

# Teaching at Messiah University



Office of Faculty  
Development

2020-21

# Office of Faculty Development

Advances the college mission by supporting faculty excellence in teaching, scholarship, institutional service, and Christian faith and academic vocation

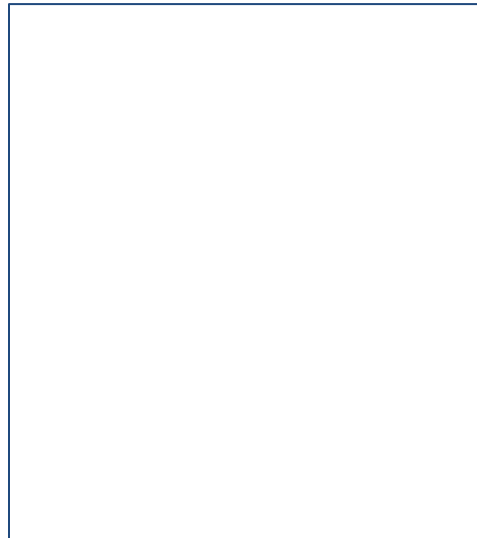
- Coordinates opportunities and resources for professional development
- Provides a special emphasis on Teaching & Learning
- Assists individual faculty interpreting and contextualizing student assessment of teaching (IDEA reports)

Our office is located in Boyer Hall 101.

# Who are we?



**Cynthia A. Wells, Ph.D.**  
Associate Professor of Higher Education  
Director of Faculty Development



TBD  
Assistant Director of Faculty Development  
for Teaching and Learning



**Lauren Allen**  
Administrative Assistant for Faculty  
Development

# Teaching at Messiah:

## *Categories for Assessment of Teaching*

1. Content Knowledge
2. Faith and Learning
3. Inclusive Excellence
4. Organizational Supports
5. Student Engagement
6. Student Learning

# Selected Ongoing Programming

- Teaching Tuesdays
- Professional Learning Communities (PLCs)
- Faculty Development Week (May, with Office of the Provost)
- Consultations for Teaching

# Teaching and Learning

- A subdivision of the Office of Faculty Development
  - Assistant Director of Faculty Development for Teaching and Learning
- Gives leadership to teaching & learning programming
  - Teaching Tuesdays
  - PLCs
- Focuses on developing pedagogical excellence
- Expertise through contributions of Teaching and Learning Fellows

# Teaching and Learning: T&L Fellows

- The Office of Faculty Development includes several teaching fellows each year.
  - Facilitate Professional Learning Communities (PLCs)
  - Involved in Teaching Tuesday planning
  - Available for teaching consultations with faculty
- Fellows this year are:
  - Erin Boyd-Soisson, Professor of Human Development and Family Science
  - Jenell Paris, Professor of Anthropology
  - Devin Manzullo-Thomas, Senior Lecturer in the Humanities

# Course Evaluations: IDEA Campus Labs

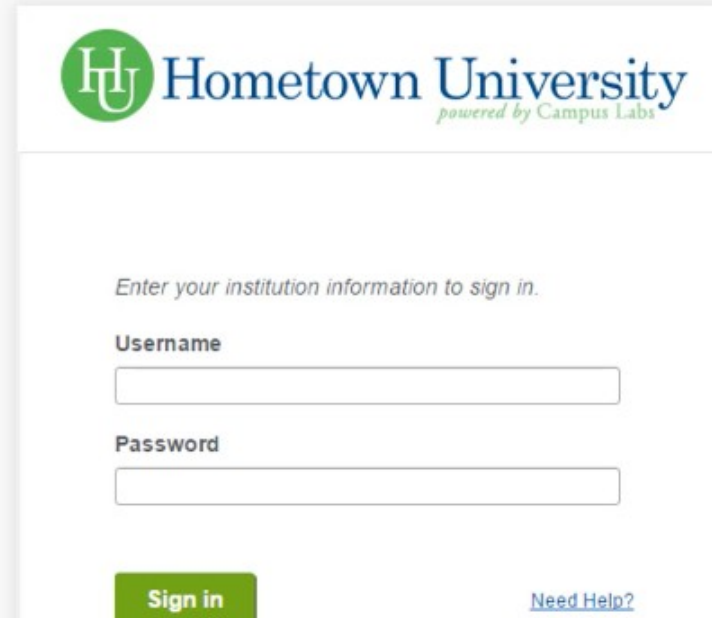
- In the first semester of teaching at Messiah, adjunct faculty will have all courses IDEA evaluated.
  - Student responses are available via the IDEA Campus Labs
  - Responses can be viewed by you, your department chair, and the dean of the school in which the course you taught was housed.
- After the first semester of teaching at Messiah, the department chair will select one or more courses to be IDEA evaluated each semester.
- Chairs are able to offer feedback on interpreting IDEA scores
- The Office of Faculty Development offers support for interpreting IDEA scores and using feedback to develop teaching.



# IDEA Campus Labs: How to Log In (Option 1)

## Logging In

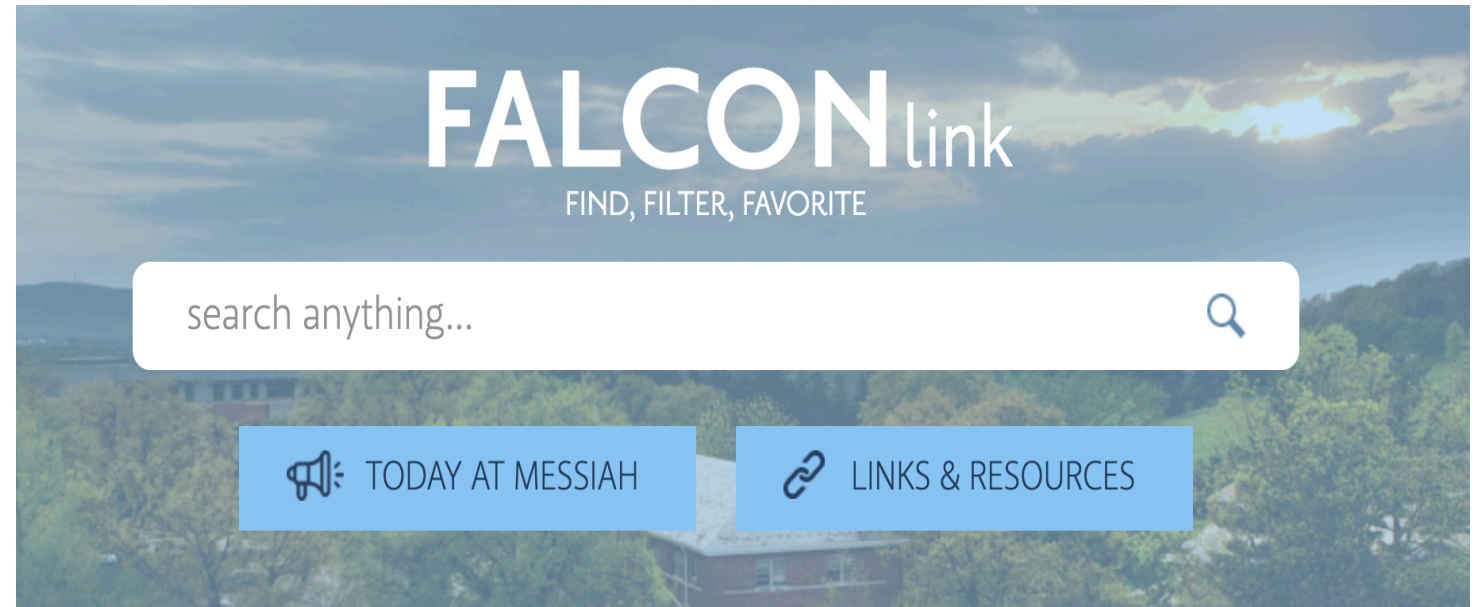
- Log into your Course Evaluation site:  
<https://yourcampus.campuslabs.com/faculty>
  - Use your campus credentials to log in
  - You will receive an email directing you to this site



The screenshot shows the login interface for Hometown University. At the top left is the Hometown University logo, which consists of a green circle containing the letters 'HU' in white, followed by the text 'Hometown University' in a blue serif font and 'powered by Campus Labs' in a smaller green sans-serif font below it. Below the logo is a white box containing the text 'Enter your institution information to sign in.' followed by two input fields: 'Username' and 'Password'. At the bottom left of the box is a green button with the text 'Sign in' in white. At the bottom right is a blue link with the text 'Need Help?'.

# IDEA Campus Labs: How to Log In (Option 2)

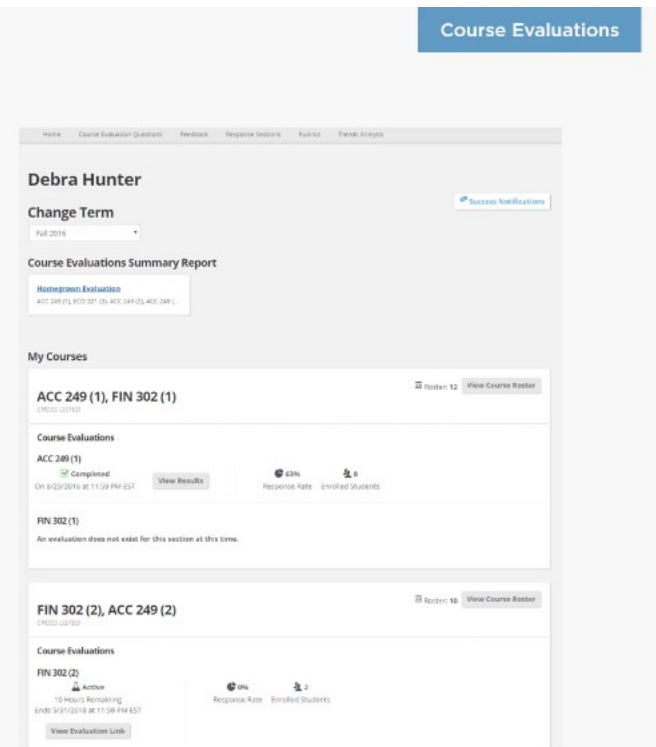
- Log in to FALCONlink
- Search for **IDEA Campus Labs-Faculty Card**
- “Favorite” Card by clicking the star on the card
- Click through Card to enter IDEA



# IDEA Campus Labs: Faculty Home Page

## Faculty Experience

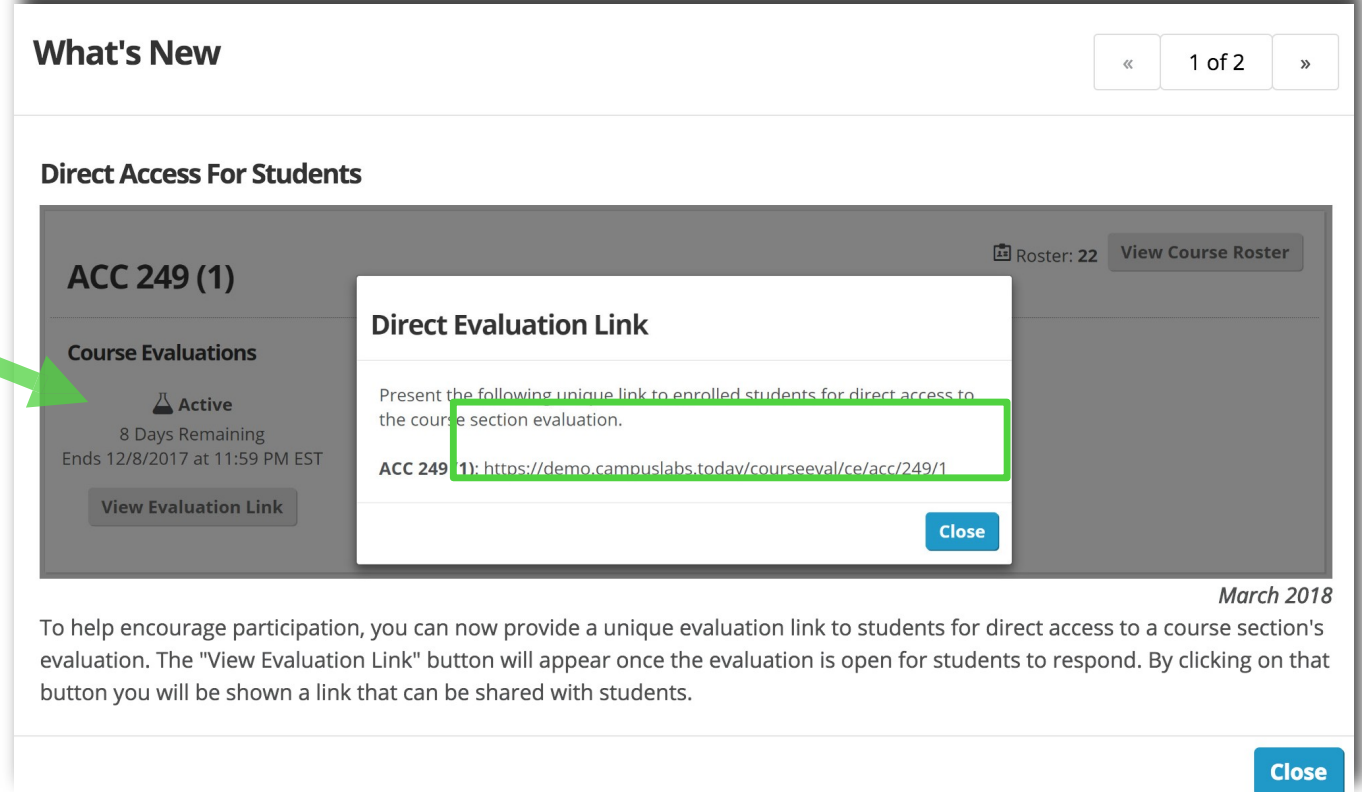
- Organized by term
- Section information available once included in an administration
- If reports are not available, the site will indicate when they will be released or if they are not scheduled for release



The screenshot displays the 'Course Evaluations' interface for a faculty member, Debra Hunter. The page is organized by term, showing 'Fall 2016' as the selected term. A 'Success Notifications' button is visible. The 'Course Evaluations Summary Report' section includes a 'Homegrown Evaluation' link and a list of courses: ACC 249 (1), ACC 207 (2), ACC 249 (2), and ACC 249 (3). The 'My Courses' section lists 'ACC 249 (1), FIN 302 (1)' with a 'View Course Roster' button. Below this, the 'Course Evaluations' section for 'ACC 249 (1)' shows a 'Completed' status, a 'View Results' button, a 43% response rate, and 8 enrolled students. The 'FIN 302 (1)' section indicates that no evaluation exists for this section at the time. The 'FIN 302 (2), ACC 249 (2)' section shows an 'Active' status, a 0% response rate, and 2 enrolled students, with a 'View Evaluation Link' button.

# Administering the Evaluation to Students

- Log in to your IDEA Campus Labs account
- Locate the Course
- Click on “View Evaluation Link”
- Make Link available to students in class (e.g. put on a Canvas Page) for F2F courses
- Send link to students or put on Canvas for online courses.



The screenshot shows the 'What's New' section of the IDEA Campus Labs interface. Under the 'Direct Access For Students' heading, a course entry for 'ACC 249 (1)' is displayed. The course is marked as 'Active' and has '8 Days Remaining' until '12/8/2017 at 11:59 PM EST'. A 'View Evaluation Link' button is visible. A green arrow points from the text 'Click on “View Evaluation Link”' in the list to this button. A modal dialog box titled 'Direct Evaluation Link' is open, showing the instruction: 'Present the following unique link to enrolled students for direct access to the course section evaluation.' The unique link is: 'ACC 249 (1): https://demo.campuslabs.today/courseeval/ce/acc/249/1'. A 'Close' button is at the bottom right of the dialog. Below the dialog, there is a 'View Course Roster' button and a 'Roster: 22' indicator. At the bottom of the page, there is a 'Close' button and a date indicator 'March 2018'. A text block at the bottom explains: 'To help encourage participation, you can now provide a unique evaluation link to students for direct access to a course section's evaluation. The "View Evaluation Link" button will appear once the evaluation is open for students to respond. By clicking on that button you will be shown a link that can be shared with students.'

# Selection of Relevant Learning Objectives

Login to IDEA Campus Labs from:

[messiah.campuslabs.com/faculty](http://messiah.campuslabs.com/faculty)

Your Messiah ID and Password are your credentials

Click on “Objectives Selection Form” button for the course

Select the relevant objectives

Instructions will be sent via email

Instructional Video available on the Messiah Faculty Development Web page

Home Course Evaluation Questions Feedback Trends Analysis BETA NEW

## < | Objectives Selection Form

**Select Learning Objectives** Course CIP Code: 52.0801

As a general rule, prioritize what you want students to learn by **selecting no more than 3-5 objectives as “Important” or “Essential”**.  
When calculating Progress on Relevant Objectives, **IDEA weighs Minor/ Not Relevant “0”, Important objectives “1”, Essential objectives “2”**

**4 Learning Objectives have been selected as “Important” or “Essential”**

■ - Autofilled objective recommended by your Admin. You can only increase this value

Learning Objectives	Minor	Important	Essential
1 Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4 Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Acquiring skills in working with others as a member of a team	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Developing creative capacities (inventing; designing; writing; performing in art, music, drama, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Developing skill in expressing oneself orally or in writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Learning how to find, evaluate, and use resources to explore a topic in depth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Developing ethical reasoning and/or ethical decision making	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Learning to <i>analyze</i> and <i>critically evaluate</i> ideas, arguments, and points of view	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
12 Learning to apply knowledge and skills to benefit others or serve the public good	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 Learning appropriate methods for collecting, analyzing, and interpreting numerical information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

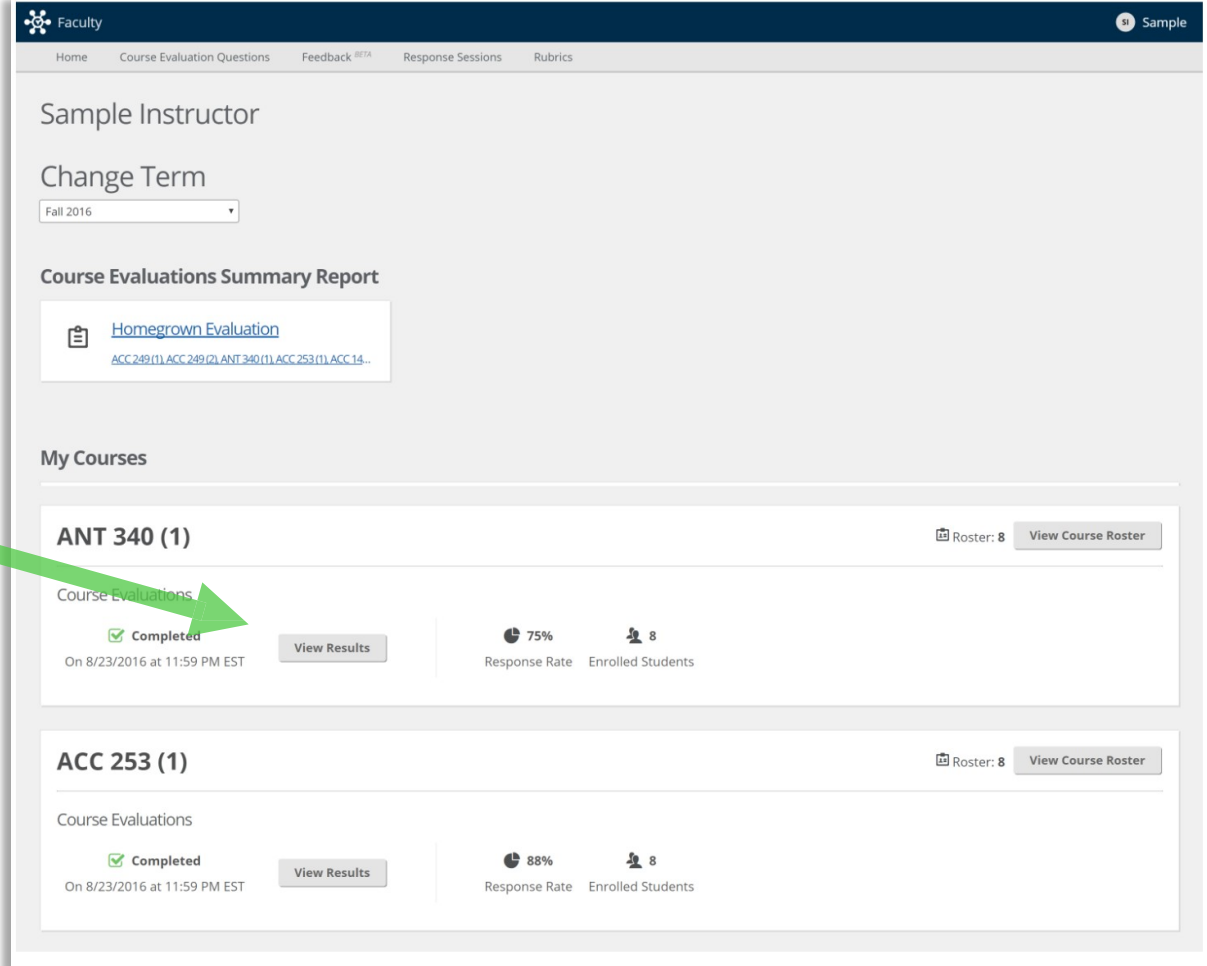
Cancel **Save**

# Viewing Summative and Formative Feedback

Log in to IDEA Campus Labs  
for Faculty

Click on “View Results”

Navigate with Tabs to view  
Summative, Formative, and  
Qualitative feedback



The screenshot displays the Faculty interface for IDEA Campus Labs. The top navigation bar includes links for Home, Course Evaluation Questions, Feedback, Response Sessions, and Rubrics. The user is logged in as 'Sample'. The main content area shows the 'Sample Instructor' profile, a 'Change Term' dropdown set to 'Fall 2016', and a 'Course Evaluations Summary Report' section with a 'Homegrown Evaluation' link. Below this, the 'My Courses' section lists two courses: ANT 340 (1) and ACC 253 (1). For each course, there is a 'View Course Roster' button and a 'Course Evaluations' section. The ANT 340 (1) course shows a 'Completed' status with a green checkmark, a 'View Results' button, a 75% response rate, and 8 enrolled students. The ACC 253 (1) course shows a 'Completed' status with a green checkmark, a 'View Results' button, an 88% response rate, and 8 enrolled students. A green arrow points from the text 'Click on “View Results”' to the 'View Results' button for the ANT 340 (1) course.

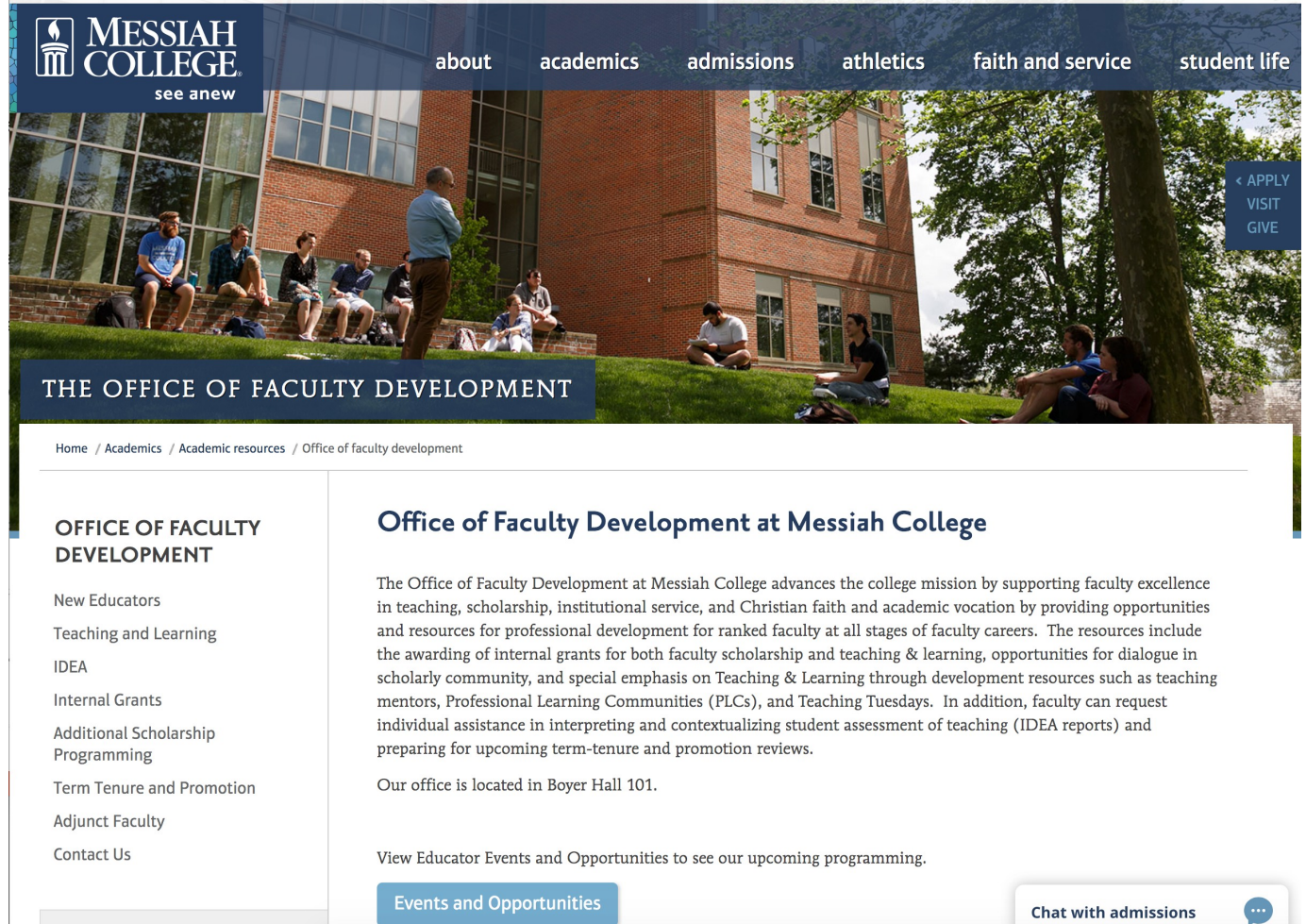
# IDEA Campus Labs: Resources

- There are training resources linked on the [Office of Faculty Development Website](#), including instructions for each step and links to instrument crosswalks
- The Office of Faculty Development sends out emails to faculty with step-by-step instructions at each phase.
- Campus Labs Training Pages
- Questions about IDEA?
  - UG Faculty – The Office of Faculty Development and/or Department Chair
  - GR Faculty – Rebekah Ostby and/or Program Director



# Contact Us

- [facdev@messiah.edu](mailto:facdev@messiah.edu)



The screenshot shows the website for the Office of Faculty Development at Messiah College. The page features a navigation bar with links for 'about', 'academics', 'admissions', 'athletics', 'faith and service', and 'student life'. A large banner image shows a group of people sitting on a lawn in front of a brick building. Below the banner, the page title 'THE OFFICE OF FACULTY DEVELOPMENT' is displayed. The breadcrumb trail reads 'Home / Academics / Academic resources / Office of faculty development'. The main content area is divided into two columns. The left column contains a list of links: 'OFFICE OF FACULTY DEVELOPMENT', 'New Educators', 'Teaching and Learning', 'IDEA', 'Internal Grants', 'Additional Scholarship Programming', 'Term Tenure and Promotion', 'Adjunct Faculty', and 'Contact Us'. The right column features the heading 'Office of Faculty Development at Messiah College' followed by a paragraph describing the office's mission and resources. A button labeled 'Events and Opportunities' is located at the bottom of the right column. A 'Chat with admissions' button is visible in the bottom right corner.

MESSIAH COLLEGE  
see anew

about academics admissions athletics faith and service student life

< APPLY  
VISIT  
GIVE

## THE OFFICE OF FACULTY DEVELOPMENT

Home / Academics / Academic resources / Office of faculty development

### OFFICE OF FACULTY DEVELOPMENT

- New Educators
- Teaching and Learning
- IDEA
- Internal Grants
- Additional Scholarship Programming
- Term Tenure and Promotion
- Adjunct Faculty
- Contact Us

### Office of Faculty Development at Messiah College

The Office of Faculty Development at Messiah College advances the college mission by supporting faculty excellence in teaching, scholarship, institutional service, and Christian faith and academic vocation by providing opportunities and resources for professional development for ranked faculty at all stages of faculty careers. The resources include the awarding of internal grants for both faculty scholarship and teaching & learning, opportunities for dialogue in scholarly community, and special emphasis on Teaching & Learning through development resources such as teaching mentors, Professional Learning Communities (PLCs), and Teaching Tuesdays. In addition, faculty can request individual assistance in interpreting and contextualizing student assessment of teaching (IDEA reports) and preparing for upcoming term-tenure and promotion reviews.

Our office is located in Boyer Hall 101.

View Educator Events and Opportunities to see our upcoming programming.

Events and Opportunities

Chat with admissions