

# CTL Bulletin

No. 20 – January 15, 2006

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

## Spring 2006 Workshops By the Center for Teaching & Learning

On the back page find the CTL's listing of workshop offerings on issues of instructional technology, writing, non-native English speakers, and survey design. Attendance at virtually any of our workshops that last at least 3 hours (or two 1.5 hour workshops) 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.

We are supplementing our format for offering workshops for the whole campus with an offer to individual departments (or groups within departments) to select their own workshop from a long list of options (see [www.neiu.edu/~ctl/ws-custom.html](http://www.neiu.edu/~ctl/ws-custom.html)). Any of the 29 workshops on that list can be tailored to your needs in focus and length. We can run these workshops for one to two hour time slots, or limit ourselves to specific issues for 15 or 30 minute mini-workshops. All you have to do is contact us a few weeks ahead of time and guarantee at least 6 participants.

### What else is new at the Center for Teaching & Learning?

As you will know, the fire in the Library has also affected us. We had to find temporary office space, which is located in the Classroom building, room 2108. Most of our phone numbers have carried over, and if you call extension 4467, you will reach anybody in the office you wish to talk to. Last semester, we started our CTL Liaisons initiative, an effort to stay in closer contact with each department through faculty members willing to serve as liaisons to our office. The list of faculty liaisons so far includes:

Accounting: <i>Roger Reinsch</i>	ELAD: <i>Steve Dundis</i>	Mathematics: <i>David Rutschman</i>
Anthropology: <i>Jon Hageman</i>	English: <i>Tim Barnett</i>	Music: <i>Jim Lucas &amp; Hugo Teruel</i>
Art: <i>William Sieger</i>	For. Lang: <i>Mary Ellen McGoey</i>	Physics: <i>Sudha Srinivas</i>
Biology: <i>Rebekah Waikel</i>	Geo. & Environ.: <i>Eric Howenstine</i>	Psychology: <i>Linda Rueckert</i>
CMT: <i>Cyndi Moran</i>	History: <i>Christina Bueno</i>	Social Work: <i>Jane Peller</i>
Computer Sci: <i>Marco Sztainberg</i>	Justice Studies: <i>T.Y. Okosun</i>	Sociology: <i>Brett Stockdill</i>
Counselor Ed: <i>Ken Currier</i>	Management & Marketing: <i>Peter Stonebreaker</i>	Special Ed: <i>Sandra Beyda</i>
Earth Science: <i>Karen Bartels</i>		Teacher Ed: <i>Roger Passman</i>

### 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. For a list of our "people resources," see About Us on our website.

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

<i>Month</i>	<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Place</i>	<i>Topic/Presenter</i>
January	26	Thu.	1:30-4:30	B 140	Designing Writing Assignments ... That Won't Kill You (Kate Hahn)
February	1	Wed.	10:30am – 12pm	CLS 4066	Hands-On Ideas for Using Online Discussions, <i>Part 1</i> (Tony Piña & Paul Heydenburg)
	15	Wed.	2-3:30pm	LIB 310	Designing Effective Surveys (Angeles Eames)
	16	Thu.	1:30-3pm	CLS 4066	Hands-On Ideas for Using Online Discussions, <i>Part 1</i> (Tony Piña & Paul Heydenburg)
	21	Tue.	1:30-4:30	B 140	Issues in Teaching Non-Native English Speakers (Kate Hahn)
March	8	Wed.	1:30-4:30	LIB 310	Responding to the Writing of Non-Native English Speakers (Kate Hahn)
	9	Thu.	1:30-3pm	CLS 4066	Hands-On Ideas for Using Online Discussions, <i>Part 2</i> (Tony Piña & Paul Heydenburg)
April	4	Tue.	1:30-3pm	CLS 4066	Hands-On Ideas for Using Online Discussions, <i>Part 1</i> (Tony Piña & Paul Heydenburg)
	13	Thu.	1:30-4:30	LIB 310	Responding to the Writing of Non-Native English Speakers (Kate Hahn)
	20	Thu.	1:30-3:00	CLS 4066	Hands-On Ideas for Using Online Discussions, <i>Part 2</i> (Tony Piña & Paul Heydenburg)

### **Designing Writing Assignments ... That Won't Kill You**

Balancing the focus on the course content with multiple writing assignments can be a challenge. How do you cover necessary content and help students to improve their writing? Instructors who have scores of students worry about being buried under an avalanche of assignments. This workshop will provide guidelines for designing a variety of writing assignments to meet different course goals that will not result in deforestation or sleep deprivation.

### **Hands-On Ideas for Using Online Discussions, Parts 1 and 2**

In this two-part workshop, you will be introduced to different ways in which threaded discussions, chat and other online communication technologies can be used to enhance face-to-face or web-based teaching. Emphasis is on hands-on work with material directly useful for your own courses.

### **Designing Effective Surveys**

There is more to developing a survey to meet your purpose than just writing questions for the survey. For example, question formats and syntax will influence both response rates and responses. In this workshop, we will explore the logic used by survey developers in crafting instruments that provide useful data and information.

### **Issues in Teaching Non-Native English Speakers**

Approximately 45% of incoming freshmen at NEIU indicate that English is not their native language. How does this language diversity affect your classroom? What are some things that you can do as an instructor to manage issues in teaching non-native English speakers? Participants in this workshop will discuss topics related to teaching non-native speakers and explore practical strategies for addressing these issues.

### **Responding to the Writing of Non-Native English Speakers**

Responding to student writing can be a difficult task. This task can be made even more challenging when working with the writing of non-native English speakers whose problems may appear very different from those of native English speakers. Participants in this workshop will explore topics on the treatment of the writing of non-native English speakers.

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

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