

**Subject:** August 2023 Faculty Development e-Newsletter  
**Date:** Monday, August 14, 2023 at 6:00:35 AM Eastern Daylight Saving Time  
**From:** Nancy Chick  
**To:** Nancy Chick  
**Attachments:** image002.png@01D9356C.EA792BD0, image003.png, image001.png, image005.png, image004.png

### Monthly e-newsletter of faculty development @ Rollins

curated by the Endeavor Center, the campus hub for faculty development



### August 2023

### Schedule

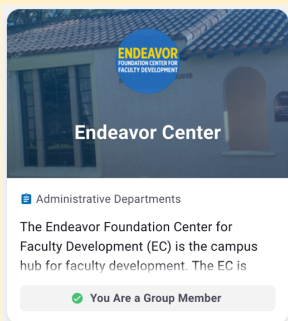
- Aug 14, 16, 18: New Faculty Orientation for Full-Time Faculty ([schedule & location](#))
- Aug 14: ICMP Course Redesign Workshop (1-4pm, Reeves Hall), *full*
- Aug 15: Using ChatGPT: A Hands-on Open Lab (2-3pm, Olin 220)
- Aug 17: Tech Refresher Drop-in (8-11am & 1-3pm, Olin 210)
- Aug 24: Writing Retreat for Faculty (8:30am-3pm, International House), [RSVP](#) by clicking *“Going” at the top*
- Aug 31: rFLA Faculty Meeting: Challenging Non-majors’ Worldviews, Facilitating Divisive Conversations (12:30-1:45pm, Bush 176)

## Two New Endeavor Center Sites to Support Faculty

### MyRollins Group

All faculty are members of the [Endeavor Center group](#) on MyRollins. Starting now, you’ll find all Endeavor Center events (including RSVPs) *exclusively* on the group’s [events](#) page. I’ll no longer be using the old campus events calendar, the Endeavor Center website schedule, and Wejoinin for events—a significantly streamlined shift.

Next, I’m exploring how to shift my Monday morning “This Wk in Faculty Development” messages and this monthly newsletter to MyRollins, so start getting familiar with it! Before then, I’ll let you know how to set your notifications to ensure you still receive these communications.



### Canvas Site

Since the Rollins website is primarily being used for external audiences now, I’ve been shifting most of the Endeavor Center’s information and materials to its new [Canvas site](#). All faculty have access to the Endeavor Center’s Canvas site. (If you don’t, let me know, and I’ll add you.) Add as a “favorite” to your Dashboard!

Below are a few timely [resources](#) you’ll find there.



### Support for Generative AI in the Classroom

Brooklynn Lehner, Lucy Littler,

### Procrastination & Deadlines

I’ve [posted](#) the following

### Ready-to-Use Reading & Social Annotation Assignments

A group of your colleagues\* developed a collection of ready-to-

Matt Forsythe, and I have begun curating a *brief* collection of

- AI-related campus events,\*
- guidance on using generative AI in your classes (including both policy and practice), and
- guidance for assignment (re)design.

You'll find that collection linked [here](#) on the Endeavor Center's Canvas site, or you can go directly to [bit.ly/airesource](http://bit.ly/airesource).

\* Currently scheduled events include the final hour of the CLA Faculty Retreat, a Hands-On Lab on Using ChatGPT (see Schedule above), an assignment redesign Roundtable on Sept 11, and an rFLA faculty meeting on Oct 5. See [here](#) for details.

resources for you to help students avoid procrastination, manage their time, and deal more effectively with deadlines and late work:

- two activities to help students a) plan for the intense times in your course and b) identify *and prioritize* your course's tasks each week,
- a sample "Course Extension Agreement" to complete with a student (new due date, penalties, a plan for what the student will do differently to meet the new deadline).

use assignments on reading and annotating different kinds of materials – your syllabus, disciplinary texts, assignment instructions, images, primary research articles, case studies, short stories, videos, and more. They used Perusall to practice and then developed assignments to share.

Two are useful in any course:

- **reading and annotating the syllabus**, and
- **reading in discipline-specific ways**.

Each also developed two assignments for departmental or divisional colleagues. (Some are useful beyond those contexts, though. Check them out!) You'll find all of these assignments and full instructions [here](#) on the Endeavor Center's Canvas site.

\* In reverse chronological order: Paul Reich, Jenny Queen, Margaret McLaren, Tres Loch, Brooklynn Lehner, Sabrice Guerrier, Hao Do, Kim Dennis, Mary Choi Robinson, & Bob Casper

### Affinity Groups Available to Faculty

Through the COACHE faculty satisfaction survey, gatherings and conversations during the pandemic, and conversations and input informing last year's DEIB Strategic Plan, many faculty have requested affinity groups to find community and support related to a common purpose, identity, or goal. Ashley Kistler (Dean, College of Liberal Arts) collected information to welcome new faculty members. See below for the groups identified so far and their contact information.

- Asian American Pacific Islander Desi American/APIDA Women's Faculty and Staff Association (Mary Choi Robinson, [mrobinson@rollins.edu](mailto:mrobinson@rollins.edu) and Martha Cheng, [mcheng@rollins.edu](mailto:mcheng@rollins.edu))
- Hispanic Staff Association (Juan Franco, [jfranco@rollins.edu](mailto:jfranco@rollins.edu))
- Rollins Black Faculty Association ([Rollinsblackfaculty@live.rollins.edu](mailto:Rollinsblackfaculty@live.rollins.edu))
- Rollins Black Women's Circle (Staff and Faculty) ([Rollinsassistacircle@live.rollins.edu](mailto:Rollinsassistacircle@live.rollins.edu))

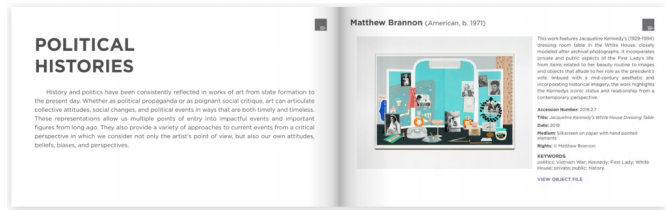
I've also posted a link to this information under [Resources](#) in the Endeavor Center's MyRollins group. If any are missing from this list, please send information to [nchick@rollins.edu](mailto:nchick@rollins.edu).

## Teaching with the Rollins Museum of Art

Featuring curated selections from the Museum's collection, RMA's online [Teaching Portfolios](#) address a range of current topics and historical events pertinent to the liberal arts. Utilize these Portfolios in your

classroom, or [schedule a class visit](#) to the Museum to see the works in person.

Check out this month's featured Teaching Portfolio exploring the theme of [Political Histories](#).



## Bring the Center for Career and Life Planning in Your Class

Will you be at a conference or know a specific date that you will not be able to hold class? Interested in your students learning more about connecting their curriculum to potential careers? CCLP would be happy to come into your class to present about any career related topic. Please fill out [our outreach form](#) and we will confirm availability.

## Point Your Students to MyRollins App for Self-Scheduling

There is a great new tool to help faculty support student wellness and well-being. Starting this semester, the Wellness Center is offering students self-scheduling options to book their appointments for Health Services and/or (CAPS) Counseling and Psychological Services through the MyRollins App.

## This Month with Instructional Design & Technology

Brooklynn Lehner, Director of Support, Outreach, & Digital Learning (IDT)

### Using ChatGPT: A Hands-on Open Lab

Join us for a hands-on look at using ChatGPT. We'll start the session with a fifteen minute overview of how ChatGPT works, best practices for using it and generating prompts. The rest of the time is set aside for you to experiment with the tool and try out some of the prompting strategies, with IDT there to help answer questions!

### Tech Refresher Drop-in

Drop by Olin 210 for a technology refresher! Bring your questions to get hands-on help with classroom tech like wireless projecting, Canvas, and Teams. Snacks provided.

### Canvas Panda Pros

Canvas is offering 45 minute virtual consultations with [Panda Pros](#). Schedule a personalised session to get your Canvas questions answered and learn tips and best practices. Topics include module best practices, accessibility, course design, standard-based grading, Speedgrader, and strategies for formative assessments. Sessions are available 11am - 8pm EST - 7 Days Per Week! Canvas is also offering [group sessions](#). These weekly offerings are a 60-minute webinar-style session where the hosting Panda Pro will present 2-4 common challenges from educators and provide expert advice and solutions during the live webinar. [View the schedule](#) here.

### IDT Office Hours

Beginning the first week of classes, IDT Office Hours are W 2-4pm and TH & F 10am-12pm. Stop by Olin 210 to say hi, ask questions, and get support. Or drop into our [Teams meeting](#). We can help with all things Canvas and Microsoft Teams, as well as multimedia assignments, classroom engagement activities like polling and social annotation, and hybrid or flipped teaching.

Reach out to Nancy Chick if you want your faculty development activities to be listed in this monthly newsletter, the "This Wk in Faculty Development" emails, and/or the new [MyRollins faculty development](#)

[calendar.](#)