THOMAS COLLEGE
Faculty Workshop Proposal

Introduction

With the rapid expansion of information databases and delivery systems comes an increased demand upon faculty and students alike to exercise caution and wisdom in their use. To meet the challenges posed by emerging technologies, the proposed workshop will be an ongoing opportunity for faculty professional development in the area of information literacy. Specifically, the workshop will address issues of the incorporation of electronic tools into the Thomas classroom as well as the application of technology to general institutional pedagogy. Through biweekly meetings, faculty will be introduced to existing technologies at Thomas College such as Blackboard, SharePoint, and online databases as well as newly acquired technology such as Turnitin. Guided by the needs and requests of faculty and administration, workshops will provide hands-on learning experiences and opportunities for general discussion.

Workshop Title: *Curriculum and Electronic Resources at Thomas College*

Description as it would be offered to the Faculty Senate, et al.

The technology available for today's classroom environment can sometimes seem overwhelming. Indeed, simply *identifying* a list of accessible and appropriate electronic resources often seems the most difficult aspect of incorporating technology into one's particular curriculum and pedagogy. This *open workshop* is designed to offer faculty the opportunity to discover the variety of applications, databases, and equipment that can be used in both the online and face-to-face course situation; learn how to appropriately incorporate different media into the classroom environment (intellectually, pedagogically, and realistically); and to feel comfortable using a variety of techniques. Topics will vary as requests and or needs are identified by members of the faculty and administration. Discussions and hands-on workshops will focus on (but certainly not be limited to) electronic database use, online catalog searching, Blackboard, e-Portfolios, SharePoint, audio/visual equipment, computer application "tricks", and online learning.

Workshop Objectives

Awareness of Resources

The workshop is designed to be a comfortable venue for faculty to learn about and discuss the many different resources (electronic and otherwise) available at Thomas College that may be identified under the umbrella heading: *Information Literacy*.

Collaboration of Ideas, Techniques, and Philosophies

The workshop will offer the opportunity for those who have utilized different tools and resources to share their successes and failures with others who may be considering the adoption of similar techniques. Additionally, new methodologies and or needs are often discovered serendipitously via the process of sharing one's teaching philosophy and practices in general discussion.

Hands-on Learning to Build Confidence with and in College Resources

The workshop will focus primarily on actual hands-on learning of college information resources such as Blackboard, e-Portfolio, Electronic Database(s), and Online Catalog use and availability. Confidence in and with new resources will be the result of having practiced new techniques and procedures in the "How-To situation". Confidence in the availability and predictability of information resources will potentially result in not only higher use of the resources by the faculty, but an increased recommendation of the resources by the faculty to their students.

The Identification of Instructors who May Act as Mentors to New Instructors

The workshop environment will help to identify those faculty members who already feel comfortable enough with the variety of current and potential resources to act as mentors to new Thomas College instructors.

Main Topics to be Covered in the Workshop

- Online Databases, including MARVEL, Minerva, LexisNexis
- Blackboard: effective use and practical procedures as defined by the Thomas College Three Tier Competency Assessment.
    - Examples are:
        - o Grade sheet creation
        - o Statistics gathering
        - o Uploading and downloading a variety of file-types.
- E-Portfolio Creation and Use (SharePoint)
- Effective Literature Searching
- Online Learning
- Audio/Visual Equipment Instruction
- Plagiarism identification (*Turnitin*)
- Thomas Style Guide (MLA)
- Copyright concerns (digital and tradition)

Possible or Typical Texts

There will be no defined textbook(s) for the workshop. A recommended reading list will be made available, which will be updated as newer or more relevant sources are identified by members of the faculty and administration.

Electronic Instruction Manuals when available.

Instructor

Colleen J. Burnham, Thomas College Information Resource Specialist

Rationale for the Workshop

Information literacy has taken center stage in academe as electronic resources such as online databases and the internet have become more accessible. While these resources can prove to be invaluable to faculty and students alike, with the good comes the bad. Credibility of sources, increased opportunities for plagiarism and technical glitches are just some of the issues faced by the educational community. The proposed workshop will train faculty in the use of technologies that exist at Thomas College, keep faculty abreast of new developments in educational technology and bring faculty together to address issues of particular relevance to teaching and learning. While the goal of the workshops is to bring faculty up-to-date on technology available at resources, the workshop will give faculty the opportunity discuss appropriate use of technology in the classroom, including when technology may be inappropriate.

In addition, the workshop format will help to overcome the general administrative difficulty of communicating the acquisition and availability of new technologies and teaching methods to all instructors. Through workshop announcements all faculty, part-time, full-time, regular, and adjunct, will be made aware of new technologies and resources and informed of training opportunities that will facilitate their use.