Congratulations! You have been asked to facilitate a seminar in the FSC. This means that we believe in your ability to convey important issues/strategies/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 in the Faculty Success Center.

**Important Info for Planning:**
- Seminars are on Fridays for one or two days of four hours/day from 9am to 1pm
- Located in a classroom that seats at least 30 (usually ATL 105, 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 (although we allow for some overage as not all faculty are approved for load and some cancel). Faculty who were not approved for registration are not permitted to attend the seminar. Some faculty who register are not approved because they will go over load. Faculty receive a stipend of $25/hr 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 complete the pre-assessment, sign in, and find their name tag prior to the seminar (we ask them to arrive by 8:50am to do this). Plan on giving participants a 30 minute break in the middle of your seminar (usually around 11am or so, but you can make it a little earlier or later if it works better with your agenda). Please let us know what time you plan to take your lunch break so that the student workers can have the lunch ready for the participants.
- Allow for 3-5 minutes at the end of the seminar on the last day for faculty participants to complete the post-assessment form.

**Guidelines/Strategies for Facilitating an FSC Seminar:**
- Seminars are four hours on either one Friday or 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, library 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. Please send your materials to Cindy Walker prior to the seminar. Often participants want the presentation or materials emailed to them or provided online (e.g., google docs, dropbox, etc.).
- 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/Canvas 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/Canvas for the seminar. If you plan to use Moodle/Canvas 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/Canvas page for your seminar with your input and guidance.

**Contact Info:**
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