially hydrogenated vegetable oils to reduce trans fat in your diet.
- Cut back on foods high in dietary cholesterol. Aim to eat less than 300 milligrams of cholesterol each day.
- Cut back on beverages and foods with added sugars.
- Choose and prepare foods with little or no salt. Aim to eat less than 2,300 milligrams of sodium per day.
- If you drink alcohol, drink in moderation. That means one drink per day if you're a woman and two drinks per day if you're a man.

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PDC offices are located in Reed Library

How Do You Use The New York Times?

Fall 2008 Contest Winners Announced

News Flash! A weekday edition of *The New York Times* is available to everyone on campus free of charge!

With this resource so easily accessible to students and faculty, the Office of Academic Affairs, in partnership with *The New York Times*, sponsored a contest looking for the best idea for using *The Times* to engage students in learning. Faculty submitted a one-page description of writing assignments, creative assignments, debates, discussion groups, and research projects that used *The New York Times* to enhance student learning in the classroom.

The Professional Development Center Advisory Board reviewed all submissions and recommended the finalists to the Vice President for Academic Affairs. Congratulations to the winners:

Grand Prize Winner (\$250 from the NY Times):

Hilary Demske, Lecturer in Music

Honorable Mentions

(\$25 FSA gift card from Academic Affairs):

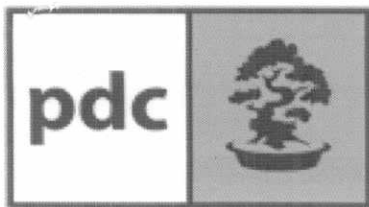
Natalie Gerber, Assistant Professor, English

Kathryn Moore, Lecturer, English

Dixon Reynolds, Assistant Professor, Theatre & Dance



A description of their submissions may be found: <http://www.fredonia.edu/pdc/pdf/nytimeswinners.pdf>



Is Your Inbox Overflowing with Student Papers? Here's Help



While many still prefer students to turn in hard copies of assignments, it is becoming more and more common to collect a digital copy of a paper with the hard copy, or collect the digital copy alone. There are many benefits to both types of collections, but by following a few simple procedures when collecting digital copies you can make collecting, storing, grading, and returning the papers just a little bit easier.

Tips and Links to help collect, organize, grade, and store digital files.

Email Quota Size

You can only store 100mb of information in your Fredonia.edu email account. This includes your inbox, sent mail, deleted mail and calendar.

Email Attachments

You may only send or receive email attachments that are 10mb or smaller.



ANGEL Drop Boxes

Directions on creating and using an ANGEL drop box can be found at www.fredonia.edu/edtech/angel/Guides/DropBoxDirections.pdf

Saving an ANGEL Course

By saving an ANGEL course you maintain a copy of all transactions that happen in that course. www.fredonia.edu/angel/Guides/Maintenance_for_Courses.pdf

Turnitin

Turnitin can now be used through ANGEL. You can find the directions at www.fredonia.edu/edtech/Turnitin.asp

Need More Help, Use FredQuest

FredQuest allows individuals to easily request assistance for all IT-related services and provides the ability to check the status of all requests at <https://fredquest.fredonia.edu/>


If you need more information on how to submit a ticket go to www.fredonia.edu/helpdesk/training/fredquest_directions.asp for a short tutorial.

Collecting Papers

While using your Fredonia.edu email address to collect papers may seem like a good idea to begin with, you will soon realize that this may make it difficult to organize and store the papers. Also, collecting papers this way will bring you closer to your limit of file size on email. If the file size gets too big, you will stop receiving email until the file size is reduced. Consider using an ANGEL drop box to collect papers from your students. ANGEL drop boxes are easy to create and easy for students to use.

Creating ANGEL Drop Boxes

There are many settings that can control different aspects of an ANGEL drop box but the basic drop box only requires the following four steps.

1. Go to the Lessons tab of the course you would like the drop box in
2. Click on the Add Content link
3. Choose the Drop Box option 
4. Give the drop box a title and press Save

Grading and Returning Student Papers

One of the benefits of using an ANGEL drop box is that it eliminates the need to print the paper. It is simple to use Microsoft Word's commenting tools to add notes and editing suggestions to a paper. Once the comments have been added the file can then be placed back in the drop box for the student to view, No paper necessary! To see detailed steps on how this is done use the drop box directions link on the left.

Saving Student Submissions

If a paper is being used as a final exam it will need to be kept by the faculty member for multiple years. Some of the options for this are keeping file cabinets full of papers, saving years worth of emails, or finding space on your computer to download and save each paper as it is submitted. By using an ANGEL drop box all student submissions are saved in one small file when the course is archived. This will keep all uploaded files, correspondences, and student work in one place. These files are simple to upload into ANGEL if access to them becomes necessary. See the link to the left for more information on how to archive an ANGEL course.

Turnitin:

Not just a way to catch student plagiarism

Turnitin has been used for many years to assist in identifying plagiarism in student papers. By using Originality Reports Turnitin can compare a paper to past papers, online sources, and databases. Turnitin then reports back on the amount of similarity and where it came from. One of the options in Turnitin is to allow students to see their own originality report if they submit the paper before the due date. Many faculty have found that students do not always know that they are plagiarizing. By allowing the student to view the Originality Report, and make changes to the paper based on the results, the students are gaining a valuable lesson about their own writing.

Now, you can create a Turnitin drop box through ANGEL. This can be completed in four easy steps.

1. Go to the Lessons tab of the course you would like the Turnitin drop box in
2. Click on the Add Content link
3. Choose the Turnitin Drop Box option
4. Fill in the necessary data and press Save.

For more detailed information on using Turnitin through ANGEL go to www.fredonia.edu/edtech/Turnitin.asp