

**Program Effectiveness Report**  
**Center for Teaching and Learning**

**2002-2003**

With the ultimate goal of fostering student success, CTL's mission is to provide faculty and academic departments at California State University, Dominguez Hills with resources and services that promote excellence in teaching and learning. The Center strives to promote continuous improvement and reflection by providing our faculty with opportunities and resources for professional development in teaching, research, and service. CTL operates with advice from the CTL Advisory Committee which is a group consisting of faculty representing the schools/colleges and the Academic Senate.

To achieve these goals, the Center works in active partnership with faculty to:

1. Share and disseminate information on effective, learner-centered teaching methods that foster active learning strategies.
  - CTL sponsored 15 Faculty Forum workshops on excellence in teaching and learning.
  - In March, CTL co-hosted Dr. Alexander Astin speaking on "Investigating Student Success" with the *CSU Chancellor's Office, CSUDH Academic Affairs, Office of Community Service Learning, and ECLP Title 5 Grant Fund.*
  - In September, CTL co-hosted Dr. L. Dee Fink presenting "Want Your Students To Learn More? Ideas for Designing Your Courses" with *CSUDH Academic Affairs, and ECLP Title 5 Grant Fund.*
  - The library and print materials tracking system show that 25 faculty borrowed books and journals, compared to 16 in '01-02.
  - The CTL website is updated almost daily to ensure timely posting of materials and announcements. <http://ctl.csudh.edu>
  
2. Offer support and mentoring services to faculty at each stage of their career by sponsoring individual and group activities that offer faculty the opportunity to examine and critically reflect upon their pedagogy.
  - In January, CTL underwrote expenses for Roberta Ambrosino to attend the CSU Faculty Development Council at CSU Channel Islands. The Council provides opportunities to collaborate with CSU system counterparts regarding faculty development.
  - In June, CTL underwrote expenses for Sue Needham to attend the American Association of Higher Ed (AAHE) in Seattle.
  - With Faculty Affairs, CTL organized and conducted the New Faculty Orientation (attendance includes new and sophomore faculty).

- In October, CTL underwrote expenses for Roberta Ambrosino to attend the Professional and Organizational Development Network in Higher Education (POD) in Denver. This organization develops and supports practitioners and leaders in higher education dedicated to enhancing learning and teaching.
  - In October, CTL co-hosted Dr. Tara Gray presenting "Publish and Flourish" with *CSUDH Academic Affairs, and ECLP Title 5 Grant Fund*.
3. Promote development and renewal by providing support and recognition for faculty efforts to improve or extend their pedagogical skills and knowledge.
- CTL awarded \$54,788 in grants during AY 2002-2003 to 63 faculty; including travel to present research, instructional mini-grants and scholarship of teaching grants.
  - In June, CTL underwrote expenses for 7 faculty members to attend the Teacher-Scholar Summer Institute where they learned techniques of effective teaching. These faculty members then shared their new knowledge with a gathering of other faculty members at CTL.
  - CTL joined with the *Office of Research and Funded Projects* to submit a proposal to FIPSE called "Engaging Students in Large Classrooms: A Model for Bringing Reality to the Classroom and Cultivating Community Relationships."
  - CTL was joined by the *Office of Research and Funded Projects* to sponsor an intensive one-week Summer Institute for 5 stipended faculty to undertake the task of writing grant proposals for outside funding. Participants unanimously acclaimed this a very successful event for the guidance and feedback relating to their first drafts. To date, two proposals are finalized and submitted to funding agencies.
4. Provide ongoing support for faculty who wish to integrate new instructional methodologies and emerging technologies into their teaching.
- The CTL faculty computing studio is open for walk-in and small group instruction.
  - CTL offered 83 one-hour technology workshops, compared to 96 in '01-02.
  - CTL had 66 instances of faculty borrowing cameras and other equipment by 59 different faculty members, compared to 38 and 21 in '01-02.
  - CTL had 117 instances of faculty walking in for specific application consults by 106 different faculty members, compared to 48 and 28 in '01-02.
  - CTL had 123 instances of faculty walking in to use equipment such as scanners and laser printers by 90 different faculty members, compared to 73 and 31 in '01-02.
  - In September, CTL co-hosted an "Policy for Internet Users: A CSU Academic Roundtable" with *CSUDH Administrative Information Systems, CSU Center for Distributed Learning, the Community of Academic Technology Staff (CATS), and CSU Technology Integration Grants for Educational Resource Sharing (TIGERS)*.
  - In collaboration with *Mediated Instruction and Distance Learning, School of Health Instructional Design, and Institutional Research*, CTL designed a Blackboard Baseline

Usage Survey which is in the process of deployment, scheduled for data set analysis in the Spring.

5. Foster community and interdisciplinary collaboration among faculty in their teaching activities.
  - The CTL Faculty Associates offer mentoring services upon request. A few faculty take advantage of this one-on-one opportunity to discuss concerns they might have regarding their teaching activities.
  - CTL is the safe harbor where the our campus communities come together.
  - CTL hosted weekly Brown Bags for Academic Excellence with refreshments provided by *University Advancement*.
  
6. Foster good practice in the assessment of student learning outcomes, as a strategic component of the continuous improvement of our educational programs.
  - CTL met with 4 -6 faculty members per month providing individual and small group consultation on outcomes assessment strategies and techniques.
  - CTL participated in the review of all campus program outcomes assessment materials and provided data processing support to the university committee (*USLOAC*) charged with review of the documents.
  - In April, CTL hosted the 3rd Annual Spotlight on Assessment project showcase, with partial financial support from *Associated Students, Inc.*
  
7. Offer consultation, workshops, and services that promote good practice evaluation of teaching performance and which in turn, support development and renewal.
  - In collaboration with *Academic Affairs Personnel Services*, CTL hosted 3 RTP workshops.
  - CTL has begun conversations with the *Academic Senate* about the possibility of suggesting changes to the PTE process.

**California State University, Dominguez Hills**  
**General Fund Budget Request: Summary of Requests**  
**College Year 2004- 05**

**Form #1**

**Division: Faculty Affairs**  
**Unit/Cost Center/Dept: CTL**  
**Administrator: Jamie Dote-Kwan**

BASELINE BUDGET CATEGORY	2003-04 Baseline		2004-05 Budget Request		Total of Proposed 2004-05 Allocation	
	Number	Dollars	Number	Dollars	Number	Dollars
Full Time Faculty (Including FERP)					0.0	\$0
Part Time Faculty					0.0	\$0
MPP					0.0	\$0
Staff	2.0	\$111,700		\$4,664	2.0	\$116,364
Temporary Help					0.0	\$0
Student Assistants	2.0	\$6,000		\$3,640	2.0	\$9,640
<b>Total Personnel</b>	<b>4.0</b>	<b>\$117,700</b>	<b>4.0</b>	<b>\$8,304</b>	<b>4.0</b>	<b>\$126,004</b>
<i>See Note 1</i>						
Operating Expenses		\$36,000		\$4,000		\$40,000
Equipment				\$8,000		\$8,000
<b>Total Operating/Equipment</b>		<b>\$36,000</b>		<b>\$12,000</b>		<b>\$48,000</b>
<b>Grand Total</b>		<b>\$153,700</b>		<b>\$20,304</b>		<b>\$174,004</b>

ONE TIME NON-RECURRING	Number	Dollars
Personnel Expenses		
Operating/Equipment Expenses		
<b>Total One Time</b>	<b>0.0</b>	<b>\$0</b>

**Note 1: Total Baseline number of positions should equal the organizational chart positions even if the position is vacant.**  
MPP position (\$84,000) is vacant for 2003-2004.

**Note 2: Requests for new positions should be shown on an organizational chart in some highlighted manner.**

Anticipating salary increase for fulltime staff.

The cost of student assistants of sufficiently high technical experience is expected to increase.

**California State University, Dominguez Hills**

**General Fund Budget Request: Priorities**

**Form #2**

**College Year: 2004 – 05**

**Division: Faculty Affairs**

**Unit/Cost Center/Dept: CTL**

**Administrator: Jamie Dote-Kwan**

<b>Priority</b>	<b>Description</b>	<b>Baseline Request</b>	<b>One Time Request</b>
1	Increased allocation for Student Assistant	\$3,640	
2	Increased allocation for fulltime staff	\$4,664	
3	Increased O & E to offer Speaker Series continuation	\$4,000	
4	Replace 3-5+ year old computer equipment	\$8,000	
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>Totals</b>		<b>\$20,304</b>	<b>\$0</b>

**California State University, Dominguez Hills**  
**General Fund Budget Request: Justification for Augmentation**  
**College Year: 2004 - 05**

Form #3

\*Priority No. 1

**Division:**

**Faculty Affairs**

**Unit/Cost Center/Dept:**

**CTL**

**Administrator:**

**Jamie Dote-Kwan**

Description/Justification of Request:	Expenditure Type and Categories																				
<b>Description:</b> <b>1. Increased allocation for Student Assistant;</b> <b>2. Salary increase for Administrative Support Coordinator;</b> <b>3. Salary increase for Acting Director</b>	<b>Permanent Funding</b> <input checked="" type="checkbox"/> <b>One-Time Funding</b> <input type="checkbox"/>																				
<b>Description:</b> 1. CTL employs a student assistant at Level III, extensive specialized skills needing minimal supervision. 2. Anticipate four percent in class (ASCI) salary increase. This is for competency with Frontpage to help maintain the many websites in the CTL realm. This is for learning Blackboard and Photoshop in order to assist/teach faculty upon request. 3. Anticipate three percent in class salary increase.	<p align="right"><b>Dollars</b></p> <table border="0"> <tr> <td>Faculty Position</td> <td align="right">_____</td> </tr> <tr> <td>Staff Position</td> <td align="right">\$ 4,000.00</td> </tr> <tr> <td>MPP Positions</td> <td align="right">_____</td> </tr> <tr> <td>Other Personnel Services</td> <td align="right">\$ 3,640.00</td> </tr> <tr> <td><b>Total Position Request</b></td> <td align="right"><b>\$ 7,640.00</b></td> </tr> <tr> <td>Staff Benefits</td> <td align="right">\$ 664.00</td> </tr> <tr> <td><b>Total Personal Services</b></td> <td align="right"><b>\$ 8,304.00</b></td> </tr> <tr> <td>Operating Expenses</td> <td align="right">_____</td> </tr> <tr> <td>Equipment</td> <td align="right">_____</td> </tr> <tr> <td><b>Grand Total of Request</b></td> <td align="right"><b>\$ 8,304.00</b></td> </tr> </table> <p><b>Written Statement of Goal:</b></p>	Faculty Position	_____	Staff Position	\$ 4,000.00	MPP Positions	_____	Other Personnel Services	\$ 3,640.00	<b>Total Position Request</b>	<b>\$ 7,640.00</b>	Staff Benefits	\$ 664.00	<b>Total Personal Services</b>	<b>\$ 8,304.00</b>	Operating Expenses	_____	Equipment	_____	<b>Grand Total of Request</b>	<b>\$ 8,304.00</b>
Faculty Position	_____																				
Staff Position	\$ 4,000.00																				
MPP Positions	_____																				
Other Personnel Services	\$ 3,640.00																				
<b>Total Position Request</b>	<b>\$ 7,640.00</b>																				
Staff Benefits	\$ 664.00																				
<b>Total Personal Services</b>	<b>\$ 8,304.00</b>																				
Operating Expenses	_____																				
Equipment	_____																				
<b>Grand Total of Request</b>	<b>\$ 8,304.00</b>																				

*\*The priority number must match the priority number on Form #2*

*2004-05 Justification for Augmntn*

**California State University, Dominguez Hills**  
**Information Request: Special Funds\***

**Form #5**

**Fiscal Year: 2004 -2005**

**Division: Faculty Affairs**  
**Unit/Cost Center/Dept: CTL**  
**Administrator: Jamie Dote-Kwan**

Data for Fiscal Year 2002-03	CERF	Foundation	State	Trust	Indep Oper.	Housing	Parking	Construction	TOTALS
<b>BEGINNING BALANCE, JULY 1, 2002</b>									<b>0.00</b>
<b>INCREASES/SOURCE</b>									
Foundation Board Allocation		\$12,500							\$12,500
Workshops, New Faculty Orientation, Speaker Series Software upgrades			\$36,000						\$36,000
Faculty Development Stipends, Travel & Research Grants				\$15,000					\$15,000
AVP Trust Account Agreement Faculty Funding Opportunities									
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$12,500</b>	<b>\$36,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,500</b>
<b>DECREASES/USE</b>									
									\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING BALANCE, JUNE 30, 2003</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

*\*Data should be provided for Fiscal year, 2002-03.*