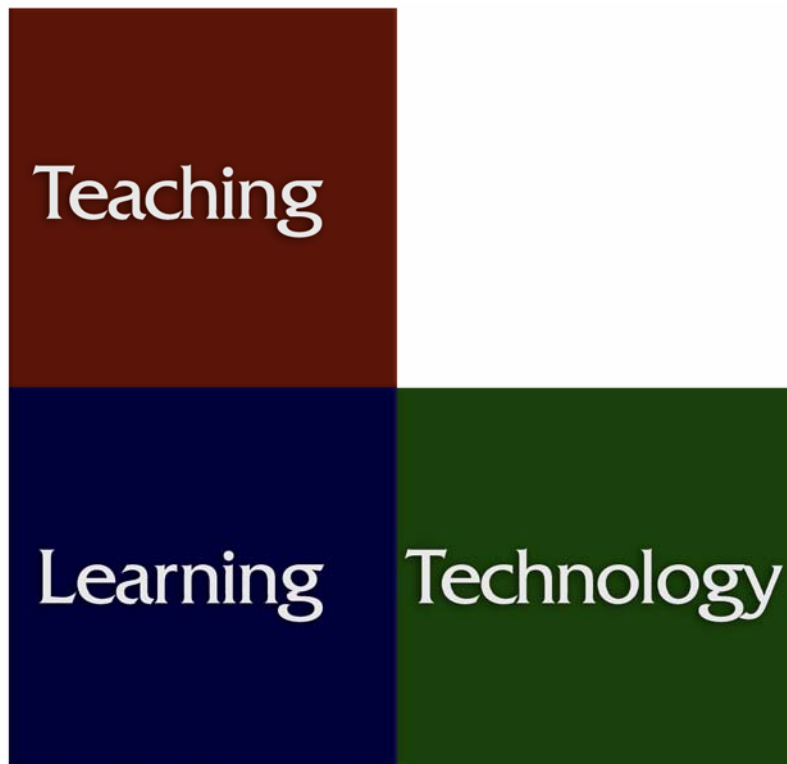




Summary of Activities

Academic Year 2003–2004
Murray State University



CTLT Activities

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Teaching

Provide support to improve the teaching environment at the university.

Presented 6th Annual Teaching and Technology Forum: Our Changing Students

- **12 working sessions** delivered over a day and a half
- Sessions led by **48 faculty, staff and student panelists** and a luncheon with guest speakers from off-campus.
- Total **non-unique attendance was 359** (e.g. a participant was counted for each session attended). 85 unique attendees.
- **58 Dean or Chair non-unique registrations** at the sessions.
- Presented SMART Board as Dean's drawing (donation by SMART Technologies, Inc., **approximate value \$1700**)



"I would like to thank you and your staff for a wonderful Forum. This was my first, and I was thoroughly impressed with the level of expertise in relaying the information to the audience."

— Lecturer, Early Childhood Education

Teaching

Provide support to improve the teaching environment at the university.

Hosted Teaching Scholars Institute (first time event)

- Daylong workshop involving nominated faculty from Western Kentucky University, University of Tennessee–Martin, and Murray State University
- **20 faculty, 8 faculty development representatives**
- Edited transcripts from sessions for publication



“I enjoyed the interaction with other teachers who share my perspectives that added so much I had not considered. The group session was especially enlightening. Meeting other teachers was very useful and interesting.”

— Professor, Western Kentucky University

Dissemination

- **Identified as exemplary faculty development office.** Hosted faculty development teams from University of Louisville and Western Kentucky University to review CTLT’s organization and activities
- **Presentation** *Course Redesign: a Model for Faculty Development.* Kentucky Teaching and Learning Conference

Teaching

Provide support to improve the teaching environment at the university.

- **Presentation** *Including Adjuncts in University Training*. Professional Organizational Development Network National Conference

Awarded CPE Course Redesign Grant

- One of 3 state-wide funded grant recipients for course redesign with University of Kentucky and KCTCS (to be distributed summer 2004)

Awarded HP Grant

- Awarded \$60,000 in HP Tablet PC's to be used with Terry Derting, Biology

Published Roundtable Campus Newsletter

- *Roundtable* Holiday Edition contained **over 100 nominations** from students recognizing faculty excellence.
- Distributed newsletter to faculty, professional staff, administration, and CPE

“Thank you ever SO much for the Roundtable publication. It was wonderful to read about all of the MSU faculty who have positively impacted our students' lives. That's exactly what we're here for. Thank you for giving students a voice.

Thank you, also, for making me feel so very special and appreciated. I felt very ratified that what I'm doing in the classroom is touching 'my kids' lives. People rarely hear praise in this crazy society, so this publication is a treasure indeed!”

— *Asst. Professor, Education*



Teaching

Provide support to improve the teaching environment at the university.

Hosted New Faculty Colleague/Cohort Orientation Sessions

- Monthly luncheons for new faculty addressing various aspects of faculty life—advising, benefits, technology, etc.

“I just wanted to say Thank You for all the good info this past year and for making my transition to MSU and as a faculty member that much easier. I’ll be looking forward to the next round of sessions!”

— Asst. Professor, Organizational Communications



Hosted Meetings for Department Chairs

- **2 New Chairs Orientation workshops** for new department chairs
- **Chairs Confab** – monthly working sessions held for all department chairs on topics ranging from budgeting to developing a research agenda

“Thanks for the previous session. I thought it was most informative and presented in a most enjoyable manner. Certainly worthwhile and beneficial.”

— Chair, Education

Learning

Support the climate for learning on campus.

Managed the Blackboard Course Management System

- Approximately **700 courses** utilizing Bb during Spring 2004
- 7,639 users
- 64,254 average hits per day
- User support provided through training sessions, phone line, and online Help



Offered "Viewing Students as Customers" Seminar

- Attended by 13 faculty and staff

"Sure enjoyed the lunch and discussion today. It is really fascinating to listen to faculty discuss issues of mutual concern. We can't have too much of this --- discussing the nature of our students and the best ways to motivate them."

— Assistant Vice President, Enrollment Management

Managed Student Labs

- Upgraded student lab computers in Hart and White Residential Colleges and the Curris Center

"I would like to thank you, your office, and every avenue in which this University takes in aiding its students to be successful no matter what their circumstances."

— Former student

Learning

Support the climate for learning on campus.

Provided Digital Cameras

- Used points accumulated through toner recycling program to purchase **2 digital cameras** to place in the library for student checkout



Created Project Acorn

- Offered **Course Redesign workshops and consulting** with faculty
- Provided **5 presentations**—multiple consulting requests as a result
- Requested to present development/delivery procedures at statewide conference on connected learning (Fall 2004)

Technology

Provide support for faculty/staff in selecting and using appropriate technology tools.

Offered Training Workshops and Seminars

- **117 sessions offered on-campus and at remote campus sites** (topics include Teaching with Blackboard, Creating Blogs, and Web Accessibility, among many others)
- **947 aggregate attendees**
- **340 unique attendees**
- Presented Blackboard training at Madisonville and Henderson branch campuses
- Presented PowerPoint and Photoshop training at Breathitt Veterinary Center

“Thank you so very much for providing Blackboard training for the Madisonville and Henderson adjuncts. You are an excellent teacher—calm, patient, organized. We are all so appreciative of your traveling from Murray to provide us with this professional development opportunity.”

— Adjunct Coordinator for EDU classes at Madisonville

Provided One-on-One Consulting

- Meet with faculty, staff, and student organizations to assist with various technology needs, including webpage and media development, hardware requirements and configuration, and specialized software training.

“Thanks to you and Cassidy for presenting the Smartboard workshop yesterday. It’s always a pleasure to work with you. Dean Jordan and I appreciate your cooperative attitude and willingness to assist our college with technology needs.”

— Assistant to the Dean, Humanities and Fine Arts

Technology

Provide support for faculty/staff in selecting and using appropriate technology tools.

Converted and Managed Email/Listserv System

- 18,087 email accounts
- 252 Listservs
- Provided user training and support, revised online Help

Hosted The 12 Gadgets of Christmas Open House

- Created “trade show” training event featuring technology innovations and uses for faculty and staff
- 109 attendees



“Thank you again for the invitation to attend the 12 Gadgets of Christmas. I brought 2 colleagues with me and we had a wonderful time. The demonstrations you had set up were very informative for both work and play! What a wonderful idea...to get everyone to mingle and view the demonstrations by using the signed cards to draw for prizes. Again thank you and Merry Christmas!”

— Coordinator, Distance Learning & Special Projects

Technology

Provide support for faculty/staff in selecting and using appropriate technology tools.

Hosted Blitz Week 2003

- 24 Workshops/Seminars offered over 5 days
- 222 Attendees



Managed Laptop, Data Projector, and Digital Camera Checkout

- 200 laptop computer checkouts
- 250 data projector checkouts
- 48 digital camera checkouts

Duplicated Media for Faculty

- 355 audio tapes
- 229 video tapes

Managed the SMART Classroom and Conference Room Reservations

- 237 classroom reservations
- 56 conference room reservations

Technology

Provide support for faculty/staff in selecting and using appropriate technology tools.

Managed the Team Tech Student Intern Program

- Developed web sites for entities including the Passport to Success program, Office of Sponsored Programs, Chair of the Dept. of English, and National Ag Mechanics Professional Development Seminar (NAMPS)
- Developed recruitment CD's created for Wellness and Therapeutic Sciences, Educational Talent Search, and Institute for International Studies
- Video editing for various entities, including Health Sciences and Human Services, Industrial and Engineering Technology, Continuing Education/Academic Outreach, and Modern Languages
- Developed CD cover graphics
- Scanned images and documents for faculty
- Led workshops for faculty and students. Topics included Dreamweaver, Web Logs (Blogs), and Google



Created Online Surveys and Forms

- **American Democracy Project** online survey and results page for the Office of the Provost
- **Passport to Success** database and tabulations for the Passport to Success program



Technology

Provide support for faculty/staff in selecting and using appropriate technology tools.

- **Waterfield Library Student Survey** and tabulations
- **Cell Phone Usage** survey for the Chief Information Officer
- Online survey for **Summer Orientation student contact list** for School Relations
- Various online research surveys and forms for faculty

Managed RacerNet

- Added online forms for user input (photos, announcements)
- Averages +100,000 accesses/month during academic year

The logo for MSU RacerNet, featuring the text "MSU RacerNet" in a yellow, handwritten-style font on a black rectangular background.