

# Updates from the CTL

April 2022

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## Upcoming Workshops and Learning Opportunities

### Summer 2022 Virtual Instruction Stipend Initiative

We are pleased to announce the CTL Summer 2022 Virtual Instruction for Online Course Design Initiative, and to offer you the opportunity to participate. As many of you may recall, last summer we were able to offer a \$1000.00 stipend for faculty who successfully completed both the CTL online course training and Quality Matters training. We are able to offer this opportunity again for faculty who meet the following criteria:

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NEIU Center for Teaching and Learning (CTL)  
Library 312  
[ctl@neiu.edu](mailto:ctl@neiu.edu)

- have not previously received a stipend for completing an NEIU virtual instruction initiative
- have not previously received a stipend for taking a CTL online teaching or online design course
- are tenure, tenure track, full time instructors or members of the bargaining unit
- anticipate being on the hiring roster for the 2023/24 academic year

This is a two-part training initiative for eligible faculty.

- **Part I, a four-week, “Online Teaching Fundamentals and Tools” course delivered by NEIU’s CTL, takes place from Tuesday, May 17 - Monday, June 13, 2022.**
  - This asynchronous course has no set meeting times, but there are weekly due dates to meet. Participants should expect to spend 3-5 hours per week reviewing instructional materials, participating in online discussions, and working on individual assignments that apply course materials to their teaching practice.
  - If you are new or fairly new to online teaching, this is the perfect class for you, taught by Dr. Liz Rodriguez. Faculty who have taken the Quality Matters (DYOC) course and who have also taken a course from Liz report greater comfort and success with teaching in the virtual environment.
- **Part II, a two week-course QM Designing Your Online Course (DYOC) delivered by Quality Matters, June 16-June 30, 2022.**
  - Participants will receive a \$1,000 stipend for their participation in the full series of training (i.e., Part I and Part II). In addition, they will receive a Quality Matters Certificate of Completion as long as they meet the assignment deadlines established for the QM course. QM informs us that participants who do not adhere to deadlines will not be allowed to complete the course. The QM sessions are asynchronous and not self-paced. Participants must log on the first day and work regularly throughout the scheduled dates in order to successfully complete the course. Participants should expect to spend the following amount of time in course activities:
    - CTL Online Teaching Fundamentals and Tools 4-week course: 2-3 hours per week on readings, discussions and assignments, or a total of 8-12 hours.
    - Quality Matters two-week course: 8-10 hours per week or a total of 16-20 hours on DYOC

- To register for both Part I and Part II, you must sign up using [this registration form](#) no later than May 17, 2022.

## Affordable Course Materials Summer Program

Textbook costs have risen exponentially over the years, and NEIU's Affordable Materials Committee is working to lower student costs by assisting faculty in finding open educational resources (OER) and other low-cost resources as an alternative to expensive, traditional textbooks.

Please consider applying for the Affordable Course Materials Summer Program to redesign existing courses and reduce the cost of course materials to \$40 or less. Selected instructors will receive a \$1,000 stipend for completing the program, while receiving support from NEIU librarians, the Center for Teaching and Learning, and a faculty mentor to explore open and no-cost textbooks, review library materials that are free to students, learn about creative commons licensing, and apply accessibility practices to materials in D2L.

For more details, please review the [Affordable Course Materials Summer Program](#) information page and complete the [online application](#). **Applications are due by April 4 and selected cohort members will be notified on April 12.**

## Using Zoom to Enhance Instruction

Wednesday, April 6 (11:00 a.m.-12:00 p.m.)

Presenter: Sik Son; [Registration Link](#)

In this session, participants will learn how to incorporate several Zoom features into their teaching. These features include the whiteboard, slides, using shortcut keys, Share Screen tools, sound sharing and enhancement, polls, annotation and closed captioning. This session will also cover how to use a Powerpoint as a background and use of a second camera.

## D2L Tips

Thursday, April 14 (11:00 a.m.-12:00 p.m.)

Presenter: Sik Son; [Registration Link](#)

This session will address the use of D2L templates, including the Start Here Module and how to import course templates from the Shared Folder in D2L. Learn to use other D2L features like Activity Feed, Chat, Checklist and the Pulse app. There will be time for questions to help you take advantage of all D2L has to offer.

## Celebration of Equity and Excellence Event

Wednesday, April 27 (3:30-5:00 p.m.)

[Zoom Registration link](#)

Join your colleagues in a virtual celebration of the wonderful work that has been done over the past year to cultivate a community of equity, diversity and inclusion at our institution. At this event our Executive Director for Equity, Diversity and Inclusion (EDI) will share the updated EDI definitions and other upcoming initiatives. We will also celebrate the many accomplishments of this past year from various stakeholders in this work.

## Winter Session Reflections

For Winter Session Instructors only

Monday, April 4 (1:00 p.m.-2:00 p.m.)

Winter Session faculty are invited to an informal session to reflect on their Winter Session teaching experience. It is our intention to gather your insight in order to improve our Winter Session Guidance Document and make suggestions for future Winter Session faculty.

## Community Engagement Across Differences

**For our Cafe Conversations community**

Friday, April 22 (2:30-3:30)

A zoom invite will be sent to those who registered for Cafe Conversations.

The Community Engagement Across Differences Initiative seeks to identify and address obstacles that impede candid, critical and robust engagement across differences at NEIU. Building expectations of community engagement across differences is critical to NEIU's health. Leaving unaddressed barriers to mutual understanding, collaboration, innovation and growth can prevent accountability to our shared principles of equity, diversity and inclusion.

## Online Teaching Observation Instrument is Ready for Testing!

As you may recall, our Peer Observation of Online Instrument for Teaching (POOIT) Team had put together an initial draft of a teaching observation for the online learning environment. We piloted the instrument and based on your feedback, have done a major revision. We plan to unveil the new version soon. Stay tuned!

## Faculty Orientation and Retention, Promotion and PAI Sessions

### New Faculty Orientation: How our Librarians Support Faculty

Friday, April 8 (11:30 a.m.-1:00 p.m.)

New Faculty will receive a Zoom invite.

Presenters: Michelle Oh, Lisa Wallis

## CTL Ad Hoc Committees

### Participation on CTL Hyflex Learning Ad Hoc Committee

The Center for Teaching and Learning (CTL) invites up to 5 faculty to participate in an Ad Hoc Committee to examine definitions and pedagogy around the Hyflex learning modality. The intention of this group is to make recommendations to the appropriate faculty governance bodies for the purpose of creating clarity around implementation of hyflex at NEIU . This committee will meet during the summer and participants will receive a modest stipend for their work. **If you are interested in serving on this committee, kindly contact the CTL at [ctl@neiu.edu](mailto:ctl@neiu.edu) no later than Friday, April 29th.**

### Participation on CTL Faculty Development Ad Hoc Committee

The Center for Teaching and Learning (CTL) invites 3-5 faculty with representation across colleges to participate in an Ad Hoc Committee to prioritize CTL sessions/workshops for the upcoming FY23 fiscal year. This committee will meet during the summer and participants will receive a modest stipend for their work. An important focus is on supporting faculty on EDI-informed pedagogies, with a goal of developing sessions that have a tangible impact on practice. If you are interested in serving in a collaborative, as well as an advisory capacity, please complete [this application](#) no later than Friday, April 22.

## Technology Updates

### Information Security Awareness Training

The CTL shares the following important information on behalf of University Technology Services (UTS): The Information Security Awareness Training module is designed to help employees understand how to protect our data and the university's information and IT resources from being compromised by cybercriminals.

If you have not yet completed the awareness course, please do so on the [university's training portal](#). For questions, please email [helpdesk@neiu.edu](mailto:helpdesk@neiu.edu) or call 7734424357. To learn more about information security at NEIU, please see the [information security website](#).

### Hyflex Carts and Hybrid Room Initiative

Effective this Summer 2022, University Technology Services (UTS) Media Services is making available 25 Mobile Hybrid Audio/Video carts within predetermined instructional spaces to create a Hyflex/Hybrid learning environment for courses.

These carts will be stationed in specific rooms with approximately one Hyflex cart in the room or Hybrid room set up per floor. Instructions for operating these carts will be provided in two ways. First, a set of instructions will be made available and posted in each Hyflex cart room and also on the Center for Teaching and Learning (CTL) website.

Second, faculty will be invited to a demonstration, either in person or virtually. The CTL is in the process of determining when training sessions will take place OR when we will be able to share out a video recording demonstration. The intention is to make available the instructions and video recording on the CTL website.

Scheduling requests for the Hyflex cart rooms and Hybrid rooms will follow the usual course scheduling process (i.e., Department to Dean to Academic Affairs).

Additional guidance for [Hyflex Learning](#) is available on the CTL Website.

## In Case You Missed It

### Engage-ification: Using Gamification to Engage Your Students

Check out the [video recording](#) and [slides](#) from our recent conversation about gamification, facilitated by Rob Cook in Management and Marketing. We explored the different aspects of gamification and how to apply them in both face-to-face and online course formats. Topics included an overview of gamification, examples of games, and tools (both in D2L and out) that we can use to improve our students' learning experiences.

## Teaching Tips & Deeper Dives

### [Examining the Quiz](#)

### [Do Late Penalties Do More Harm Than Good?](#)

### [Short and Sweet: The Educational Benefits of Microlectures and Active Learning](#)