

**2023-2024**  
**Unit Annual Report**  
**Division of Academic Affairs**  
**Unit: Center for Teaching & Learning**

**I Mission and Goal/Outcomes Statement:**

The Center for Teaching and Learning enhances the teaching and learning experiences of all faculty, librarians, and students by sustaining, promoting, and celebrating pedagogical practice, innovation, and excellence. The Center’s opportunities for collaboration and professional development advance a culture of creative inquiry into the scholarship, science, and art of teaching and learning.

**II Personnel:**

<u>Name</u>	<u>Position</u>
Megan Krell	Interim Faculty Coordinator
Nancy Robillard	Administrative Assistant for Student Success (CTL is one of 5 units she supports)

**III Facilities/Equipment:**

A Google Cart System was purchased. This equipment is intended to be shared between the CTL and the Library.

**IV Budget Expenditure Analysis:**

The budget was not expanded. The CTL was level funded from the previous academic year.

**V Programs/Activities:**

The following programs/activities were facilitated by the CTL during AY 23/24:

**Finish It Up Friday:**

- This is a one-day support program for faculty/librarians pursuing personnel actions to work on their portfolios together. Representatives from MSCA and Technology were present to provide support. Lunch and snacks were provided.
- 9 participants

**Innovation Grants:**

- Faculty/librarians can request up to \$750 to support innovation in their teaching. The following grants were provided:
  - Boulder School Professional Development, Dr. Dustin Halterman, \$750
  - Poland Study Abroad, Dr. Josh Spero, \$500
  - Eagle Hill School Persepolis Project, Dr. Katy Covino, \$670

- Many Hands Organic Farm and Sustainability Center Field Trip, Dr. Min Li, \$586
- 2 optical dissolved oxygen probes, Dr. John Ludlam, \$738
- Grading Conference Participation, Dr. Jennie Snow, \$50

**Monthly Teaching and Learning Hours:**

- The third Tuesday of every month at 3:30pm is designated the Teaching & Learning Hour, where the CTL provides professional development for faculty/librarians. The following sessions were offered:

Date	Topic	Number of Attendees (does not include presenters and CTL coordinator)
September 19, 2023	Summer Institute Show & Tell - Accessible Content	0
October 17, 2023	Academic and Career Advising Tools	5
November 21, 2023	Summer Institute Follow Up: Embracing Generative AI	4
January 16, 2024	First Day Fest	2
February 20, 2024	Advanced Advisor Series - Advising Tools	3
March 19, 2024	Special Populations & General Education Advising	4
April 30, 2024	Open Pedagogy	4

**Pedagogical Discussion Group:**

- This year’s topic was Generative AI and was led by Dr. Deborah Stone. The group explored generative artificial intelligence and its impact on pedagogy, academic integrity, and academic innovation. Participants included: Amy Kendrick, Connie Strittmatter, Jonathan Harvey, Melissa Dunn, and Jiang Yu. The leader and participants received a stipend for this work. The outcome was that the group created this libguide: <https://fitchburgstate.libguides.com/generativeAI>

**Summer Institutes:**

- Summer institutes are half or full day, stipended professional development programs for faculty/librarians.
  - Thursday, May 23<sup>rd</sup> 9:30-1:00, Strategies for Student Engagement, 9 participants
  - Friday, May 24<sup>th</sup> 9:30-1:00, Infusing DEIB in Your Teaching, 7 participants

**Assessment Office Hours:**

- Dr. Cate Kaluzny offered Assessment Office Hours in the CTL throughout the academic year.

**Advanced Advisor Series:**

- The CTL created and hosted a 5-part series to support faculty in advancing their advising skills. Faculty who participated in all 5 parts were provided a \$250 stipend and

“Advanced Advisor” badge. Faculty and staff unable to attend all 5 parts were welcome to attend single sessions.

- Advanced Advisor Dates and Topics:
  - Tuesday, February 20th - *Advising Tools* with Lindsay Carpenter Connors – 3 participants
  - Tuesday, February 27th - *Question, Persuade, Refer (QPR) Suicide Prevention Training* with Dr. Rob Hynes, LMHC and Amanda Sapienza, LMHC – 8 participants
  - Tuesday, March 5th - *Motivational Interviewing in Advising* with Dr. Mark Williams – 5 participants
  - Tuesday, March 19th - *Advising Special Populations & General Education Advising* with Lindsay Carpenter Connors and Dr. Kisha Tracy – 4 participants
  - Tuesday, April 9th - *Career Conversations* with Susan Beddes – 3 participants
- 3 participants in the full series who received a stipend and badge.

**Teacher and Librarian Appreciation Weeks:**

- The CTL acknowledged librarians during Library Appreciation Week in April and instructors during Teacher Appreciation Week in May. Faculty were provided the opportunity to highlight librarians using a form submission; likewise, students were provided the opportunity to highlight instructors. This information was then collated and nominees are provided a formal letter of appreciation from the CTL Coordinator.

**General Education Collaborations:**

- The CTL collaborated with General Education Program Chair and Ambassadors to support Gen Ed professional development and collegiality. The following sessions were offered through the CTL:
  - What We Talk About When We Talk About Teaching Reading & Writing: A Roundtable Discussion, 8 participants
  - Facilitating the Integration of Learning with Dr. James P. Barber, 12 participants
  - Follow Up: What We Talk About When We Talk about Teaching Reading & Writing, 7 participants
  - Assessing Quantitative Reasoning (QR) and Procedural and Logical Thinking (PL), 4 participants

**VI Action Plan for 2023-24:**

*(Insert your Action Plan from last year’s report)*

<b>Planned Initiatives for 2023-24</b>	<b>Associated Strategic Plan Goal &amp; Strategy Goal # followed by Strategy # ex: 3.2</b>	<b>Indicate if a DEI initiative</b>
Conduct faculty/librarian professional development needs assessment survey	2.3, 4.5	
Assess the usage of the current Google Site and Website	5.5	
Create a plan to support BIPOC and LGBTQ+ faculty/librarians	2.3	x
Provide innovative professional development for faculty/librarians	2.3, 4.3	x
Create and implement an advising series to support faculty in becoming a badged “Advanced Advisor”	2.1, 2.3, 2.5,	
Support faculty/librarians in exploring generative AI through a pedagogical discussion group	4.3, 4.7	

**VII Assessment Report for 2023-24**

*Were the Action Plan objectives met? Provide in list or table format that parallels item VI above.*

<b>Planned Initiatives for 2023-24</b>	<b>Status of Initiative</b>
Conduct faculty/librarian professional development needs assessment survey	Completed - Survey was distributed in January 2024 and received 35 responses. Results were analyzed by the CTL Council.
Assess the usage of the current Google Site and Website	Completed - Analytics were obtained and analyzed by the CTL Council. The CTL Council recommended ceasing the use of the Google Site.
Create a plan to support BIPOC and LGBTQ+ faculty/librarians	On hold - The CTL Council recommended beginning this initiative with Safe Zone training for faculty. The CDI was working on establishing a similar program when the Director left the university, and as such this initiative was put on hold until the CDI is ready to move forward.

Provide innovative professional development for faculty/librarians	Completed - The CTL offered 7 Teaching & Learning Hours, 2 Summer Institutes, 4 general education workshops, and other PD opportunities throughout the year.
Create and implement an advising series to support faculty in becoming a badged “Advanced Advisor”	Completed – 3 faculty completed the full advanced advisor program.
Support faculty/librarians in exploring generative AI through a pedagogical discussion group	Completed – 7 faculty/librarians and 1 staff participated in the pedagogical discussion group.

**VIII Other Accomplishments:**

In addition to the activities described above, the CTL Coordinator also:

- Served on the University Assessment and Research Committee (UARC)
- Created a CTL Coordinator Guide
- Created a CTL Council information sheet
- Obtained memberships in the following groups/associations:
  - Eastern MA (institutional membership)
  - New England Faculty Development Consortium (institutional membership)
  - POD Network (individual membership)
- Facilitated the CTL Council meetings
- Consulted with Academic Affairs and the CTL Council regarding programming direction for September and January Development Days
- Attended a training on *Instructional Moves*, a professional development project out of Harvard University to promote high-leverage teaching practices in higher education.
- Supported advertising and attendance for the Joseph Luzzi roundtable in collaboration with the Center for Italian Culture
- Attended AMCOA virtual meetings
- Attend General Education Gathering for MA State Institutions meetings
- Create, distribute, and analyze faculty/librarian survey of professional development needs
- Participated in Ruderman Fellowship Program to enhance professional development opportunities for faculty in supporting student mental health

**IX Action Plan 2024-2025:**

Planned Initiatives for 2024-25	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Indicate if a DEI initiative
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Support faculty/librarians through a pedagogical discussion group	4.4	
Increase opportunity for faculty/librarian professional development in the scholarship of teaching and learning	4.3	
Explore non-event methods to support faculty/librarians	4.4	
Provide innovative professional development for faculty/librarians based on results of needs assessment survey	2.3, 4.3	x

**X Reflection:**

*Take this section to reflect on--*

1) *Initiatives that you may be considering for 24-25 academic year that you did not already capture above.*

The CTL will continue to work on strategies for increasing program attendance, providing non-event professional development tools, and increasing usage of the physical CTL space.

2.) *Anything else not captured in this report that you would like to share.*

CTL Coordinator will be on sabbatical during Spring 2025, as such interim co-coordinators, Renée Fratantonio and Katy Covino have been named. Ensuring a smooth transition will also be a goal of AY24/25.