The Faculty In-Box

Dean’s Comments

Happy 2012! Hope you all enjoyed the short break we had between fall 2 and spring 1. For this issue of the Faculty In-Box, I’m providing you a look back at 2011 and a look forward to 2012.

In fall term 2011, there were 3,791 online students. Of these, 2,660 were undergraduates and 1,131 were graduate students. Of the undergraduates, 1,606 were full time, i.e., taking more than 6 hours per term. Of the graduates, only 8 were full time, i.e., taking more than 3 hours per term. Almost 98% of all the online students are degree-seeking students.

Looking at the degrees being sought, for the associate degrees, criminal justice has 123 students followed closely by health-care management with 115. The applied psychology degree has the most (417) students of those seeking bachelor's degrees. The next largest is computer information systems with 339. At the graduate level, the most popular major is the M.S. in Information Technology with 216 declared majors. In the MBA program, the largest specialization is in project management.

U.S. News and World Report released its first ranking of online programs Jan. 10, 2012. Florida Tech’s online program was one of four schools offering undergraduate business programs and one of 14 schools offering graduate business programs to be named to the “honor roll.” To be named to the “honor roll,” U.S. News and World Report stated, “Programs at the bachelor’s level that made the honor roll are those that place in the top third of all three bachelor’s category rankings. At the master’s level, programs must place in the top third of at least three out of four of their category rankings.” For a complete analysis of the results, see http://www.usnews.com/education/online-education.

I hope you enjoy this issue. You’ll find articles written by some of your faculty colleagues. If you are interested in contributing to the newsletter, contact Gil Conradis, the Faculty In-Box editor.

APACitation Style

Located under “Resources” in the LMS is a citation style application. Using APA citation style is an important part of paper writing. The 6th edition of the Publication Manual of the American Psychological Association is used when writing papers for your courses in the following colleges: • Psychology • Criminal Justice • Business

Additionally, MLA, Harvard and other specialized citation styles are available in the “RefWorks” section of the Evans Library, Florida Tech.

https://www.refworks.com/refworks2/?r=authentication:init&groupcode=RWFloridaIT

Remote Desktop Connection

Mac users in specific Florida Tech courses will need to operate within the Windows operating system. With Remote Desktop Connection™, which is an application by Microsoft loaded on your Mac, you can connect from your Macintosh computer to a Windows-based (Remote Desktop Server). You may then work with programs and files on that PC and even store files locally on your Mac should you choose.
Concept Mapping

Andy K. Stanfield, Director, Center for Teaching and Learning Excellence (CTLE)

**Introduction**

In this issue, we are going to talk about incorporating concept maps into your courses. Concept maps are an instructional strategy that uses graphic representation to express relationships or concepts. The purpose of the concept map is to foster understanding of a subject, aiding in comprehension. Specifically, when using concept maps, students extract concepts and their relationships from outside sources, graphically displaying these concepts on paper or on a computer screen before labeling the relationships. This can make concept mapping especially appealing when brainstorming.

One great thing about concept maps is that both instructors and students can use them. Instructors can create concept maps to present to their students for study. Another approach is to have the students create their own concept maps by hand or with free software. One major advantage of using concept maps over outlining is that concept maps are better for recall. While both are structured representations, recursion cannot be shown on a traditional outline. Finally, studying the concepts and their relationships can allow users to state propositions based on the information displayed on the map.

**Types of Concept Maps**

There are three types of concept maps: spider or cluster maps, hierarchy maps, and chain maps. Spider or cluster maps generally portray similar types of information. For example, a cluster map focused on showing the planets in our solar system would probably have graphics of the planet topics clustered around the central topic of the sun. Hierarchy maps generally show the parts of an organization. Finally, chain maps usually show steps of a process or a procedure.

**Using Concept Maps in Online Classes**

Concept maps can really help with brainstorming in online classes, especially in courses that are writing-intensive. There are numerous free concept mapping software programs that your students could download and use, so research the many free concept mapping programs that are available: http://en.wikipedia.org/wiki/List_of_concept-_and_mind-mapping_software. Additionally, instructors who enjoy using concept mapping as an instructional strategy may wish to purchase a more dynamic software program, such as Inspiration.

**Conclusion**

Concept maps are great ways for students to brainstorm or to organize their ideas quickly. Instructors can also create concept maps for their students to use as study aids. If you encourage your students to use concept mapping software, then you might want to create a brief mini-lesson on how you would like for your students to use the software in your particular online class. With a little time and effort, concept maps can be a great strategy for helping your students recognize relationships and to aid in comprehension. If you wish to discuss concept mapping or if you have questions, then please contact Andy Stanfield at astanfield@fit.edu.

See Center for Teaching and Learning Excellence Webinar Schedules on page 3.

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**E-Learning Platform**

Gil Conradis, LMS Coordinator and Trainer

Florida Tech requires the consistency of all instructors to use their fit.edu in Florida Tech courses. Faculty emails in the “Account” area of the eLearning Platform will be “locked down,” meaning that entry will no longer be available to edit.

Often professors need to forward their email to another account for sanity’s sake. Below is the link that explains how to forward email to another email account for your convenience.

Email correspondence will continue to be sent to your fit.edu email address. Your Florida Tech email account is the official means of communication with us. When sending or receiving emails, please ensure that you always use this account.

**Use this link:**

Your Florida Tech email can be forwarded to an alternate email account. The instructions can be found here: http://it.fit.edu/accounts/email_staff.php.

If you have any questions, please contact me at (321) 674-8203.
“Good friends, good books, and a sleepy conscience: this is the ideal life.”
—Mark Twain

Florida Institute of Technology
Center for Teaching and Learning Excellence

Spring 2012 Teaching and Learning Webinar Schedule

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<th>TOPIC</th>
<th>DESCRIPTION</th>
<th>TIMES</th>
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<tbody>
<tr>
<td>Using case studies</td>
<td>This session will focus on using the case study approach to foster critical thinking.</td>
<td>Thursday, March 1, 2012 6–7 p.m.</td>
<td>Adobe Connect session</td>
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<tr>
<td>Educational Ethics</td>
<td>Ethics for educators, including accessibility, professionalism, diversity, conflicts of interest &amp; more.</td>
<td>Thursday, March 22, 2012 6–7 p.m.</td>
<td>Adobe Connect session</td>
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<tr>
<td>Instructional strategies</td>
<td>Strategies for providing instruction, ranging from mnemonics to chunking &amp; frames.</td>
<td>Thursday, March 29, 2012 6–7 p.m.</td>
<td>Adobe Connect session</td>
</tr>
<tr>
<td>Generational Learning Styles</td>
<td>Learn about the characteristics &amp; needs of different generations.</td>
<td>Thursday, April 5, 2012 6–7 p.m.</td>
<td>Adobe Connect session</td>
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Spring 2012 Supplemental Technology Training Webinar Schedule

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<th>TOPIC</th>
<th>DESCRIPTION</th>
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<tr>
<td>Microsoft Excel 2007</td>
<td>Microsoft Excel is powerful spreadsheet software. This training focuses on its basic features.</td>
<td>Wednesday March 14, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Microsoft Outlook 2007</td>
<td>Learn how to use Outlook like never before. Emailing and Calendaring have never been so fun!</td>
<td>Wednesday March 21, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Zotero</td>
<td>Group research can be extremely challenging to implement. Zotero, the free plugin for Firefox minimizes some of the challenge. If you research, you should know about Zotero.</td>
<td>Wednesday, March 28, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>iTunes</td>
<td>Playlists, podcasts, iTunesU and more! Learn how to make the most out of iTunes.</td>
<td>Wednesday April 4, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Teaching with iPads</td>
<td>iPads are a perfect fit within the classroom and laboratory. Come learn about many excellent apps that will work in your facility.</td>
<td>Wednesday, April 11, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
</tr>
<tr>
<td>Visio</td>
<td>Learn how you can create organizational charts, network diagrams, or dynamic technical drawings with Visio!</td>
<td>Wednesday, April 18, 2012 2–4 p.m.</td>
<td>Adobe Connect</td>
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For more information on these workshops, call ext. 8531 or email Andy Stanfield at astanfield@fit.edu.
Faculty News

Maria Lavooy was nominated to run for president of Psi Chi, the International Honor Society in Psychology, in December. She also had two abstracts accepted for presentation at the International Congress of Psychology to be held in July 2012 in Cape Town, South Africa.

In January, she attended the Psi Chi board of directors meeting as Southeastern Regional vice president. She also attended Science for Society and the Public meetings as a member of the Scientific Review Committee for the annual INTEL International Science and Engineering Fair (ISEF).

Kat Bartlett recently published/presented the following papers with colleagues:


Mary S. Bonhomme presented the session “Automated interventions” at the 2010 Annual Conference of the Association of Continuing Higher Education, held in Albuquerque, N.M. She was also inducted into the St. John’s High School 2010 Alumni Hall of Fame for Career Achievement.

Tim Muth, director of student/program assessment, Nathan M. Bisk College of Business, participated in a two-week faculty development trip to Eastern Europe—visiting Budapest, Hungary; Sofia, Bulgaria; and Istanbul, Turkey to study these countries’ business practices.

Operation Helping Hands, Helping the Homeless

My wife and I will endure 80 hours of homelessness, sleeping in a vehicle over a four-day period to raise money for homeless veterans.

This is a community event. We have the city of Mesa involved, the mayor, state and local agencies from Phoenix, and we hope this will be one of the largest fundraisers as well as the most publicized event for the homeless that has been seen in the valley to date. We are supported by the Arizona Coalition to End Homelessness as well as many other community homeless advocacy groups. My focus is strictly on homeless veterans and supporting them.

Rev. Dr. Tom & Valerie Steinhagen
http://www.StandupandStandProud.org
Operated as a 501 (c) (3) Charity
Proud Members—American Legion Post 41/ALR/PGR/DAV Disabled Viet Nam Veteran Mesa, Arizona
DrTom66@q.com | (480) 832-2466 

Articles of Interest

“Get off my lawn…”
Are instructors eager to torment and ridicule, trying to make the students’ lives more difficult? Sometimes it might seem that way to your students.

It might start with the semantics of the grading process. Grades are there as a measurement of a student’s mastery of a subject. You earn your grade based on the level of understanding. You are not ‘given’ a grade by your instructor. You achieve the result. That puts it back on the student to participate in the dialog and make corrections.

Might cut down on some e-mails.


“Is a liberal arts education providing an edge in these times?”
Florida Tech’s “High Tech with a Human Touch” serves us well as our students with specializations are finding their way into the work place quickly. Florida Tech Online Learning has a fair proportion of liberal arts majors, in addition.

According to the author, in this, a down economy, students with a liberal arts degree are more employable because of the flexibility to think critically, reason analytically and write effectively.

Should we then encourage the latter? Or maybe Florida Tech should continue to promote the ability to think critically, reason analytically and write effectively.


If you have news about your research and presentations, please submit them to Gil Conradis at conradis@fit.edu.
Issues That May Affect Your Active Duty Students

Andrea Morley, Certifying Official—Office of Online Learning

Are you aware of the many things that can happen to your Active Duty or Reservist students in an eight-week term? Deployment, blackouts, either because of mission or location can be just a few. Here at Florida Institute of Technology, we strive to remain a Military Friendly School, as we proudly have since 2010. We do appreciate all of your understanding when having to deal with special circumstances such as these. It could be just as simple as giving an extension on an assignment or reopening an exam. Or, it could be as detailed as giving the student instructions or support to withdraw without negative repercussions.

A deployment is when a Serviceperson or Reservist is called to active duty. This can happen rather quickly, and a serviceperson could remain deployed for a lengthy time. Some may still be able to keep up with their courses and others may not. This should be discussed between the professor and the student to determine the action if any that needs to take place. Blackouts can occur without notice as well. For example, a blackout can occur when someone from a base has been killed or severely injured; the base shuts down all communication until the family is notified. A blackout can also happen for other mission-centric reasons. This can be rare, but it is something to keep in mind. This is another reason to read each of the student’s bios in the roster. These bios may give an indication of who might be on Active Duty or a Reservist. You can either make a mental note or keep a file on your desktop. This information could assist you if you notice a student doing poorly or absent suddenly.

Here is a site that details some of the issues of our military students:
www.realwarriors.net

Stay Current With Latest Trends!

Florida Tech has purchased an online subscription to The Teaching Professor and Online Classroom. As an online instructor, this online resource from Magna Publications is available at no cost to you. To access these monthly newsletters, you’ll need to create an account. Find the access code and full instructions in the faculty lounge, or email Julie Shankle at jshankle@fit.edu. 

“Leadership and learning are indispensable to each other.”
—John F. Kennedy