

PREPARING FUTURE FACULTY (PFF) PROGRAM

Old Dominion University

Annual Report for AY 2014/15

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PROGRAM OVERVIEW

It is the mission of the Preparing Future Faculty (PFF) Program at Old Dominion University (ODU) to introduce graduate students and post-doctoral fellows to the diverse roles, the responsibilities, and the rewards of an academic career. In doing so it focuses particularly on the teaching and service roles sometimes not included in doctoral training. Fundamental research skills, such as grant writing, publishing, and academic job searching, are also addressed.

The PFF program offers a 'Preparing Future Faculty Certificate' to graduate students who document completion of specific activities related to preparing for an academic career. Any ODU and NSU degree-seeking graduate student is eligible for the Certificate. ODU adjunct and post-doctoral students are also eligible. For graduate students, completion of the Preparing Future Faculty Certificate is noted on their academic transcript. All Certificate awardees receive paper certificates. The Preparing Future Faculty Certificate is administered by the PFF Steering Committee Chair.

Requirements for the Preparing Future Faculty Certificate include the completion of a mentored teaching-related experience and participation in at least five academic career-related events (see Appendix C for requirements). These events include a combination of PFF events and non-PFF events. Three of the five events must be PFF events. PFF events are offered directly by the PFF Program and cover topics such as grant writing, classroom management, ethics, the academic job search, and student assessment. Recently the PFF Program added an online component to its event delivery to allow students to attend and participate in all events via Adobe Connect. PFF events are open university-wide to ODU and Norfolk State University (NSU) graduate students and faculty.

Approved non-PFF events are offered by other departments and organizations on campus, allowing the PFF Program to leverage additional resources on campus while ensuring that graduate students receive needed training not covered within their academic programs. These non-PFF events include workshops and training programs offered by the Center for Learning and Teaching (CLT), the Office of Research, the Graduate Teaching Assistant Instructor Institute, and the Graduate Student Organization.

PFF Steering Committee

The PFF Program at ODU is governed by the PFF Steering Committee. The Steering Committee includes faculty and student representatives from all 6 colleges, the Career Management Center, and CLT (see Appendix A for the list of PFF Steering Committee members for AY 2014/15). Representatives from Norfolk State University also serve on the PFF Steering Committee. Eight graduate students are on the PFF Steering Committee, ensuring that the student perspective is represented.

The Steering Committee meets 3-4 times each semester to discuss the PFF program, events and programming, and the PFF Certificate. The Steering Committee is led by the Steering Committee Chair. Dr. Wie Yusuf became the Chair of the PFF Steering Committee in July 2013, replacing Dr. Elaine Justice who had served as Chair since 2004.

Budget

The PFF program is allocated \$15,000 annually from the Office of Academic Affairs. In AY 2014/15, these funds are used for graduate student support, purchase of technology equipment, faculty costs to teach GRAD700 (Professional Development), a summer stipend for the PFF Steering Committee Chair, and other expenses for PFF programming such as food and supplies.

PROGRAMMING FOR 2014/15 AND MAJOR ACCOMPLISHMENTS

In the academic year, 2014/15, the Steering Committee continued to focus on increasing awareness among faculty and students of the PFF program and PFF Certificate, improving PFF programming and expanding the PFF program to better engage non-traditional graduate students, such as part-time students and students taking courses at a distance.

In Summer 2014, Dr. Wie Yusuf developed a marketing plan and marketing material for the PFF Program and PFF Certificate, and significant efforts were spent to broadly disseminate information about and market the PFF program. These included frequent communication with and information dissemination to GPDs, hosting an information table at Graduate Research Achievement Day, presentation at Graduate Student Orientation, and hosting student information sessions (live and on-line).

The PFF Steering Committee recognizes that PFF programming and the PFF Certificate requirements are largely targeted at full-time, on-campus graduate students. However, we are committed to making the PFF program and PFF Certificate available to all ODU graduate students, including distance and part-time students. The PFF Steering Committee further acknowledges that it is difficult for distance and part-time students to meet the requirement of attending five academic-career related events, since these events are primarily offered in a live format, at an on-campus facility, during regular work hours. To address this challenge, the PFF Steering Committee examined a new approach for allowing distance and part-time students to participate in PFF programs and fulfill the PFF Certificate requirements. This new approach will allow students to fulfill the requirement of participating in 5 academic career-related events by viewing recordings of previous PFF and/or non-PFF events, and completing on-line reflection worksheets for each recorded event viewed. GRAD 700: Professional Development, a 1-credit hour on-line course, also offers an option for students to meet the PFF Certificate requirements (completion of GRAD 700 counts as 2 non-PFF events).

Programming highlights for AY 2014/15 include:

1. Continuing to provide PFF events in accessible formats for students.

Beginning Fall 2013, all PFF events were made available as a live event and on-line in 'live' synchronous format via an Adobe Connect meeting room. The Adobe Connect meeting was also recorded and the recordings are now made available for asynchronous viewing on the web. These recordings are available to students on Kaltura

(http://odu.mediaspace.kaltura.com/channel/Preparing_Future_Faculty) and as a PFF Playlist on the ODU YouTube channel (<https://www.youtube.com/user/ODU/playlists>).

In Fall 2014, an Asynchronous On-line Pilot Program was conducted, with selected students invited to complete PFF Certificate requirements by viewing recordings of PFF events. Ten

students participated in the pilot program and two students completed the PFF Certificate in Spring 2015 by meeting all certificates via asynchronous recordings of PFF events. These two students were distance graduate students.

2. New assessment approach.

In Spring 2015, the PFF Steering Committee put in place a new assessment approach for keeping track of student participation in PFF events. This was also in response to the comments made by Provost Simpson in July 2015 for an improved assessment tool to measure the effectiveness of PFF programming. We introduced the new assessment tool as an on-line reflection and feedback form where students participating in PFF events are asked to answer the following questions:

- What three lessons/key points did you take away from this event?
- What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague about the topics and issues addressed in this event?
- How has this event better prepared you for the research, teaching, and service expectations and demands of a faculty member?

3. Survey of graduate students' professional development needs.

The PFF Steering Committee conducted the survey of graduate students' professional development needs in Spring 2015. This survey was originally conducted in Spring 2014 and repeated a year later. Key findings of the survey are presented in Appendix B. Survey results will be analyzed and discussed by the Steering Committee in Fall 2015 to improve PFF programming.

4. On-line professional development course for graduate students.

GRAD 700: Professional Development, a 1-credit hour on-line professional development course for graduate students, was developed in Summer 2014, pilot-tested in Fall 2014 (9 students), and offered officially to students in Spring 2015 (8 students) and Summer 2015 (7 students). This course is open to all graduate students. It counts as two non-PFF events for meeting the Preparing Future Faculty Certificate requirements. Additional course information is provided in Appendix D.

PFF Events

Two events were offered in each of the Fall 2014 and Spring 2015 semesters:

1. Ethics in Collaborative Research – September 26, 2014
2. Formative Assessment – November 7, 2014

3. Grantsmanship for Graduate Students – March 20
4. Words of Wisdom from GPDs and Faculty Mentors – March 27

PFF events were available live, in Webb Center and on-line via Adobe Connect. Recordings are available on Kaltura (http://odu.mediaspace.kaltura.com/channel/Preparing_Future_Faculty).

PFF Certificates

As of the beginning of the 2014/15 academic year, 63 Preparing Future Faculty Certificates had been awarded. From Fall 2014 through Summer 2015, 21 PFF Certificates were awarded. Three students completed the Certificate completely asynchronously; all three are distance students.

LOOKING AHEAD TO ACADEMIC YEAR 2015/16

For AY 2015/16, the PFF Steering Committee will continue efforts to (a) increase visibility of the PFF program and PFF Certificate university-wide, (b) engage a wider range of students, including non-traditional graduate students, and (c) improve the management of the PFF Certificate program.

A key emphasis will be on updating the application process for the PFF Certificate and introducing the use of ePortfolio as a tool to document completion of PFF Certificate requirements and showcase graduate student professional development. As part of improving marketing, a major task will be to revise and update the PFF website. The PFF website has been converted to the new website format (<http://www.odu.edu/success/programs/pff>) but the content is dated and does not reflect changes made to the PFF Certificate and other PFF programming. Wider engagement with students will require review of the results of the student surveys (conducted in Spring 2014 and 2015), review of existing PFF programs, and review of available complementary programming (synchronous and asynchronous online).

For AY 2015/16, PFF events will include one teaching and one research event each semester. The PFF events planned for 2015/16 are:

1. Ethical Dilemmas in Teaching – October 9, 2015
2. The New Faculty Experience – October 23, 2015
3. Managing Your Digital Identity – Spring 2016
4. The Academic Job Search – Spring 2016

APPENDICES

Appendix A: PFF Steering Committee Members, AY 2014/15

Dr. Wie Yusuf, ODU, Urban Studies & Public Administration, PFF Chair

Afi Anuar, ODU, Civil Engineering (STUDENT)

Dr. Joyce Armstrong, ODU, Center for Learning and Teaching

Dr. Suely Black, Norfolk State University, Chemistry

Dr. Jim Blando, ODU, Community and Environmental Health

Dr. Abby Braitman, ODU, Psychology

Salayne Escalante, ODU, Dental Hygiene (STUDENT)

Jamila Glover, ODU, GPIS (STUDENT)

Dr. Luisa Igloria, ODU, MFA Creative Writing Program/English

Yi Jian, ODU, Finance (STUDENT)

Alice Jones, ODU, Career Management Center

Dr. Elaine Justice, ODU, Psychology

Martin Mayer, ODU, Public Administration (STUDENT)

Dr. Christopher Osgood, ODU, Biology

Sushil Paudyal, ODU, Biology (STUDENT)

Dr. Shelley Rodrigo, ODU, English

Dr. Bob Spina, ODU, Associate Dean, College of Education

Casey Thrift, ODU, Education (STUDENT)

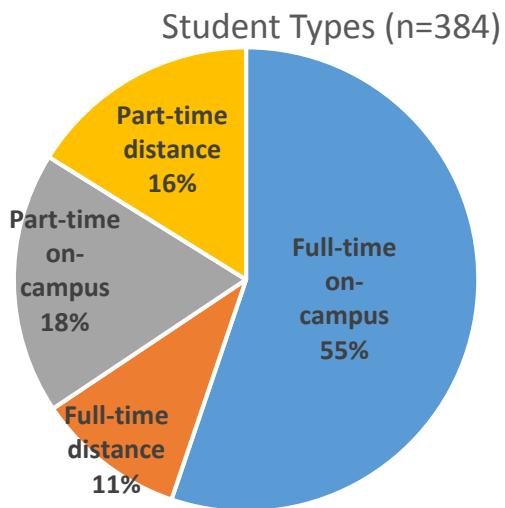
Lindsey Upton, ODU, Sociology & Criminal Justice (STUDENT)

Dr. Barbara Winstead, ODU, Psychology

Appendix B: Key Findings of Graduate Student Professional Development Needs Survey

Background

In Spring 2014 and Spring 2015, we conducted a survey of ODU graduate students to better understand their professional development needs and improve PFF programming. 385 and 275 students responded to the survey in 2014 and 2015, respectively. The survey instrument is available here: <https://www.surveymonkey.com/r/ODUPFFsurvey15>



- ❖ 7% strongly agree and 35% agree that they are prepared for their academic careers as a faculty member.
- ❖ 37% are neutral on their level of preparedness for an academic career.

Gaps in professional development needs:

- ❖ Overall, 42% of students identified that their academic programs offer professional development for graduate students.
- ❖ Academic programs are meetings students' needs in research foundations, technology, and ethical behavior (identified by more than 30% of students)

Professional Development Needs That Are Being Met Well at ODU

	Full-time on-campus	Full-time distance	Part-time on-campus	Part-time distance	All
Research foundations	53%	28%	53%	47%	49%
Academic planning	32%	25%	20%	31%	29%
Technology	32%	45%	21%	53%	35%
Ethical behavior	31%	43%	37%	27%	33%
Multidisciplinary/interdisciplinary perspective	25%	20%	26%	29%	26%
Networking and collaboration	25%	28%	34%	39%	29%
Teaching foundations	23%	25%	10%	13%	19%
Socialization into academia	16%	15%	17%	16%	16%
Career planning	16%	5%	4%	10%	11%
Career exploration	14%	13%	10%	11%	13%
Extracurricular activities	13%	10%	7%	2%	10%
Time management	11%	10%	11%	6%	10%
Work-life balance	11%	23%	11%	13%	13%
Social support	9%	13%	10%	11%	10%
Service expectations	6%	5%	7%	5%	6%

Professional Development Needs That Are NOT Being Met Well at ODU

Professional Development Needs That Are NOT Being Met at ODU	Full-time on-campus	Full-time distance	Part-time on-campus	Part-time distance	All
Work-life balance	37%	28%	34%	44%	37%
Career planning	35%	33%	40%	29%	35%
Socialization into academia	27%	35%	23%	35%	29%
Career exploration	28%	33%	31%	23%	28%
Teaching foundations	27%	20%	33%	21%	26%
Service expectations	20%	23%	19%	34%	22%
Networking and collaboration	23%	8%	14%	26%	20%
Multidisciplinary/interdisciplinary perspective	21%	13%	21%	13%	19%
Academic planning	22%	13%	20%	6%	18%
Social support	17%	18%	6%	16%	15%
Time management	16%	5%	14%	15%	14%
Extracurricular activities	12%	28%	10%	11%	13%
Research foundations	14%	13%	13%	5%	12%
Technology	6%	5%	9%	5%	6%
Ethical behavior	6%	0%	1%	3%	4%

On-line Professional Development

- ❖ 78% of students are interested in taking a one-credit hour on-line professional development course for graduate students
- ❖ 70% of students would be more likely to complete the PFF Certificate if they could complete the PFF events requirements on-line in a live, synchronous manner
- ❖ 83% of students would be more likely to complete the PFF Certificate if they could complete the PFF events requirements on-line in an asynchronous manner

Appendix C: PFF Certificate Requirements (updated Fall 2013)

To earn the PFF Certificate a student must 1) complete one semester-long, mentored teaching-related experience, and 2) attend at least five academic career related events, three of which must be PFF sponsored events. Please note that general lectures or talks hosted by the University do not fulfill the second requirement.

The teaching-related experience must be a mentored experience lasting a minimum of one semester during which the student works with a faculty member to focus on teaching issues and processes. The requirement may be met in the following ways:

1. Serving as a Teaching Assistant or Course Instructor (teaching a course or serving as a TA for a lecture, discussion group, or lab class). A written description of the teaching activities completed and signed by the mentor should be provided to document this experience.
2. Working under a teaching mentor for one semester (giving guest lectures, visiting classrooms at ODU and other institutions, and reading teaching-related literature). A written description of the activities completed and signed by the mentor should be provided to document this experience.
3. Completing a course on teaching in your discipline. The course should be related specifically to the process of teaching and not to specific content in the discipline. Pre-approval to count a course towards the PFF certificate should be obtained from the PFF Steering Committee Chair. A copy of your transcript indicating successful completion of the course should be provided to document this experience.

The PFF Steering Committee is aware that not all graduate students serve as GTAs involved in teaching. Students who want to complete the PFF certificate should identify a teaching mentor in their department who would be willing to work with them to complete the PFF certificate requirement. The PFF Steering Committee Chair may assist students in arranging a mentored teaching experience.

Required attendance at five academic career-related events can be fulfilled by the following:

Required: Attend at least three PFF-sponsored events. Two PFF-sponsored events are offered each semester. You may use more than three PFF events to fulfill the requirement of five events. The remaining two events may be any of the following non-PFF workshops or activities. Completion of these events must be documented by obtaining the signature of the speaker or director of the event.

1. Attend the ODU Graduate Teaching Assistant Institute (open primarily to funded GTAs)
2. Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education.
3. Attend two of the "Provost's Conversations on Teaching and Learning" or "Connect

with Colleagues” events. Attendance at two of these events will count as one non-PFF related event for the PFF Certificate.

4. Attend workshops offered by the Office of Research (Grant Proposal Development, Developing Strategies for Successful Health and Biomedical Sciences Grant Submission, Community of Science Workshop, etc.)
5. Attend Faculty Development workshops offered by the Center for Learning and Teaching (CLT). Acceptable CLT workshops are: Turning Point Clickers in the Classroom: iPad series; Using Prezi For Your Courses; Leveraging Social Media to Enhance Your Courses; Designing and Implementing Assessment in Your Course; Engaging Students in Live Distance Learning Courses; Project-Based Learning.
6. Attend a professional workshop related to teaching in your discipline offered at professional conference or at ODU. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
7. Serve as a student representative on a departmental, college, or University committee. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
8. Complete a faculty development course offered by ODU’s PFF program (or an equivalent course offered by an accredited doctoral institution). Pre-approval to count a non-ODU faculty development course should be obtained from the PFF Steering Committee Chair. Completion of this course will count as two non-PFF events for the PFF certificate.

Appendix D: GRAD 700 – Professional Development

1-credit hour

Pass/Fail

This course is a professional development course for graduate students that will better prepare them for success in graduate school and subsequently in their careers and the academy. It focuses on establishing a multidisciplinary community of scholars, and encouraging joint exploration of the academy and its expectations, socialization and networking, future career paths, and other relevant issues. Students will develop a professional portfolio to integrate learning, document progress along their professional development plan, and showcase their academic and professional achievements.