Five things to know before 2019

Doesn't everyone appreciate a good checklist? We think so. Naomi Houston's ProfHacker web post ([http://bit.ly/2UABhDY](http://bit.ly/2UABhDY)) stated, "When properly conceived and used, a checklist ensures communication and confirmation among members of a team and catches errors." Our checklists can help make your beginning and ending semester routines go more smoothly. Plus, completing checklists not only helps accomplish routine tasks, but it may also increase a sense of personal accomplishment (Houston, 2011). The five things (including two checklists) we wanted you to know before 2019:

- **Grades are due on December 18**: As a reminder, the 2018 Fall Semester final grades are due by December 18th at 2:15 p.m. To guide you through the end of the semester process in Canvas follow [End of Semester Checklist webpage](http://bit.ly/2AyPUhO). You may also submit grades through AccessPlus.

- **Canvas Support is 24/7**: While we are on break, remember that Canvas offers 24/7 support options listed in the ?Help icon on the Global Navigation menu (far left of your screen in Canvas):
  - Canvas Support Line (Call 515-294-4000 then press 2, press 1)
  - Live Chat with Canvas Support
  - A web-based Report a Problem Form

- **Prepping for Spring Semester**: Use the [Start of the Semester Checklist web guide](http://bit.ly/canvas-start) to walk you through:
  - creating a course shell and copying content from a previous Canvas course,
  - planning and building your course,
  - checking for accessibility,
  - reviewing your course using Student View,
  - enrolling students and publishing your course with ISU's Global Course Administration tool.
  - Reminder: Courses are available to students on January 7th (classes begin January 14) unless you change the course start date in Settings ([view the How do I change the start and end dates for a course web guide](http://bit.ly/2UyMg0N)).
  - Finally, employ some of our last Teaching Tip's, "Five things that students wish happen in their Canvas Course" ([web post](http://bit.ly/2RlYmbt)).

- **Winter Break Hours**: In an effort to conserve energy during a period of reduced activity on campus, CELT will close December 24-January 1. In addition, CELT will observe modified hours of operation from 7:30 a.m.-4 p.m. during winter break (December 17-January 11). Normal operations and hours will resume on January 14.

- **Your professional development plan**: Finally, there are plenty of scholarly and professional development opportunities at Iowa State and off-campus listed below. This includes all of our CELT programs planned for spring on [CELT’s Event and Registration webpage](http://www.celt.iastate.edu/events-registration).

See you in the New Year,

Sara Marcketti, Director
Center for Excellence in Learning and Teaching
Entering Engineering Education Research Workshop (Dec. 17)
Join us this Monday, December 17 (8-11:30 a.m., 3155 Marston Hall).
Register to attend via the Learn@ISU website (http://learn.iastate.edu/).

Upon completion of the workshop, participants will have demonstrated knowledge of the following areas: (1) understand principal features of engineering education research; (2) develop basic knowledge in conducting engineering education research, including the application of learning theories and various research methodologies; (3) gain familiarity with engineering education resources and professional societies; and (4) learn grant opportunities in engineering education.

Facilitated by,
Michael Loui, Dale and Suzi Gallagher Professor in Engineering Education, Purdue University; and
Benjamin Ahn, Assistant Professor, AERE, Iowa State University

Co-sponsored by the AAU Mini-Grant Program and CELT.

CELT announces its first faculty fellows
Ann Gansemer-Topf and Monica Lamm have been appointed the first faculty fellows in the Center for Excellence in Learning and Teaching (CELT). Their two-year, 30-percent appointments begin Jan. 1, 2019.

Gansemer-Topf, associate professor in the School of Education, will serve as faculty fellow for scholarship of teaching and learning (SoTL). She will work to enhance CELT’s efforts around SoTL and assessment, including leadership of the SoTL Scholars program, and develop resources for departments to use for program evaluation.

Lamm, associate professor of chemical and biological engineering, will serve as faculty fellow for programming. She will expand CELT’s faculty programming, including the development of a Teaching and Learning Academy for new faculty members and leadership of the Teaching Partners program.

Learn more about the Faculty Fellows from Inside Iowa State’s article, CELT announces its first faculty fellows article (December 6, 2018) web post (http://bit.ly/2UEi5oT).

Do you have an idea worth spreading?
The Student Activities Center is seeking speakers for TEDxIowaStateUniversity on April 9. TEDx was created in the spirit of TED's mission, "ideas worth spreading." TEDxIowaStateUniversity is intended to help spread the ideas of students, educators, researchers and Ames community members! Speaker Proposals should include the 2019 theme "Breaking Barriers" and encompass new ideas originating in our community, an interesting argument, a change in perception, and more! To learn more and submit your proposal by January 4 via the Student Activities Center's TEDxIowaStateUniversity webpage (http://www.sac.iastate.edu/tedx).

Professors discuss their final creation process
Lesya Hassall, program coordinator, CELT, said there are many variables in determining which type of assessment will be most effective for a particular course in a recent Iowa State Daily article (http://bit.ly/2UHAtwW).

Green Dot Bystander Training for Faculty and Staff
Bystander Training for Faculty/Staff is 3-Hour training designed to help employees understand the expanded definition of “bystander” and to equip all university employees to integrate within their current job functions key behaviors that establish norms that address power-based violence in our community. Register via the Learn@ISU website for one of these upcoming opportunities: Dec. 17 (1-4 p.m.), Jan. 4th (9 a.m.-12 p.m.), or Feb. 7 (1-4 p.m.). Visit ISU’s Green Dot-Student Wellness website (http://bit.ly/2UyNPMD).

Off-Campus Professional Development
Early registration deadline is Jan. 15 for both the Conference on Higher Education Pedagogy (CHEP), Jan. 31-Feb. 1 and The Symposium on Teaching Large Classes, Feb. 2 (Virginia Tech University)

- The Conference on Higher Education Pedagogy (CHEP) showcases the best pedagogical practice and research in higher education today. Sessions address disciplinary and interdisciplinary instructional strategies, outcomes, and research.
- The Symposium on Teaching Large Classes strives to create a faculty community focused on teaching and learning practices and research related to large classes—both face-to-face and online. Registration includes workshops, featured speakers, concurrent sessions, as well as opportunities to share ideas and network during meals.
- Register for one or both conferences via the Symposium on Teaching Large Classes website (https://largeclass.teaching.vt.edu/).

Call for proposals for the 20th Annual Midwest Scholarship of Teaching and Learning (SoTL) Conference, Apr. 5 (Indiana University South Bend)
This year’s keynote speaker is José Antonio Bowen, author of Teaching Naked and Teaching Naked Techniques. In addition to the keynote, there will be concurrent sessions and poster presentations, a session of five-minute Quick Hits for Teaching, and networking luncheon. Interested in presenting? Submit your proposal by Feb. 1 via the Call for Proposals webpage (http://bit.ly/SoTLConference). To register, visit the registration webpage (http://bit.ly/SoTL2019registration).

Presenters sought for the 2019 International Forum on Active Learning Classrooms (IFALC), Aug. 7-9 (University of Minnesota-Twin Cities)
IFALC’s goal is for all participants to: a) examine issues influencing the effective use of these spaces, b) share successful practices that enrich the student and faculty experience, and c) build and deepen networks with colleagues to advance your campus efforts. Submission guidelines may be found on IFALC’s Conference website (http://bit.ly/2UFeOFZ). For more information, contact David Langley, Chair of the Steering Committee, at dlangley@umn.edu

End of December CELT programming (by day and time)
Register via the Learn@ISU website (http://learn.iastate.edu/).
- Canvas Workshop, Rubrics and Outcomes, Dec. 13 (1-2:30 p.m.)
- Meeting, Quality Matters Learning Community, Dec. 13 (3-4:30 p.m.)
- Canvas Workshop, Personalized Learning and Mastery Paths, Dec. 14 (3-4:30 p.m.)

January programming (alpha by topic then date)
To learn more about our comprehensive array of events visit CELT’s Event and Registration website (http://www.celt.iastate.edu/events-registration) and register via the Learn@ISU website (http://learn.iastate.edu/).

Award-Winning Seminar Series
- Find Your Empowerment: Communities of change at ISU (nicci port), Jan. 23 (12:10-1:30 p.m.)
- Solutions for Disparate Disciplines: Using researched-based changes to improve learning in your classroom (Tom Holme), Jan. 25 (12:10-1 p.m.)
- Good Class Bad Class - Intentions vs. Actions in Classroom Teaching (Raj Raman), Jan. 31 (12:10-1 p.m.)

Seminars, Workshops, and Workshop Series
- CELT Spring Semester Teaching Assistant (TA) Seminar, Jan. 11 (10 a.m.-Noon)
- ISU Online Learning Community (ISU-OLC), Jan. 18 (11:30 a.m.-1 p.m.)
- Workshop, Encouraging Critical Thinking and Intellectual Risks, Jan. 25 (4:10-5 p.m.)
- Workshop, Where Do I Start? Using social media to support learning in your classroom, Jan. 29 (12:10-1 p.m.)

Building & Managing Your Course in Canvas Workshop Series
- Building a Canvas Course that Makes Sense to Your Students, Jan. 14 (9:30-11 a.m.)
- Low and High Stakes Quizzes in Canvas, Jan. 15 (10-11:30 a.m.)
- Grading and Student Data in Canvas, Jan. 16 (2:30-4 p.m.)
- Group and Collaborative Work in Canvas, Jan. 18 (2-3:30 p.m.)
- Personalized Learning in Canvas, Jan. 22 (9:30-11 a.m.)
• Video Instruction and Learning in Canvas, Jan. 23 (9:30-11 a.m.)
• Rubrics and Outcomes in Canvas, Jan. 24 (11-12:30 p.m.)
• Your Canvas Course on Smart Devices, Jan. 25 (3-4:30 p.m.)

Programs on Teaching Inclusively
• Inclusive Classroom Workshop, Jan. 17 (2:10-5 p.m.)

Quality Matters (QM) Programming
• Quality Matters Teaching and Learning Community, Jan. 24 (3:30-5 p.m.)
• Workshop, Improving Your Online Course (IYOC), Jan. 30 (8 a.m.-Noon)

Team-Based Learning (TBL) Programming
• 5-Part Series: The Research-Based Flipped Classroom: Team-Based Learning, meets for five consecutive Wednesdays: Jan. 23, 30, Feb. 6, 13, and 20 (3:30-5 p.m.)
• Meeting, Team-Based Learning-Teaching and Learning Community for graduates of the TBL series, Jan. 11 (1:10-2:30 p.m.)