



Date: September 27, 2004

To: Ken Pearl, Academic Senate

From: Rob Becker, Director, CETL
Sheena Gillespie, Chairperson, CETL Board of Advisors

Subject: Annual Report for 2003-2004

1. CETL Objectives:

The Center for Excellence in Teaching and Learning (CETL) began its second year with several primary goals. CETL's objectives for this academic year were:

- a. to organize seminars and workshops on a variety of pedagogies
- b. to provide orientation and training for newly-hired faculty during their first year
- c. to sponsor/co-sponsor conferences
- d. to serve as representative for CUNY Faculty Development Seminars sponsored by the Graduate Center
- e. to develop and maintain a resource center of current pedagogical research
- f. to publish a newsletter to report on developments and activities
- g. to encourage faculty publications about pedagogy
- h. to create an interactive Web site to serve as a hub for pedagogical information, publication, and discussion
- i. to hire a full-time Director and Assistant Director

2. Programs and Activities:

To achieve some of the objectives presented above, CETL sponsored several programs and activities for faculty and staff.

- a. "Brown Bag" Discussions (informal lunch-time conversations about specific pedagogical topics)
 - 10/27/03 "Using Blackboard's Discussion Board" (Paul Azrak and Rob Becker)
 - 12/3/03 "Writing for Publication" (Emily Tai)
 - 4/26/04 "Writing for Publication" (Emily Tai)

- b. Circle(s) of Writers (for faculty interested in writing and publishing articles)
 - 1. Four large group meetings: 10/07/03; 12/11/03; 2/18/04; 5/7/04
 - 2. Small group meetings: Various dates, Fall, 2003 and Spring, 2004
- c. Panels and Workshops
 - 11/4/03 “Tenure and Promotion”
 - 3/22/04 “How to Write an Effective CUNY Faculty Development Program Proposal”; (with the Office of Sponsored Programs)
- d. Seminar and Conferences
 - CETL Conference: WID/WAC and Faculty Executive Faculty Research Awards, March 24, 2004
 - “Conference on Best Practices and the Scholarship of Teaching,” April 21, 2004
 - Seminar: “Teaching from Within” Spring, 2004 (Alex Tarasko)
- d. Faculty Research Awards: WID/WAC and Faculty Executive Committee Awards for Classroom Research
 - Six awards of \$500 dollars each were awarded in June. The recipients are: Megan Elias, Alex Flamholz, Lisa Mertz, Christine Mooney, Nina Sarkar, and Patrick Wallach.
- f. Orientation and Training for Newly-Hired Faculty
 - Four programs were offered to assist newly-hired faculty.
 - Introduction to CETL: Concepts and Activities (9/15/03); Faculty/Student Interactions (11/17/03); Tenure and Promotion (2/9/04); Publishing (3/8/04).
- g. Two extensive searches for CETL personnel were conducted. A full-time Director and Substitute Assistant Director were hired.
- h. Additional CETL activities:
 - 1. Pedagogy library: Books pertaining to college-level pedagogy are part of the Library’s main collection and are housed in the CETL. Faculty wishing to access the books may do so with the assistance of a librarian or CETL staff member.
 - 2. CUNY Faculty Development Program Proposals: CETL faculty represented the College to review proposals.
 - 3. CETL Website Development: Design of the Website continues, with a projected release to the college of next year.
 - 4. CETL Surveys of Activities: Spring, 2004. Responses to surveys sent by email to faculty and staff will be used to help determine days and times of CETL activities, areas of faculty interest, and suggestions for future CETL involvement.

3. Faculty Participants:

Over the course of the academic year, at least 75 *individual* faculty, staff, and administrators participated in CETL activities.

- a. “Brown Bag” Discussions: 46 participants
- b. Circle of Writers: 58 participants
- c. Panels and Workshops: 27 participants
- d. Seminar and Conferences: 112 participants
- e. Orientation and Training for Newly-Hired Faculty: 45 participants

4. CETL Objectives 2004-5:

The Center’s goals for the upcoming academic year are:

- a. CETL will be responsible for the orientation/training of newly hired faculty
- b. CETL will continue faculty development activities for established faculty
- c. CETL will sponsor/co-sponsor conferences about pedagogy and related issues
- d. CETL will publish a newsletter to report on developments and activities
- e. CETL will encourage faculty publications about pedagogy
- f. CETL will develop and maintain a Website

5. CETL Activities 2004-5:

The following activities will help to achieve the objectives stated above:

- a. CETL will offer a series of workshops and informal discussions to help welcome newly hired faculty to QCC and familiarize them with resources and opportunities
- b. CETL will continue to offer “Brown Bag” discussions and Circles of Writers to established faculty
- c. CETL will disseminate information by sponsoring/co-sponsoring conferences and by creating a Website
- d. CETL will continue to maintain and build a Resource Center for Pedagogy

6. CETL Board of Advisors:

The CETL Board of Advisors met monthly to plan CETL activities and operations.

Members of the CETL Advisory Board:

Rob Becker, CETL Director
Sheena Gillespie, Chairperson, CETL Board
Eduardo Marti, President of the College
Karen Steele, Associate Dean of Academic Affairs, Institutional Planning,
Research and Assessment
Paris Svoronos, Department of Chemistry
Tom Smith, Ex-officio

7. CETL Faculty and Staff:

Rob Becker, CETL Director

Belle Birchfield, CETL Associate (Queensborough representative to CUNY Faculty Development Proposal Program), Spring, 2004

Sheena Gillespie (Coordinator of Orientation/Training Program for Newly-Hired Faculty)

Nancy-Laurel Pettersen, CETL Associate (Coordinator of Circle of Writers)

Richard Schack, Part-time Administrative Assistant, Fall, 2003

Alex Tarasko, CETL Associate (Facilitator, "Teaching From Within" Seminar) Spring, 2004

With the appointments of a full-time Director, Belle Gironde, and Substitute Assistant Director, Fran Simon, I believe that the goals established for CETL in the past two years have been reached and my work here completed. I cannot express sufficient appreciation for the faculty, staff, and administrators who have contributed to a vision of the Center for Excellence in Teaching and Learning and the realization of this vision. I am most grateful to all faculty members who have served as facilitators and presenters as well as those individuals working behind the scenes to enable CETL activities to occur. CETL could not have existed without your efforts!

I am especially grateful to the dozens of faculty members who, over the course of these two years, have participated in CETL events. Your support is the sole measure of CETL's success and your investment in the Center its sole justification. I thank you for what you have already contributed, and hope that you will continue to exercise vigorous interest in the Center in the future. We have so much to share with each other!

Respectfully submitted,

Rob Becker