

Andrews University

Seek Knowledge. Affirm Faith. Change the World.

The Center for Teaching & Learning (CTL), the Center for Digital Learning & Instructional Technology (DLiT), and the Office of the Provost created a professional development plan for 2023-2024 that seeks to support faculty and staff in their responsibilities related to teaching. Please reach out to ctale@andrews.edu for all needs related to support and training in the area of teaching and learning except those dealing with the technical aspects of the use of technology. Please contact dlit@andrews.edu for all aspects related to LearningHub and the use of educational technology. The chart at the end of this brochure summarizes faculty support services on campus.

CALENDAR OF EVENTS 2023-2024

LEARNINGHUB KICKOFF

LearningHub is not the nemesis but the assistant! Come and learn how to best utilize LearningHub to make the most of your classroom time. Bring your syllabus and by the time you leave, you can have at least one of your courses set up in LearningHub and ready to go. These sessions are for faculty who are new to Andrews University, those that are new to LearningHub, and those who desire a refresher. Hosted by the Center for DLiT via Zoom.

Location: Zoom

July 31, 3:30-5:00 Getting Started with LearningHub

Aug 1, 9:45-10:45 LearningHub Gradebook

Aug 2, 11:00-12:00 Quizzes and Exams

Aug 3, 1:00-2:00 Panopto Video Streaming

Aug 4, 2:15-3:15 Padlet and Other Cool Tools

August 16, 2023

Course Design and Improvement Day 8:30-3:00 - Griggs Hall A Basement

NEW FACULTY FOLLOW-UP IN-SERVICE

The Office of Provost has scheduled the lunch and learn sessions listed below to serve as additional support and in-depth discussions on topics of interest for new faculty. Invitations will be sent from the Office of the Provost with RSVP information.

Tuesday, September 12, 2023: Academic Integrity

Tuesday, October 3, 2023: Academic Records

Tuesday, October 31, 2023: Human Resources

Tuesday, January 16, 2024: Assessment

Tuesday, February 6, 2024: Faculty Development and Advancement

Tuesday, March 5, 2024: Advising

Tuesday, April 2, 2024: Ask the Provost

1:1 SUPPORT

CONSULTATIONS and [DROP-IN TIMES](#)

The [weekly schedule](#) is emailed every Monday. You can also find the [link at the bottom of every page in LearningHub](#) labeled "Live Q&A".

FORMATIVE DIALOGUES

Formative Dialogues are still available to support faculty individually. Faculty are encouraged to contact peers trained in the Formative Dialogue process to visit their classrooms to engage in a formative conversation about teaching. The trained faculty colleagues list is available by request to ctale@andrews.edu and through the CTL's webpage www.andrews.edu/ctl. The Formative Dialogues process is the official peer review system that the university has adopted. Documentation of Formative Dialogues is necessary for the advancement portfolio.

MENTORING PROGRAM

The Mentoring Program is available to all faculty. Faculty interested in having a mentor or being a mentor should contact ctale@andrews.edu.

ONLINE FACULTY QUALITY REVIEWS AND CONSULTATIONS

The Andrews University online quality assurance process provided by the School of Distance Education for online courses includes the Online Faculty Quality Review (OFQR). Faculty can expect to receive the OFQR in one class annually during any part of the year. Reviews are conducted by the Online Quality Assurance Specialist and are sent via email. Faculty are invited to engage in conversation regarding the review, ask questions, and discuss ideas and resources to make adjustments or improvements to their online courses. Faculty may also request a review to receive feedback on a particular online course outside of the regular review schedule. Email onlinequality@andrews.edu with any questions.

ASYNCHRONOUS RESOURCES

ONLINE LEARNING CONSORTIUM WORKSHOPS

Online Learning Consortium workshops are one-week workshops that are delivered online with one live session. The workshops cover online learning, rubric creation, creative syllabi, accessibility, copyright, infographics, and more. Full details are online at OLC Online Learning Workshops. If you would like to sign up for any of these workshops, please email assocdeanonline@andrews.edu to register. The workshops are FREE to all faculty (a \$269 value sponsored by the Center for Digital Learning & Instructional Technology).

QUALITY MATTERS WORKSHOPS

Quality Matters is an organization focused on the quality delivery of asynchronous online courses. The School of Distance Education recommends the *Applying the Quality Matters Rubric* and *Improving Your Online Course* workshops. Full details are online at Quality Matters Workshops. If you would like to sign up for any of these workshops, please email assocdeanonline@andrews.edu to register. The workshops are FREE to faculty teaching online (sponsored by the Center for Digital Learning & Instructional Technology).

GROUP TRAINING

ONLINE TEACHING

Sponsored by the Center for DLiT, these afternoon presentations focus on good practices for teaching online and blended courses. Opportunity is provided for Q&A. The sessions run from 4:00-5:00 pm via Zoom. RSVP is required. Please register via the EventBrite links. Email assocdeanonline@andrews.edu if you have any questions.

August 21: Orientation to Teaching Online

February 26: Four Strategies for Faith and Learning

April 2: Great Interaction with Students

LEARNINGHUB and LEARNING

LH&Learning sessions focus on good practices for using LearningHub and its related tools to support learning in all classroom delivery formats. The sessions run from 4:00-5:00 pm via Zoom. RSVP is required. Please register via the EventBrite links. Email assocdeanonline@andrews.edu if you have any questions.

November 28: Gradebook and Grading

March 5: Making Your Courses Accessible for All

April 16: Gradebook and Grading

DIGITAL TEACHING TRENDS

Sponsored by the Center for DLiT, these sessions for 2023-2024 focus on issues of teaching and learning around generative artificial intelligence in its various forms. Each session will include a short introduction, time to experiment with generative AI, followed by a discussion of implications and possibilities for Adventist higher education. The sessions run from 4:00-5:00 pm [via Zoom](#). RSVP is required. Please register via the EventBrite links. Email assocdeanonline@andrews.edu if you have any questions.

September 12: Generative AI Overview

September 26: Rethinking Student Learning Outcomes in Light of Generative AI

October 10: Adapting Assessments and Assessment Procedures

October 24: ChatGPT, Truth, and Hallucinations

November 7: Bias and Privacy with Generative AI Tools

January 16: Conversations with ChatGPT: Regenerating Responses

January 30: Using Generative AI in Your Work

February 13: **Title coming by the end of July**

FACULTY BOOK CLUB

FALL and SPRING

We will be reading “Distracted: Why Students Can’t Focus and What You Can Do About It” by James Lang. The book club discussions will take place in person in the Leadership Lab at 12:30 p.m.. Lunch will be provided.

Tuesday, September 26, 2023

Tuesday, October 17, 2023

Tuesday, November 14, 2023

Tuesday, January 23, 2024

Tuesday, February 20, 2024

LUNCH AND LEARN

The Lunch and Learn sessions will be offered on a variety of topics following a “just in time” not “just in case” model. Therefore, the sessions will be designed as needed and advertised through the Monday email.

PROFESSIONAL LICENSURE WORKSHOP

Date & Time: September 27, 12:00-1:30 pm

Location TBD (hoping for student center with food)

Presenters: Ethan Jones and Karen Reiner

Description: Come to this workshop to get the latest on federal professional licensure requirements. Presenters will share strategies and resources for meeting the regulations. Representatives from all programs leading to professional licensure are urged to attend.

SCHOLARSHIP OF TEACHING RESEARCH GROUP

We will meet once per month to hear and support scholarship of teaching research projects. Please reach out to ctale@andrews.edu if you would like to participate.

CALENDAR AT-A-GLANCE**August 2023**

July 31- August 4	LearningHub Kick-off
Wednesday, August 16	Course Design and Improvement Day
Thursday, August 17	Faculty Institute
Friday, August 18	Faculty Institute
Monday, August 21	Online Teaching
August 21-25	Individual Consultations
August 28-September 1	Individual consultations

September 2023

September 5-8	Individual consultations
Tuesday, September 12	Digital Teaching Trends
September 11-15	Individual consultations
September 18-22	Individual consultations
September 25-29	Individual consultations
Tuesday, September 26	Faculty Book Club

October 2023

October 2-6	Individual consultations
October 9-13	Individual consultations
Tuesday, October 10	Digital Teaching Trends
October 16-20	Individual consultations
Tuesday, October 17	Faculty Book Club
Wednesday, October 18	Lunch and Learn
October 23-27	Individual consultations
Tuesday, October 24	Digital Teaching Trends

November 2023

October 30 - November 3	Individual consultations
November 6-10	Individual consultations
Tuesday, November 7	Digital Teaching Trends
Wednesday, November 8	Lunch and Learn
November 13-17	Individual consultations
Tuesday, November 14	Faculty Book Club
November 20-21	Individual consultations
November 27-December 1	Individual consultations
Tuesday, November 28	LearningHub and Learning

December 2023

December 4-8	Individual consultations
December 11-15	Individual consultations

January 2023

January 3-6	Individual consultations
January 9-13	Individual consultations
Tuesday, January 16	Digital Teaching Trends
January 17-20	Individual consultations
January 23-27	Individual consultations
Tuesday, January 23	Faculty Book Club
Tuesday, January 30	Digital Teaching Trends

February 2024

January 29- February 2	Individual consultations
February 5-9	Individual consultations
February 12-16	Individual consultations
Tuesday, February 13	Digital Teaching Trends
February 20-23	Individual consultations
Tuesday, February 20	Faculty Book Club
Monday, February 26	Online Teaching

March 2024

February 26- March 1	Individual consultations
March 4-8	Individual consultations
Tuesday, March 5	LearningHub and Learning
March 11-14	Individual consultations
March 15-24	Spring Break
March 28	Andrews University Teaching and Learning Conference
March 25-29	Individual consultations

April 2024

April 1-5	Individual consultations
Tuesday, April 2	Online Teaching
April 8-12	Individual consultations
April 15-19	Individual consultations
Tuesday, April 16	LearningHub and Learning
April 22-26	Individual consultations

Faculty Support Services for Teaching and Research

What do you need assistance with?	Office of Institutional Effectiveness assessment@andrews.edu 937-760-1652	Center for Teaching & Learning (CTL) ctale@andrews.edu	School of Distance Education and Center of Digital Learning & Instructional Technology (DLiT) dliit@andrews.edu 269-471-3960	Office of Research & Creative Scholarship research@andrews.edu 269-471-3042	James White Library (JWL) silas@andrews.edu 269-471-6263
Aligning my outcomes, assignments, assessments and content	Consultation	Consultation Workshops	Course Tune Up Workshop Consultation for Online Courses		
Designing assessments	Consultation	Consultation Workshops	Consultation for Online Courses Training for Exam Integrity Design and Proctoring		Providing Resources
Setting up a class in LearningHub			Workshops Consultation		
Using technology in teaching		Consultation	Workshops Consultation		Providing Resources
Designing learning experiences		Workshops Consultation	Course Tune Up Workshop		Consultation

			Consultation for Online Courses		
Teaching strategies		Workshops Consultation	Workshops and Consultation for Online Courses		Providing Resources
Teaching online		Consultation	Workshops Consultation One-on-one full support		Providing Resources Co-teaching
Designing a new online degree	Consultation		Consultation		
Engaging in scholarship of teaching		Workshops Consultation		Consultation	
Engaging in scholarship of discovery				Consultation	Providing Resources
Engaging in scholarship of integration or application				Consultation	
Acquiring and implementing research grants		Consultation		Consultation and Funding	Consultation Training Providing Resources