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# TLCExchange

The Newsletter of the Teaching and Learning Center of Wake Forest University ▲ Volume 10, Number 1 ▲ Fall 2006

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## LETTER FROM THE DIRECTOR

Fall 2006

**Dear Colleagues,**

**A**s many of you know, Judy Kem, the director of the Teaching and Learning Center, has asked me to sit in for her while she is teaching in Dijon this semester. It's only been a year since I was director, but even in that short time some wonderful changes have taken place. The TLC is now the home of the new faculty mentoring program. This is a great way for new faculty to gain insight into the unique character of the students and the larger community at Wake; it's also an opportunity for experienced faculty to pass on some of their hard-won wisdom. The number of people involved in the program has grown from two last year to twelve this fall. We are always looking for potential mentors, so be sure to contact us if you'd like to be put on the list.

I'm also happy to see faculty contributions to the newsletter. Formerly we had reprinted interesting short articles on teaching from a variety of publications. Articles written by our own faculty will undoubtedly be more attuned to the types of students and resources we have here.

Judy set up most of the sessions for the fall semester, including a visit by Ed Neal, the Director of the Center for Teaching and Learning at UNC-Chapel Hill. His presentation on teaching portfolios will especially interest those of you coming up for tenure or promotion, but his focus on student-centered learning is sure to introduce some good strategies useful for all of us.

During the faculty retreat last spring, we heard over and over again how much Wake Forest needed more opportunities to build a stronger sense of community, with connections that reach across department lines. The Teaching and Learning Center continues to be one of the best ways to meet your colleagues and to learn from them. While we do bring in outside experts (like Ed Neal) from time to time, most of our sessions are led by your Wake Forest colleagues. The energy and expertise of the people who work right here is truly inspiring. And it isn't only the leaders of sessions who are experts—the audience members actively share their problems, solutions, and ideas. Whether you choose to lead a session, write for the newsletter, or just attend a session, the TLC depends on you. I hope to see you at one of our events this fall.

With best regards,  
Bernadine Barnes

## Innovative Teaching Award

**T**he third annual Teaching Innovation Award, sponsored by the Teaching and Learning Center, will be given this spring. The purpose of this award is to reward the significant faculty effort that goes into reworking traditional courses using new methods, or of finding ways to apply recent theories of learning to the practice of teaching. The award will carry a stipend of \$500.

All faculty teaching undergraduate courses in the College are invited to apply for this award by submitting a two page description of the approach used in a particular class, along with a short vita and a syllabus. Applications that have been previously submitted for innovative courses but

did not receive the award may be resubmitted if the course was taught during the 2005-2006 academic year. Supporting materials, such as student evaluations, and "live documentation" of your approach, may also be included. This can best be done by videotaping your class, but classroom visits or other types of presentations can be arranged. Courses taught in the 2005-2006 or 2006-2007 academic years are eligible for consideration. The deadline is 3:00 P.M. Thursday, February 1, 2007. Materials should be delivered to the TLC (room 300, ZSR Library) or sent as an email attachment to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu). Please do not send applications via campus mail, as delivery in this manner can take two or more days, and your application will not receive full consideration if it is delivered past the deadline date and time. Since you will need to document how your innovative method is used in the classroom, you may want to begin this process now. Please contact Deborah Snyder to arrange for use of the TLC's video camera, or to set up a class visit with a member of the committee.

The award recipient will be decided by members of the TLC Advisory Committee. Since the Teaching and Learning Center depends upon the shared experience of faculty at Wake Forest, we expect that the winner of this award will be willing to share his/her innovative approach with other faculty through a program at the TLC.

## Opportunities for Classroom Visits and Mentoring

If you would like to get feedback on your teaching from one of your peers, there are now several ways to do so.

### Peer Classroom Visits

Inspired by a suggestion by Alyssa Lonner in the Department of German and Russian, the Teaching and Learning Center coordinates voluntary faculty classroom visits. These are friendly visits, meant to help newer faculty members without pressure; generally the observer will be a colleague of similar rank, but from a different department. Unlike the classroom visits that your department may require as part of your yearly review, feedback will be very informal, as agreed upon by the participants.

If you would like to have a faculty member from another department visit your class, or if you would like to visit someone else's class, please send an e-mail to Deborah Snyder. (snyderdw@wfu.edu). Let her know your department preference and teaching schedule.

### Mid-Term Evaluations and Videotaping

If you prefer a more structured evaluation of a particular class, the TLC can arrange a mid-term evaluation. A faculty member visits your class during the semester and interviews students about their expectations and experiences, without the instructor present. Afterwards the course instructor and colleague meet to discuss the students' responses.

The TLC can also videotape your classes, or you may borrow our camera to do it yourself.

*If you would like more information about either of these options, please see our web page <http://www.wfu.edu/organizations/tlc>, and click on Evaluation Services. Allow two weeks notice for mid-term evaluations.*

## TLC EVENTS

### Fall 2006

*If you do not already receive e-mail reminders about TLC programs and would like to, please e-mail your request to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu). All programs take place in the TLC (Room 330, ZSR Library) unless otherwise indicated.*

### FACULTY INCENTIVES FOR COURSE DEVELOPMENT AND IMPROVEMENT

**Date:** Wednesday, September 6

**Time:** 3:00 P.M. - 4:30 P.M.

**Location:** Room 204, ZSR Library

**Host:** Teaching and Learning Center

IT IS EXCITING to develop a new course—or to modify a current one—to incorporate service learning, entrepreneurship, foreign language study, or other components vital to our students' education and growth. Sometimes, however, you need funding assistance to take your idea from the planning stage to classroom readiness. Come to this informative session and meet representatives from ACE, the Pro Humanitate Fund, the Kauffman Grant, and the Teaching and Learning Center. Each representative is eager to assist you in determining whether their program might assist you with your funding needs, and to guide you through the application process. We look forward to seeing you at our first TLC event of the year!

*Please RSVP by Friday, September 1, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587. Drop-ins are welcome. Light refreshments will be offered.*

### LEARNING OUTSIDE THE CLASSROOM: USING TECHNOLOGY TO REPAIR AND REINFORCE STUDENT WEAKNESSES

**Date:** Tuesday, September 12

**Time:** 11:00 A.M.

**Location:** Room 204, ZSR Library

**Host:** Luis Gonzalez (Romance Languages)

A RECURRING PROBLEM faced by university professors is the different levels of preparation that students

bring to a course. Some students will need to work extensively outside the classroom within a short window of time to attempt to narrow the gap between their abilities and the demands of the class. Two common questions asked by students are, "What can I do to improve on a particular topic," and "Where can I find more practice opportunities on this topic." It turns out that technology has made it easier to answer these questions! Luis Gonzalez will address this issue, and encourages participants to bring their suggestions and concerns on this topic.

*Please RSVP by Thursday, September 7, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587 to receive a light lunch provided by the TLC, and be sure to indicate your sandwich choice of chicken, ham or vegetarian, or of a fruit plate.*

### CREATING AND MAINTAINING A PUBLIC WEBSITE FOR TEACHING AND SCHOLARSHIP

**Date:** Wednesday, September 20

**Time:** 3:00 P.M.

**Location:** Room 204, ZSR Library

**Host:** Meg Zulick (Communication)

NITTY-GRITTY ISSUES like design, credit and copyright, and the philosophical questions that have raised themselves, including what counts as scholarship, who are we teaching, and what are the boundaries of proprietary research vs. public service on a public website will be evaluated. Group discussion on the subject will be encouraged and welcomed!

*Please RSVP by Monday, September 18, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587. Light refreshments will be offered. Drop-ins are always welcome.*

### OPEN FORUM ON CREATIVITY: A PERSONAL/PUBLIC CONTINUUM

**Date:** Wednesday, September 27

**Time:** 3:00 P.M.

**Location:** Room 330, ZSR Library  
**Host:** Lynn Book (Theatre)

LYNN BOOK WILL LEAD a discussion on creativity for faculty in and out of the classroom and present a brief overview and resource list of current research on creativity in different disciplines. Of particular focus will be innovative, interactive models of teaching in relation to personal practice that revitalizes creative potential. All are welcome to come and participate in a session that aims to open up creative possibilities for teaching, learning, and living.

*Light refreshments will be offered. Please RSVP to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587 by Monday, September 25. Drop-ins are welcome.*

### LEARNING PORTFOLIOS: STUDENT CENTERED LEARNING

**Date:** Monday, October 2  
**Time:** 12:00 P.M.  
**Location:** Autumn Room, Reynolda Hall  
**Host:** Host: Ed Neal, Director of Faculty Development, Center for Teaching and Learning, and Editor, Journal of Faculty Development, UNC-Chapel Hill

STUDENTS ARE CAPABLE of assessing their own educational progress, but they must be given appropriate guidance and provided with an efficient format for documenting and evaluating their work. The Student Learning Portfolio offers a convenient, flexible, and effective tool that students can use to critically evaluate their learning in any course. Faculty will be encouraged to ask questions and offer insights into their own experiences with learning portfolios.

*Please RSVP by Wednesday, September 27, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587. Lunch will be provided for faculty who respond by September 27.*

### THE PROMOTION/TENURE TEACHING PORTFOLIO

**Date:** Monday, October 2  
**Time:** 3:00 P.M.  
**Location:** Autumn Room, Reynolda Hall  
**Host:** Host: Ed Neal, Director of Faculty Development, Center for Teaching and Learning, and Editor, Journal of Faculty Development, UNC-Chapel Hill

TEACHING PORTFOLIOS are becoming more widespread in higher education because they provide a more complete and more accurate picture of teaching competence than student evaluations used alone. In this workshop, participants will learn a basic portfolio format that they can use immediately or can easily adapt to department guidelines. The workshop will address the following questions:

- What is a teaching portfolio?
- What are the benefits of creating a teaching portfolio?
- What should a portfolio contain?
- How can you evaluate a portfolio?

*Please bring your questions, concerns, and experiences to share with our host, and with other faculty participants. Please RSVP by Wednesday, September 27, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587. Light refreshments will be offered. Drop-ins are always welcome.*

### FIRST YEAR SEMINARS: WHAT'S THE POINT?

**Date:** Tuesday, October 10  
**Time:** 11:00 A.M.  
**Location:** Room 330, ZSR Library  
**Host:** Bernadine Barnes (Acting Director, Teaching and Learning Center)

IF YOU'VE BEEN THINKING about teaching a First Year Seminar, or if you've been doing one for a while and would like to rekindle

your sense of purpose, come to this open discussion of the First Year Seminar program, its original purpose, how it has evolved, and how you can design a successful seminar.

*Please RSVP by Thursday, October 5, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587 if you would like a free lunch provided by the TLC, and be sure to indicate your choice of a Deacon Club Sandwich, Portobello Mushroom Sandwich, Chicken Salad Croissant, or a fruit plate. Drop-ins are always welcome.*

### STRATEGIES FOR DEVELOPING NEW COURSES

**Date:** Wednesday, October 18  
**Time:** 12:00 P.M.  
**Location:** Room 204, ZSR Library  
**Host:** Dan Johnson (Biology)

DEVELOPING AND EVALUATING a new course can be daunting. Fortunately there are established methods and tools that can make the process less stressful, regardless of your discipline. Participants will learn how to use an outcomes-based approach for course development. In this approach, an instructor defines their specific teaching and student performance goals for a new course, then uses those goals to develop the working framework for that course. We will also talk about how integrating pedagogical assessment within the course structure can bring a course to its final, mature form more quickly. Participants will receive an annotated bibliography of the practical resources and tools that I have used for a graduate course in instructional methods. If you are considering a new course, bring your ideas to the session. We will have an open discussion of how to turn those ideas into reality.

*Please RSVP to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or x4587 by Friday, September 13, if you would like a lunch provided by the TLC and be sure to state your choice of a chicken, vegetarian, or beef sandwich, or of a fruit salad.*

**YOU ARE CORDIALLY INVITED TO  
A "MEET AND GREET" RECEPTION  
SPONSORED BY THE TEACHING  
AND LEARNING CENTER**

**Date:** Wednesday, November 1

**Time:** 3:00-4:30 P.M.

**Location:** Johnson Room, ZSR  
Library

**Hosts:** Bernadine Barnes and Debo-  
rah Snyder (TLC)

We hope you can join us and your Wake Forest colleagues for an informal pre-holiday gathering. Enjoy an assortment of delicious hot hors d'oeuvres and wines, meet new faculty members—our special guests for the event—and greet old friends.

*Please feel free to arrive and depart as your schedule dictates. Please RSVP no later than Monday, October 30, to [snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) or extension 4587.*

**WAKE FOREST  
UNIVERSITY  
TEACHING AND  
LEARNING CENTER**

The Teaching and Learning Center was established in 1997 with a dual purpose: meeting faculty-identified needs for teaching support and promoting dialogue about teaching. Faculty are encouraged to fill out a Faculty Information Form available from the Center designed to help us target specific needs and concerns which are then the topics for brown bag lunch discussion and workshops throughout the academic year.

The Teaching and Learning Center also offers a number of voluntary and confidential evaluation services outside the traditional departmental evaluation process. These have included mid-term evaluations, videotaping, and peer class visitations, and a faculty-mentoring program.

To learn more about the Teaching and Learning Center, and/or to discuss the programs and services the TLC offers, please contact the acting TLC Director Bernadine Barnes at Ext. 4559 ([barnes@wfu.edu](mailto:barnes@wfu.edu)) or TLC Coordinator Deborah Snyder at Ext. 4587 ([snyderdw@wfu.edu](mailto:snyderdw@wfu.edu)). The Teaching and Learning Center is open Monday through Wednesday until 5:00 P.M., and Thursday until 3:00 P.M. It is located in 330 Z. Smith Reynolds Library.

The TLC faculty advisory committee is elected annually. Committee members for the 2006-2007 academic year are: Sharon Andrews (Theatre), Patricia Cunningham (Education), Gordon McCray (Calloway), Angela King (Chemistry), Sarah Barbour (Romance Languages), and Peter Siavelis (Political Science).

**RESOURCES**

The TLC has many resources available to the campus community, including books and journals promoting teaching excellence. The Teaching and Learning Center also maintains a vertical file and notebooks of teaching-related articles. Subjects include, but are not limited to:

- Active learning
- Assessment
- Collaborative learning
- Critical thinking
- Generating discussion
- Interdisciplinary teaching
- Syllabus construction
- Teaching portfolios
- Testing and grading
- Writing across disciplines

We are pleased to offer several excellent articles within the "Course Documents" section of the TLC Blackboard site (<http://blackboard.wfu.edu/>) that may enhance your classroom teaching experience. Contact the Coordinator at

[snyderdw@wfu.edu](mailto:snyderdw@wfu.edu) to receive access. Information on WFU grants for faculty is also included on this site.

*For information about other TLC services and upcoming events, see the TLC web site. In addition, information about First-Year Seminars and FYS proposals from several faculty members is now available. FYS materials as well as other web-based information are accessible by going to the TLC homepage and clicking on "Teaching Resources."*