

Review Committee Report  
One-to-One Services  
May 2011

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Review Team:

Chair, Janice Florent, CAT  
David Lanoue, English Dept  
Michael Homan, Theology Dept

Charge:

- Review our current one-to-one offerings and address the following.
  - Have any of them been used in the past two years? If so how many times?
  - Are any of the topics obsolete and should they be removed?
  - Are the contact people still here at Xavier and willing to continue?
    - If yes, have them update their pages? If no, identify someone else to be the contact person and update the page.
  - What new topics should be added?

Timeline:

September 2010 - Invite review team  
October 2010 - Convene review team  
November 2010 – March 2011 – Review team does its work  
April 2011 – Review team presents report to CAT  
Summer 2011 – CAT reviews and implements recommendations

## Review Committee Recommendations for One-on-One Services

There are seventeen one-on-one services currently offered by CAT. They are:

- Classroom Observation
- Essay Questions and Essay Examinations
- Instructor Immediacy as a Teaching Tool
- Multiple Choice Questions, Examinations, and Test Banks
- Grading Made Easy
- Service-Learning Assistance
- Student Response Systems
- Small Group Instructional Diagnosis
- Using Movies to Enhance Student Learning
- Using SMART Board
- Videotape Your Teaching
- Web Publishing Made Easy
- Writing to Learn
- Mid-Course Review
- Classroom Assessment Techniques
- Scholarship of Teaching and Learning
- Blackboard Assistance

Small Group Instructional Diagnosis and Mid-Course Review seem to provide the same or very similar services. We recommend combining this into one service.

We feel the one-on-one services are sustainable, as long as there are volunteers interested in providing the service. When the contact person is not able to continue to provide the service, the CAT advisory board may be a source to utilize in order to find another volunteer.

We recommend a yearly review of the one-on-one services. At that time the information on the web site and printed material should be reviewed to make sure it is still up to date. This review should be done by the end of the academic year so that at the start of the next academic year the published information could be up to date.

We recommend increasing advertising of the one-on-one services especially for pre-tenured faculty. These services can improve teaching in the critical first years at Xavier, making it more likely that they will earn tenure (and stay), and more likely that they will form a habit of continual improvement by making use of what CAT has to offer in the future.

As for advertising, continue to inform new faculty of the one-on-one services at new faculty orientation. We also recommend Elizabeth send out reminders of the one-on-one services via e-mail once a semester. For those services that have been recently used, she might include a quote or two from the faculty who benefited. For faculty in their first three years, a hard copy letter of description and invitation might be a good idea.

**Subject:** summary of feedback from advisory board  
**From:** Elizabeth Yost Hammer <eyhammer@xula.edu>  
**Date:** Wed, 30 Mar 2011 15:19:45 -0500  
**To:** Janice Florent <jflorent@xula.edu>

Janice,

In addition to what I forwarded you, here's the summary of the feedback about the one-to-ones.

- Specifically list Bb, google presentations/creative commons, and other workshops we do
- Update contact people (e.g., Leslie, Ross)
- Add midcourse reviews instead of SGIDs
- Add classroom management
- Add cognitive psych of learning
- Add writing student learning objectives/outcomes
- And the one that came up the most often, increase publicity and awareness

Thanks!

Eliz

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For more information on CAT activities, please visit our website at  
<http://cat.xula.edu/>.

One-on-One Services	Contact Person(s)	Service used in past 2 years?	If so, by how many faculty?	Service obsolete?	Contact willing to continue ?	Comments	Information collected by
Grading Made Easy	Janice Florent	Yes	23 faculty	No	Yes		Janice
Student Response Systems	Janice Florent	No	0 faculty	No	see comments	Recently a Pharmacy faculty member wanted information about using the H-ITT clickers and Janice referred her to the Pharmacy Department for assistance. Janice is willing to provide this service. However, in order for Janice to provide this service she needs access to clickers. If CAT is not going to get clickers then this service should be offered by someone who supports clickers used elsewhere on campus.	Janice
Using SmartBoard	Janice Florent	Yes	7-8 faculty	No	Yes		Janice
Web Publishing Made Easy	Bart Everson	No	0 faculty	No	Yes	Bart said "To my knowledge this one has never been requested".	Janice
Scholarship of Teaching and Learning	Elizabeth Hammer	Yes	5-6 faculty	No	Yes		Janice
Mid Course Review	Elizabeth Hammer Leslie Richardson Mark Gstohl E. Smith-Rousselle Jason Berntsen	Yes	39 faculty	No	Yes	Some data on number of faculty serviced is missing. Elizabeth Yost Hammer is working on finding the missing data.	Janice
Classroom Observations	Leslie Richardson David Lanoue	Yes	1 faculty	No	Yes	David wrote, "Dr. Leslie Richardson and I are listed as being available for this. This fall semester, we both received our first-ever request. It conflicted with one of my classes and with Leslie's sabbatical, so we passed it on to Dr. Elizabeth Hammer. Leslie writes, "I think the reason it's not much requested is that there's no clear distinction between this and a mid-course review (I've done TONS of those, since Eliz. started advertising them). On the other hand, if someone bothers to look it up on the CAT website, I see no reason why we can't continue to offer them, and I'd be happy to remain the contact (even after my CAT stint is over)." I agree with Leslie. I'm in favor of continuing to offer this and I, like her, would like to still be listed as a go-to person for this."	David

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Essay Questions and Essay Examinations	Tom Bonner	No	0 faculty			David wrote, "Dr. Tom Bonner, Jr., is listed as the go-to person, but he has retired (although he still teaches one course, part-time). In the past 2 ½ years, no one has contacted him for help in this area. He writes, "I do think that once a year some type of workshop or forum should be held, especially since that form of examination and assignment is widely used." He adds, should we decide to keep offering this as a one-on-one service, it's "important to add a full-time person from English to help with this service." He's willing to continue as "a volunteer." Personally, I feel that we should discontinue offering this service."	David
Instructor Immediacy as Teaching Tool	Dominique Gendrin	No	0 faculty			Dr. Dominique Gendrin is in charge of this area. Only one person has asked for help in this area. It was a member of her department, not something that was facilitated by CAT. No one has sought her help in improving immediacy in the classroom via CAT. She writes, "I did a research project (before Katrina) with majority Xavier faculty looking at the relationship between immediacy and their socio-emotional orientation toward students and found that, except for graduate students (at another university) most faculty reported being highly immediate and assertive. In other words, they do know what they are doing and do not need help. Therefore, it does not seem necessary to keep it available through CAT."	David
Small Group Instructional Diagnosis	E. Smith-Rousselle Leslie Richardson	Yes		No	Yes	David wrote, "This is the same as the mid-course review: a connection that's not obvious on the website and probably, if we keep it, should be clarified. Elizabeth Smith Rouselle is doing "four and possibly five" this semester, and, she writes, "I know that Elizabeth H. got requests for somewhere around 14 or 15 of them. I think they are extremely valuable and that CAT should definitely keep doing them." She adds that she enjoys this work and would very much like to continue."	David

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Writing to Learn	David Lanoue	No	0 faculty	Yes		David wrote, "I am listed at the go-to person for this. In all the years that it has been listed, I have had no one-on-one customers. I don't think we should keep offering it."	David
Videotape Your Teaching	Media Services	No		No	Yes	<p>Jim Thiebaud wrote "I reviewed the two web pages and they seem to be accurate and up to date. That said, in the seven years that I've been here I've only had one request to video tape an actual class and that was pre-Katrina. Obviously the Xavier faculty lacks interest in this recording and evaluation service but I see no reason not to continue to offer it.</p> <p>My interest is in offering video production services for complicated learning objectives. Let's say a particular form of differential equation is historically difficult for students to grasp. Then we form a team consisting of the faculty member as the subject matter expert and one or more video production people to facilitate the production. We then produce a 5-10 minute video dedicated to the simple explanation of that difficult concept. The resulting video can be viewed and reviewed by the students as often as they desire until they either understand the material or at least understand enough of it to open up to tutoring.</p> <p>Eventually we will have a collection of these short videos on a variety of academic topics and concepts. We have virtually everything we need to produce these videos on campus with little or no expense to either the department or the University. We could brand the videos as a Xavier product and offer them to the greater academic community free or for a small fee.</p> <p>I've recently been approached by one of the language teachers to do just this thing. We have not started any production yet. I'll keep you posted if and as we progress. Also, Dr. Jones from the math department did a series on pre-algebra programs a long time ago. The tapes were very long and lacked technical production value. Even so the students used to spend a lot of time watching them for the help that they provided.</p> <p>I know this is more than you wanted to hear. It's just a pet project of mine that I would like to see get off the ground. I retired from the chemical industry where we produced many short training programs pertaining to difficult concepts as an efficient aid to qualifying workers to do a job."</p>	Michael
Service-Learning Assistance	Mark Gstohl	No		No	Yes	Note I changed contact from Ross to Mark Gstohl	Michael
Using Movies to Enhance Student Learning	Michael Homan Mark Gstohl	No		No	Yes		Michael
Classroom Assessment Techniques	Elizabeth Hammer	No	0 faculty	No	Yes	Elizabeth wrote "Though in consultation or just stop by advice sessions, I often push these."	Michael

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Multiple Choice Questions, Examinations, and Test Banks	John Sevinar	No		Maybe	Yes	John wrote "Nobody has used the one on one service for multiple choice questions, and I have no feelings one way or another about keeping the topic on the CAT site. I plan to leave the web site up. One change, though; my title is now Professor Emeritus. I'm retired. I still live in New Orleans but have plans to be out of town on vacations for large chunks of the school year, if that matters. I'll happily go along with whatever the committee decides."	Michael