FSC Seminar Facilitator Guidelines

Congratulations! You have been asked to facilitate a seminar in the FSC. This means that we believe in your ability to convey important issues стратегий / skills to other faculty members in an interactive and engaging way. We've provided some guidelines and strategies to help you plan for this seminar. If you ever have questions, want feedback or ideas, or need someone to brainstorm with, please contact Cindy Walker or Grace Reotutar in the Faculty Success Center.

Important Info for Planning:
- Seminars are usually two Fridays of four hours/day from 9am to 1pm
- Located in a classroom that seats at least 30 (usually ZH 122 or 123, but check with the FSC)
- The seminar classroom has a projector / computer / video conference equipment / audio / white board available.
- All seminars require faculty (both adjunct and full-time) to pre-register. Registration for seminars is limited to 30 faculty members. Faculty who were not approved for registration are not permitted to attend the seminar. Some faculty who register are not approved if they will go over load. Faculty receive a stipend of $200 after attending the seminar, so it is important that they sign in to verify their attendance. We also encourage / recommend an implementation project or application exercise be assigned to help faculty fully engage in the seminar material.
- Participants are asked to come to the FSC for a light breakfast, complete the pre-assessment, and sign in prior to the seminar (we ask them to come to the FSC at 8:30am and plan to walk to the seminar room by 8:50am). Plan on giving participants a 30 minute break in the middle of your seminar (usually around 10:30am, but you can make it a little earlier or later if it works better with your agenda).
- Allow for 3-5 minutes at the end of the seminar on the last day for faculty participants to complete the assessment form.

Guidelines / Strategies for Facilitating an FSC Seminar:
- Seminars are four hours two consecutive Fridays, totaling 7 hours of instructional time (8 hours minus 30 minutes each day for breaks). Depending on your topic, you'll probably want to spend at least half of the time doing interactive activities / discussion or individual reflection. Seminars are intended to be interactive with numerous opportunities for faculty to discuss, share, and/or apply principles or strategies to their own instruction.
- Try to model the strategies or skills you are focusing on during the seminar by incorporating them into your seminar.
- Keep in mind the diversity of your audience - instructors are both part-time and full-time, from a variety of disciplines, and varying amounts of experience and knowledge related to teaching and learning. Not all faculty who attend teach in a traditional classroom setting; some interact with students through counseling sessions, workshops / learning groups / or one-on-one tutoring in a Success Center, athletic teams, and / or laboratory environments.
- Provide faculty participants with 'take-aways' - either an activity, worksheet, or handout that they can easily adapt or use in their own instructional environment.
- Ensure that all faculty have the opportunity to participate and share ideas by managing the discussion. If a particular faculty member is 'oversharing,' ask another instructor a specific question or ask for someone you haven't heard from yet to share.
• Avoid lecturing for long periods of time. Instead, plan on incorporating interactive activities or reflective exercises. Think about the activities that work best in your classroom and use them for inspiration to adapt into an activity for the seminar.

• Think about including activities or homework that encourages faculty to apply the concepts or strategies to their own instruction/classroom/interaction with students. Provide alternative approaches to this assignment/activity for faculty not teaching in traditional classrooms.

• Consider using Moodle or other online tools to engage faculty in the material and concepts before, during, and/or after the seminar. You have the option of posting articles, links, discussion forums, etc. on Moodle for the seminar. If you plan to use Moodle for your seminar, please contact Grace Reotutar at least a week prior to your seminar (two weeks prior is desirable). Grace will create the Moodle page for your seminar with your input and guidance.

Contact Info:
Cindy Walker, Faculty Success Center Facilitator
cindy.walker@chaffey.edu
(909)652-6908 or 6970

Grace Reotutar, DE Mentor and Instructional Specialist in the FSC
grace.reotutar@chaffey.edu
(909)652-6974