

# CTL Bulletin

No. 14 – September 1, 2005

A bi-weekly information sheet by the Center for Teaching and Learning

## Fall 2005 Workshops By the Center for Teaching & Learning

On the back page find the CTL's listing of workshop offerings on instructional technology, writing, non-native English speakers, and general course design issues. Attendance at virtually any of our workshops that lasts at least 2 ½ hours (except the one on Sep. 14) makes you eligible for a stipend (\$100), if you provide the deliverable requested in the workshop contract. For more detailed information, consult our website or call us at extension 4467.

This semester's workshops cover a broad range of topics in instructional technology, integration of writing, and course development. We are also available to customize certain workshops to individual departments if department chairs have such requests. Also back by popular demand is **Dr. Robert Lucas** from the Institute for Scholarly Productivity in California. His workshop on *Scholarly Writing* last spring was so popular that we had to open a long waiting list for those not having reserved a space within the first few days after the workshop announcement. We recommend you reserve your place immediately if you are interested in Dr. Lucas' workshop on September 14.

### What is the Center for Teaching & Learning?

The CTL is four years old, which means that it is still a relatively young office on campus. For those who still wonder who we are and what we do, here is a short description. The Center's primary mission is to support and promote faculty in their roles as teachers. We believe that there are certain general features of good teaching—establishing and communicating clear learning outcomes, actively involving students in learning, and evaluating performance in ways that accurately reflect goals—which are common to all disciplines. Essential to the support of good teaching is the enhancement of faculty success at any career stage and the promotion of collegiality. The Center provides a safe place for consultation, reflection, or debate, while functioning as a source of leadership and expertise. We support faculty in their life-long learning about teaching through curriculum development, teaching strategies, technology use, and classroom and program assessment.

### What Resources can I find at the CTL?

The Center maintains a website ([www.neiu.edu/~ctl/](http://www.neiu.edu/~ctl/)) with select resources that we have either created or carefully reviewed and found worth recommending. You can find a document of 1-2 page *Teaching Tips* (under Curriculum and Teaching); a *Manual* of relevant campus policies and procedures for faculty (under New Faculty); a *Guide* to support-offices for teaching, learning, and research at NEIU (also under New Faculty); *Advice* and events for department chairs (under Academic Leaders); info on how to apply for or use Blackboard; *Program Assessment* information; a listing of all the books on college teaching in the CTL library (under Print Resources); and much more.

Of course, we also love to talk to you in person at your or our office. If you have any questions, concerns, or requests, please don't hesitate to contact us (for our areas of specialization, see About Us on

Introductions to Blackboard will be provided on an individual/group basis. Please call us at ex. 4463 or ex. 4467.

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Place</b>	<b>Topic/Presenter</b>
September	14	Wed.	1-4pm	Lib. 310	Scholarly Writing Workshop (Robert Lucas, Institute for Scholarly Productivity, CA)
	22	Thu.	1-4pm	Lib. 310	Designing Writing Assignments ... That Won't Kill You (Kate Hahn)
	27	Tue.	1-3:30pm	Lib. 349	Teaching with PowerPoint (Tony Piña & Paul Heydenburg)
	28	Wed.	1-4pm	Lib. 310	Issues in Teaching Non-Native English Speakers (Kate Hahn)
October	4	Tue.	1-4pm	Lib. 310	Responding to the Writing of Non-Native English Speakers (Kate Hahn)
	12	Wed.	1-4pm	Lib. 310	Designing Writing Assignments ... That Won't Kill You (Kate Hahn)
	13	Thu.	1-3:30pm	Lib. 349	Online Communication and Interaction (Tony Piña & Paul Heydenburg)
	27	Thu.	10-11:30 am	Lib. 310	Responding to Student Writing (Kate Hahn)
	31	Mon.	1-3:30pm	Lib. 349	Teaching with PowerPoint (Tony Piña & Paul Heydenburg)
November	2	Wed.	1-4pm	Lib. 310	Responding to the Writing of Non-Native English Speakers (Kate Hahn)
	3	Thu.	1-3:30pm	Lib. 349	Online Communication and Interaction (Tony Piña & Paul Heydenburg)
	9	Wed.	2-3:30pm	Lib. 310	Responding to Student Writing (Kate Hahn)
	15	Tue.	1-3:30pm	Lib. 349	Developing Online Instruction (Tony Piña & Paul Heydenburg)
	17	Thu.	1-4pm	Lib. 310	Issues in Teaching Non-Native English Speakers (Kate Hahn)
	21	Mon.	2-3:30pm	Lib. 310	Responding to Student Writing (Kate Hahn)
	28	Mon.	1-3:30pm	Lib. 349	Online Communication and Interaction (Tony Piña & Paul Heydenburg)
	30	Wed.	1-4pm	Lib. 310	Course Development for Gen-Ed Instructors, Part 1 (Edmund Hansen)
December	6	Tue.	1-3:30pm	Lib. 349	Developing Online Instruction (Tony Piña & Paul Heydenburg)
	7	Wed.	1-4pm	Lib. 310	Course Development for Gen-Ed Instructors, Part 2 (Edmund Hansen)

Additional workshops may be announced later in the semester. Please check the CTL-website at:

[www.neiu.edu/~ctl/](http://www.neiu.edu/~ctl/)