ASSESSMENT RECORD FOR
Center for the Advancement of Teaching
Xavier University of Louisiana

Center for the Advancement of Teaching

August 2001 - May 2002
(Assessment Period Covered)

May 15, 2002
(Date Submitted)

Submitted By: Todd Stanislav, Associate Professor of Biology and Director, Center for the Advancement of Teaching
Expanded Statement of Institutional Purpose Linkage:

**Institutional Mission/Goal(s) Reference:**
Xavier University of Louisiana is Catholic and historically Black. The ultimate purpose of the University is the promotion of a more just and humane society. To this end, Xavier prepares its students to assume roles of leadership and serve in society. This preparation takes place in a pluralistic teaching and learning environment that incorporates all relevant educational means, including research and community service.

**Administrative or Educational Support Unit Mission Statement:**
The Center for the Advancement of Teaching is an interdisciplinary collaborative academic unit that aims to advance the art of teaching at all levels by providing the resources to revise pedagogy in innovative ways. The services and facilities of the Center are available to all Xavier faculty and to the Center’s three partner schools in the New Orleans Public School System – Mildred Osborne Elementary, Thurgood Marshall Middle and McDonogh #35 Senior High.

**Intended Administrative Objectives:**

1. The Center will assess its role with partner schools and draft a plan for future partner school relationships.

2. The Center will assist faculty in production and use of Web and multi-media instructional materials.

3. The Center will seek external funding for its faculty development initiatives.

4. 

5. 

Form B
Form C

ASSESSMENT REPORT
FOR

Center for the Advancement of Teaching
(Administrative or Educational Support Unit)

August 2001-May 2002

(Assessment Period Covered)

May 15, 2002

(Date Submitted)

Intended Administrative or Educational Support Objective:

NOTE: There should be one form C for each intended objective listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

____ The Center will assess its role with partner schools and draft a plan for future partner school relationships.

First Means of Assessment for Objective Identified Above:

____a. Means of Unit Assessment & Criteria for Success:
A list of past partner school activities was compiled with pro and con value judgments/explanations for the activities. Attainment of the completed list will be considered partial successful completion of the objective.

____a. Description of Data Collection & Assessment Results:
Old files and documents were reviewed. See attached summary table.

____a. Use of Results to Improve Unit Services:
A decision was made to redefine Center relationships with partner schools. See Center mission statement.

Second Means of Assessment for Objective Identified Above:

____b. Means of Unit Assessment & Criteria for Success:
Hold a focus group on the question, "What kinds of activities or support should the Center provide to partner schools?" among Center staff and school personnel from various schools that have used the Center in providing professional development activities for its staff. One criterion for success will be a consensus of opinions on the part of participants. This did not occur for partner schools but it did for XU faculty and Center staff.

____b. Description of Data Collection & Assessment Results:
The focus group discussion consisting of Center staff was held and a position statement was written that expresses the consensus of opinions. See Center Staff meeting minutes.

____b. Use of Results to Improve Unit Services:
The position statement is used to clearly define future Center activities as they relate to K-12 schools.
### PARTNER SCHOOL ACTIVITIES
#### MEANS OF UNIT ASSESSMENT

<table>
<thead>
<tr>
<th>List of Activities</th>
<th>Pro</th>
<th>Con</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Training Workshops</td>
<td>Attends to many and varied needs</td>
<td>Is not focused on any one problem</td>
</tr>
<tr>
<td>Mission Statement Revision</td>
<td>More closely aligned to current practice</td>
<td>Fails to sustain original commitment to three schools</td>
</tr>
<tr>
<td>Marketing Schools</td>
<td>Advertisement to the larger K-12 environment</td>
<td>May raise unfair expectations or unreasonable requests</td>
</tr>
<tr>
<td>BFE Summer Trainings</td>
<td>A more focused group, participants less distracted by school year pressures</td>
<td>Difficulty in sustaining enthusiasm throughout the school year</td>
</tr>
<tr>
<td>Lusher workshops</td>
<td>Seen as school-encouraged and an integral part of professional development</td>
<td>Difficulty in sustaining enthusiasm throughout the school year</td>
</tr>
<tr>
<td>Gumbo LALA</td>
<td>Sustained involvement with individual teachers and a real school presence</td>
<td>Labor intensive, not sustainable in California due to lack of face-to-face leadership</td>
</tr>
<tr>
<td>Kids to Afrika</td>
<td>Unsolicited request for assistance, highly motivated</td>
<td>Little and infrequent contact with students; Scheduling conflicts</td>
</tr>
</tbody>
</table>

### XAVIER UNIVERSITY REVISED MISSION STATEMENT
(bold type refers to revision most relevant)

The Center for the Advancement of Teaching......

- coordinates faculty development initiatives at Xavier University.
- is an interdisciplinary, collaborative academic unit that seeks to focus the University's efforts aimed at advancing the art of teaching at all levels.
- creates opportunities for Xavier faculty to develop new teaching strategies and to incorporate the use of technology in educationally effective ways.
- **encourages and supports collaboration between Xavier faculty and preK-12 schools**
Cat Staff Meeting  
Tuesday, November 13, 2001  
9:00am

Attendance  
Gayna Credle, Bart Everson, Janice Florent, Arriana Heins, Elizabeth Rhodes, Althea Robinson, Todd Stanislav

Mission Statement  
We rewrote the Mission Statement, regarding Partner Schools, to include more schools outside of New Orleans Public Schools.

Request for Proposals  
The due date for proposals is December 14, 2001. The flyer should go out before Thanksgiving Holidays.

Planning Document  
We began discussing Goal 4 of the Centers 2002-2003 Planning Document.

Kellogg Announcement  
We need to visit the Kellogg web site to find RFPs we could submit proposals for.
CAT Staff Meeting  
Friday, March 1, 2002  
9:30am

Attendance  
Gayna Credle, Bart Everson, Janice Florent, Arriana Heins, Elizabeth Rhodes, Althea Robinson, Todd Stanislav

Electronic Classroom Survey  
We reviewed and discussed the rational for the electronic classroom assessment. The survey will not be mandatory for faculty members or students to complete in Fall ’02. We will ask faculty members to complete the survey on a volunteer basis. This will help us work out the kinks and fine-tune the survey for future assessment. We are looking to survey every course and section, being taught in the rooms.

Marketing Partner Schools  
Elizabeth will formulate a letter to send to the preK-12 schools. The decision was made to narrow the focus of what types of proposals we would accept. We would be willing to work with groups of individuals from the selected schools instead of just working with a particular school.

Projector Update  
Janice has a meeting scheduled with a vendor on Tuesday to look at the rooms for a possible quote on a new projector.

Information Technology (IT) Certification Survey  
We brainstormed possible questions to put on the IT survey we will distribute to current and alumni students.
Intended Administrative or Educational Support Objective:

NOTE: There should be one form C for each intended objective listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

The Center will assist faculty in production and use of Web and multi-media instructional materials.

First Means of Assessment for Objective Identified Above:

_a. Means of Unit Assessment & Criteria for Success:
The Center generated a record of the type of media assistance provided to faculty from staff member calendar of events.

_a. Description of Data Collection & Assessment Results:
Staff members generate lists of assistance provided to faculty to include over the telephone and project assistance (faculty not on the sign-in sheet) with media type, category for assistance (e.g. programming, equipment directions, file transfer) and omitted university department served. The list is attached.

_a. Use of Results to Improve Unit Services:
The Center will consider providing refresher workshops on WebBoard.

Second Means of Assessment for Objective Identified Above:

_b. Means of Unit Assessment & Criteria for Success:
The Center used log-in sheet tallies for individual faculty totals to seek assistance. The criteria for success was to be solutions for at least 90% of the requests. The percentage of successful assists is not available.

_b. Description of Data Collection & Assessment Results:
Most faculty members left the Center with solutions. For those who did not, the reason was due to or the job would take more time than the faculty member had allocated. The list is attached.

_b. Use of Results to Improve Unit Services:
Because many scanning tasks were to make transparencies, the Center will consider stocking transparency paper for faculty use. We had to limit the size of color print jobs to 5 pages due to an increase in color print activity.
### FACULTY ASSISTED

**August 2001 - April 2002**  
*Bart Everson, Multimedia Specialist*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>camera</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>cd-rom burning</td>
<td>consultation</td>
<td>1</td>
</tr>
<tr>
<td>design document</td>
<td>consultation</td>
<td>2</td>
</tr>
<tr>
<td>digital camera</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>domain registration</td>
<td>consultation</td>
<td>1</td>
</tr>
<tr>
<td>FTP</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>imaging</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>multimedia authoring</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>porting program to mac</td>
<td>consultation</td>
<td>1</td>
</tr>
<tr>
<td>Powerpoint, web</td>
<td>consultation, training</td>
<td>1</td>
</tr>
<tr>
<td>print imaging</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>printing</td>
<td>production</td>
<td>1</td>
</tr>
<tr>
<td>scanning, web design</td>
<td>production</td>
<td>1</td>
</tr>
<tr>
<td>setting permissions</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>video editing</td>
<td>production, training</td>
<td>1</td>
</tr>
<tr>
<td>video editing</td>
<td>training</td>
<td>2</td>
</tr>
<tr>
<td>video editing</td>
<td>consultation</td>
<td>4</td>
</tr>
<tr>
<td>web authoring</td>
<td>production, training</td>
<td>3</td>
</tr>
<tr>
<td>web authoring</td>
<td>production</td>
<td>1</td>
</tr>
<tr>
<td>web authoring</td>
<td>consultation</td>
<td>1</td>
</tr>
<tr>
<td>web authoring</td>
<td>training</td>
<td>4</td>
</tr>
<tr>
<td>web authoring</td>
<td>consultation</td>
<td>5</td>
</tr>
<tr>
<td>web imaging</td>
<td>training</td>
<td>1</td>
</tr>
<tr>
<td>web imaging</td>
<td>consultation</td>
<td>1</td>
</tr>
<tr>
<td>web photo album</td>
<td>production</td>
<td>1</td>
</tr>
<tr>
<td>web radio</td>
<td>consultation</td>
<td></td>
</tr>
</tbody>
</table>

22 faculty total

---

**August 2001 - April 2002**  
*Gayna Stevens Credle, Instructional Specialist*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebBoard Conference©</td>
<td>Tech support</td>
<td>7</td>
</tr>
<tr>
<td>scanner</td>
<td>Tech support</td>
<td>4</td>
</tr>
<tr>
<td>production room software</td>
<td>Tech support</td>
<td>4</td>
</tr>
<tr>
<td>HyperCard</td>
<td>Tech support</td>
<td>1</td>
</tr>
</tbody>
</table>

10 faculty total
## Center Services

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Service Category</th>
<th>Percent of visits for service listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of XU faculty signed in on the Center's daily log</td>
<td>Scanner</td>
<td>41 %</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td>16%</td>
</tr>
<tr>
<td></td>
<td>Printer</td>
<td>11%</td>
</tr>
<tr>
<td></td>
<td>Computer</td>
<td>8%</td>
</tr>
<tr>
<td></td>
<td>Production room</td>
<td>6%</td>
</tr>
<tr>
<td></td>
<td>Room arrangements</td>
<td>4%</td>
</tr>
<tr>
<td></td>
<td>Faculty workroom</td>
<td>4%</td>
</tr>
<tr>
<td></td>
<td>Editing tape</td>
<td>3%</td>
</tr>
<tr>
<td></td>
<td>Illustrator software</td>
<td>3%</td>
</tr>
<tr>
<td></td>
<td>HyperCard software</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>Real Producer</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>CD Burner</td>
<td>1%</td>
</tr>
</tbody>
</table>

*119 sign-in entries
*45 Faculty/206 total faculty

* Table does not include electronic classroom and computer lab requests for use and software accommodations, or equipment loans.
Intended Administrative or Educational Support Objective:

The Center will seek external funding for its faculty development initiatives.

First Means of Assessment for Objective Identified Above:

- **a. Means of Unit Assessment & Criteria for Success:**
  Center staff will research possible funding leads and assemble a notebook of the contact information and deadlines.

- **a. Description of Data Collection & Assessment Results:**
  A binder was created in which information on possible funding sources is now filed.

- **a. Use of Results to Improve Unit Services:**
  We now have a much more systematic way to catalog grant information. On occasion, we have also been able now to more efficiently respond to faculty requests for grant information.

Second Means of Assessment for Objective Identified Above:

- **b. Means of Unit Assessment & Criteria for Success:**
  A new grant proposal will be written and submitted to a funding source (e.g., foundation, government agencies). The submission of one proposal or more will be considered a success.

- **b. Description of Data Collection & Assessment Results:**
  Three grants were submitted during this period (see the table below).
<table>
<thead>
<tr>
<th>Proposal submitted to:</th>
<th>Date of submission</th>
<th>Title of proposal</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Andrew W. Mellon Foundation</td>
<td>August 2001</td>
<td><em>Teaching, Learning, and Technology Initiatives</em></td>
<td>Funded; 3 years</td>
</tr>
<tr>
<td>The Bush Foundation</td>
<td>September 2001</td>
<td><em>A Program to Improve Student Learning Through Faculty Development, Scholarship, and the Improvement of Teaching</em></td>
<td>Funded; 3 years</td>
</tr>
<tr>
<td>UNCF</td>
<td>March 2002</td>
<td><em>Faculty Advancement Program for a Technology-enhanced Curriculum</em></td>
<td>Pending approval</td>
</tr>
</tbody>
</table>

**b. Use of Results to Improve Unit Services:**

The award of two grants totaling $800,000 allows the Center to enrich faculty development efforts and improve student learning at Xavier.
ASSESSMENT RECORD FOR
Center for the Advancement of Teaching
Xavier University of Louisiana

August 2002 - May 2003                    May 15, 2002
(Assessment Period Covered)       (Date Submitted)

Submitted By:   Todd Stanislav, Associate Professor of Biology and Director, Center for the Advancement of Teaching
Expanded Statement of Institutional Purpose Linkage:

Institutional Mission/Goal(s) Reference:

Xavier University of Louisiana is Catholic and historically Black. The ultimate purpose of the University is the promotion of a more just and humane society. To this end, Xavier prepares its students to assume roles of leadership and serve in society. This preparation takes place in a pluralistic teaching and learning environment that incorporates all relevant educational means, including research and community service.

Administrative or Educational Support Unit Mission Statement:
The Center for the Advancement of Teaching coordinates faculty development initiatives at Xavier University; is an interdisciplinary, collaborative academic unit that seeks to focus the University's efforts aimed at advancing the art of teaching at all levels; creates opportunities for Xavier faculty to develop new teaching strategies and to incorporate the use of technology in educationally effective ways; encourages and supports collaboration between Xavier faculty and preK-12 schools.

Intended Administrative Objectives:

1. Collaborate with the Teaching, Learning, and Technology Roundtable (TLTR) to advance TLTR’s work and the mission of the Center for the Advancement of Teaching.

2. Collaborate with the University Faculty Development committee to advance faculty development efforts at Xavier.

3. Implement the initiatives associated with the Mellon grant.

4.

5.
Collaborate with the Teaching, Learning, and Technology Roundtable (TLTR) to advance TLTR’s work and the mission of the Center for the Advancement of Teaching.

First Means of Assessment for Objective Identified Above:

a. Means of Unit Assessment & Criteria for Success:
Center staff, including the Director, Multimedia Specialist, and Instructional Design Specialist, will actively participate in the Teaching, Learning, and Technology Roundtable.

b. Description of Data Collection & Assessment Results:
Attendance records of meetings will be kept along with meeting minutes. The documentation will detail how the Center actively participated.

c. Use of Results to Improve Unit Services:
Attending meetings will demonstrate/record the Center’s support of TLTR and establish contacts with faculty members.

Second Means of Assessment for Objective Identified Above:

b. Means of Assessment & Criteria for Success:
The Center will work with TLTR members in implementing some aspects (e.g., review of proposals and projects) of the Mellon grant initiatives.

b. Description of Data Collection & Assessment Results:
A list of activities will be generated.

b. Use of Results to Improve Unit Services:
The activity list will document how policy evolved; and assist in keeping the Center from duplication of efforts.
ASSESSMENT REPORT
FOR

Center for the Advancement of Teaching
(Administrative or Educational Support Unit)

August, 2002 – May, 2003
(Assessment Period Covered)

May 15, 2002
(Date Submitted)

Intended Administrative or Educational Support Objective:

NOTE: There should be one form C for each intended objective listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

Collaborate with the University Faculty Development Committee to advance faculty development efforts at Xavier.

First Means of Assessment for Objective Identified Above:

a. Means of Unit Assessment & Criteria for Success:
The Director will establish more frequent dialogue with the chair of the University Faculty Development Committee.

b. Description of Data Collection & Assessment Results:
Semester meetings will be scheduled and meeting minutes will be kept.

c. Use of Results to Improve Unit Services:
Attending meetings will demonstrate/record the Center’s support of University Faculty Development Committee and establish contacts with faculty members.

Second Means of Assessment for Objective Identified Above:

b. Means of Assessment & Criteria for Success:
The Center will work with University Faculty Development Committee members in implementing some aspects (e.g., review of proposals and projects) of the Bush grant initiatives.

b. Description of Data Collection & Assessment Results:
A list of activities will be generated.

b. Use of Results to Improve Unit Services:
The activity list will document how policy evolved; and assist in coordinating activities of the Center with those of the University Faculty Development Committee, and vice versa.
ASSESSMENT REPORT
FOR
Center for the Advancement of Teaching
(Administrative or Educational Support Unit)
August, 2002 – May, 2003
(Assessment Period Covered)
May 15, 2002
(Date Submitted)

Intended Administrative or Educational Support Objective:
NOTE: There should be one form C for each intended objective listed on form B. Intended unit objective should be
restated in the box immediately below and the intended objective number entered in the blank spaces.
Implement the initiatives associated with the Mellon grant.

First Means of Assessment for Objective Identified Above:
   a. Means of Unit Assessment & Criteria for Success:
The Center has developed a timeline for implementing the activities associated with the Mellon grant. Accomplishment of the timeline milestones should be at least 95%.

   a. Description of Data Collection & Assessment Results:
Evidence of milestone products will be kept in the Center. A copy of the timeline will be attached.

   a. Use of Results to Improve Unit Services:
The timeline will assist Center staff on focusing on implementation of the grant.

Second Means of Assessment for Objective Identified Above:
   b. Means of Assessment & Criteria for Success:
Documentation of activities and events which occurred.

   b. Description of Data Collection & Assessment Results:
The Center will keep a participation list with dates of the Mellon grant initiative milestones.

   b. Use of Results to Improve Unit Services:
The timeline will assist Center staff on careful and effective implementation of the grant.