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 2022-2023 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 2022-2023

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.

Wednesday, August 10, 2022
Location: Zoom
  8:30-9:30 Getting Started with LearningHub
  9:45-10:45 LearningHub Gradebook
  11:00-12:00 Quizzes and Exams
  1:00-2:00 Panopto Video Streaming
  2:15-3:15 Padlet and Other Cool Tools

August 11, 2022
Course Tune-up 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 13, 2022: Academic Integrity
Tuesday, October 4, 2022: Academic Records
Tuesday, November 1, 2022: Human Resources
Tuesday, January 17, 2023: Assessment
Tuesday, February 7 , 2022: Faculty Development and Advancement
Tuesday, March 7 , 2022: Advising
Tuesday, April 4, 2022: 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
DISTANCE EDUCATION DINNER PARTY

Sponsored by the Center for DLiT, these evening presentations focus on good practices for teaching online and blended courses. Opportunity is provided for Q&A. The sessions run from 7:00-8:00 pm via Zoom. RSVP is required. Please register via the EventBrite links. Email assocdeanonline@andrews.edu if you have any questions.

August 22: Orientation to Teaching Online
September 12: Integration of Faith and Learning in Digital and Online Teaching
October 3: Great Interaction in Synchronous Teaching
November 14: Grading and Gradebook Checkup
January 3: Orientation to Teaching Online
February 13: Building Faculty Presence in Asynchronous Online Courses
April 10: Making Your Courses Accessible for All
May 1: Orientation to Teaching Online

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.

September 20: Gradebook and Grading
October 18: LearningHub Tools
November 15: LH 101: Simple Things to Build Course Sites Students Love
January 3: Meet Moodle 4.0
January 4: Meet Moodle 4.0
January 5: Meet Moodle 4.0
January 17: Gradebook and Grading
February 21: LearningHub Tools
April 18: LH 101: Simple Things to Build Course Sites Students Love

FACULTY BOOK CLUB
FALL and SPRING
We will be reading "Why We're Polarized" by Ezra Klein.. The book club discussions will take place in person in the Leadership Lab at 12:30 p.m.. Lunch will be provided.
Tuesday, September 27, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, January 24, 2023
Tuesday, February 21, 2023

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.

Assessing Prior Learning: Coaching & Evaluating Portfolios – FALL, before Nov 12
Assessing Prior Learning: Creating Challenge Exams – SPRING, after Feb 20
Assessing Prior Learning: Validating External Measures – SUMMER, May best

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.

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CALENDAR AT-A-GLANCE

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August 2022

Wednesday, August 10	LearningHub Kick-off
Thursday, August 11	Course Tune-Up
Thursday, August 18	Faculty Institute
Friday, August 19	Faculty Institute
August 22-26	Individual Consultations
August 29-September 2	Individual consultations

September 2022

September 6-9	Individual consultations
Monday, September 12	Distance Education Dinner Party
September 12-16	Individual consultations
Tuesday, September 20	LearningHub and Learning

September 19-23	Individual consultations
September 26-30	Individual consultations
Tuesday, September 27	Faculty Book Club

October 2022

Monday, October 3, 2022	Distance Education Dinner Party
October 3-7	Individual consultations
	New Faculty Follow-up In-service
October 10-14	Individual consultations
Tuesday, October 18	LearningHub and Learning
October 17-21	Individual consultations
	Faculty Book Club
October 24-28	Individual consultations

November 2022

October 31 - November 4	Individual consultations
	New Faculty Follow-up In-service
November 7-11	Individual consultations
Monday, November 14	Distance Education Dinner Party
Tuesday, November 15	LearningHub and Learning
November 14-18	Individual consultations
	Faculty Book Club
November 21-22	Individual consultations
November 28-December 2	Individual consultations

December 2022

December 5-9	Individual consultations
December 12-17	Individual consultations
December 22	LearningHub Upgrade

January 2023

Monday, January 3	Distance Education Dinner Party
Monday, January 3	Meet Moodle 4.0
Monday, January 4	Meet Moodle 4.0
Monday, January 5	Meet Moodle 4.0
January 3-6	Individual consultations
January 9-13	Individual consultations
Tuesday, January 17	LearningHub and Learning
January 17-20	Individual consultations
January 23-27	Individual consultations
	New Faculty Fellow-up In-service
	Faculty Book Club

February 2023

January 30- February 3	Individual consultations
February 6-10	Individual consultations
	New Faculty Follow-up In-service
Monday, February 13	Distance Education Dinner Party
February 13-17	Individual consultations
February 15	Lunch and Learn
Tuesday, February 21	Distance Education Dinner Party

February 21-24	Individual consultations Faculty Book Club

March 2023

February 27- March 3	Individual consultations
March 6-10	Individual consultations
Tuesday, March 8	New Faculty Follow-up In-service
March 13-16	Individual consultations
March 17-26	Spring Break
March 30	Andrews University Teaching and Learning Conference
March 27- 31	Individual consultations

April 2023

April 3-7	Individual consultations
Tuesday, April 5	New Faculty Follow-up In-service
Wednesday, April 6	Faculty Technology Showcase
April 10-14	Individual consultations
Monday, April 10	Distance Education Dinner Party
Tuesday, April 12	Faculty Book Club
Tuesday, April 18	LearningHub and Learning
April 17-21	Individual consultations
April 24-28	Individual consultations

May 2022

May 1-5	Individual consultations
Monday, May 1	Distance Education Dinner Party

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)** dlit@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 for Online Courses		Consultation
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