



Activities Report 2007/2008

A. Introduction

The Center for Teaching and Learning (CTL) offered new activities as well as repeated seminars for the academic year 2007/2008. The new activities are under the implementation of the program learning outcomes (PLO) plan: activating the role of the ULOCC , organizing a PLO working retreat, reviewing PLO's for the Faculty of Arts and Sciences and Faculty of Agriculture and Food Sciences, establishing a CTL advisory committee, and providing consultations for Qatar University. The repeated events are: *Developing a Teaching Portfolio*, *Interactive Lectures in Large Classes*, *Faculty Seminar on Learning and Teaching Excellence*, *Mellon Summer Seminar on Creative Use of Resources in Course Design*, *Updating on-line Academic Advising Guide*, and *Participating in New faculty Seminar Orientation Program*. Activities proposed for the academic year 2008/2009 are yet to be discussed and finalized (Appendix D).

Table 1 presents activities which were conducted during the academic year 2007/2008; dates for each activity are included where applicable. Table 2 presents the number of participants in the seminars by faculty as well as the total number of participants in all the seminars. For more details on each activity and the participants' evaluation, kindly refer to the CTL website at <http://staff.aub.edu.lb/~webteach/>

Table 1: Activities conducted during the academic year 2007/2008

Activity	Date
1. Academic Advising Guide update	September 2007
2. New Faculty Orientation	September 2007
3. Seminar on Developing a Teaching Portfolio (offered twice)	January 7, 2008 and April 11, 2008
4. Faculty Seminar on Learning and Teaching Excellence	March 19-April 23, 2008
5. Forum on Mellon Summer Seminar on <i>Creative Use of Resources in Course Design</i>	April 4, 2008
6. Mellon Summer Seminar on Creative Use of Resources in Course Design	June 23, 2008 – July 18, 2008
7. Implementation of PLO plan for the Faculty of Arts and Sciences and Faculty of Agriculture and Food Sciences	

Table 2: Number of seminars participants by faculty for the academic year 2007/2008

Seminar Title	FAFS	FAS	FEA	FHS	FM	OSB	SN	Total
1. New faculty Seminar	1	31	3	3	8	4		50
2. Seminar on Developing a Teaching Portfolio (session s1 and 2)	3	14	3	2	13	7	0	42
3. Faculty Seminar on Learning and Teaching Excellence	2	9	4	1	1	3	0	20
4. Summer Seminar on Creative Use of Resources in Course Design	1	5	0	1	1	1	0	9
Overall totals	7	59	10	7	23	15		125

Table 3: numbers of seminar participants by Faculty and academic year

Faculty	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	Total Number of Participants by Faculty
FAS	97	108	45	47	39	59	395
FHS	30	18	15	14	10	7	94
FAFS	25	14	16	15	6	7	83
FEA	33	36	11	5	15	10	110
FM	41	57	0	12	2	23	135
SON	0	0	1	2	14	0	17
OSB	11	29	0	14	10	15	79
Total Per Year	237	262	88	109	96	121	913

B. Program Learning Outcomes

The University Learning Outcomes Coordinating Committee (ULOCC) has met and set the procedure for implementing the PLO plan developed and reported in the CTL Annual Report of 2006/2007. The members of the ULOCC are Drs. Hanin Abdallah (OSB), Lina Choueiri (FAS), Nuhad Dumit (SON), Nesreen Ghaddar (FEA), Fadl Moukallid (FEA), Jihad Makhoul (FHS), Simon Neaime (FAS), Ramzi Sabra (FM), Malek Tabbal (FAS), Salma Talhouk (FAFS). A retreat was recommended to discuss, train trainers and finalize implementation plan.

During the 2006-07 academic year the ULOCC identified the various levels of learning outcomes development reached at each of the six Faculties (Appendix A). It became obvious that Faculties which have been seeking, or have attained, accreditation from the appropriate professional accreditation group are far more advanced in the development of learning outcomes than the Faculties that have not yet gone through the professional accreditation process. The ULOCC recommended that priority be given to helping the Faculties with little or no professional accreditation experience develop learning outcomes. These are the Faculty of Arts and Science (FAS) and the Faculty of Agricultural and Food Sciences (FAFS). The ULOCC endorsed a recommendation made earlier by the Learning Outcomes Core Group to organize seminars and workshops for faculty members to help in the articulation of learning outcomes at the program level (during the 2007-08 academic year) and at the course level (during the academic year 2008-09).

In order to implement the ULOCC recommendation above, CTL identified resource people for this task. These are: Dr. Salma Talhouk and Dr. Isam Bachour from FAFS; Dr. Malek Tabbal and Dr. Colin Smith for FAS/Natural Sciences, Dr. Lina Choueiri and Ms. Nuhad Dumit for FAS/Humanities, Dr. Simon Neaime and Dr. Hanin Abdallah for FAS/Social Sciences. A retreat was planned in order to train trainers in the articulation of program learning outcomes.

The Retreat

CTL organized a retreat for PLO trainers, that was held on Saturday Sept 28, 2007 at Al-Bustan Hotel in Beit-Meri. Participants in this retreat were the Program Learning Outcomes core group, who had earlier developed a concept paper and two training handbooks (one handbook for the development of learning outcomes at the program level, the other for the development of learning outcomes at the course level), and the PLO trainers identified by CTL (Table 4 below). The primary purpose of this retreat is to train the trainers in articulating PLO's. Four members of the Core Group, Dr. Murad Jurdak, Dr. Saouma BouJaoude, Dr. Fadl Moukallid and Dr. Amal BouZeineddine, assumed the role of training the trainers. Learning Outcomes trainers were remunerated for the services they provided during the academic year.

Table 4: PLO Core group and Trainers

Core group	Trainers from FAFS
Murad Jurdak	Salma Talhouk
Saouma BouJaoude	Isam Bachour
Amal Bou Zeineddine	Trainers from FAS
Waddah Nasr	Malek Tabbal / Colin Smith
Marj Henningsen (could not attend the retreat)	Lina Choueiri/ Nuhad Dumit
Fadl Mukallid	Simon Neaime/ Hanin Abdallah
Nesreen Ghaddar	
Thuraya Araysi	

Reviewing Program Learning Outcomes Expert Group

Trainers in the retreat assisted their colleagues in the designated faculties, FAS and FAFS, to articulate their program learning outcomes. Departments were encouraged by the Provost, their Deans and the ULOCC chair to finalize their PLO's by end of May, 2008. In order to offer further assistance to both Faculties, CTL charged the team of trainers to review articulated program outcomes coming from FAS and FAFS. These are: Dr. Salma Talhouk, Dr. Isam Bachour and Dr. Fadl Moukallid for FAFS; Dr. Malek Tabbal, Dr. Colin Smith and Dr. Saouma BouJaoude for FAS/Natural Sciences, Dr. Lina Choueiri, Ms. Nuhad Dumit and Dr. Waddah Nasr for FAS/ Humanities, Dr. Simon Neaime Dr. Hanin Abdallah and Dr. Amal BouZeineddine for FAS/ Social Sciences. This task was accomplished by end of May, 2008: program missions, goals and learning outcomes were developed for all FAS and FAFS departments and programs.

C. Trip TO Teaching Excellence Centers in four Universities in the USA

During the last week of August and first 2 weeks of September, 2007, CTL Interim Director and Associate Director made a trip to the USA to visit and learn from the experiences of 4 teaching excellence centers. These centers are:

- Center for Innovative Teaching and Learning at George Washington University
- Center for Teaching Excellence at the University of Maryland
- Center for Teaching Effectiveness at the University of Delaware
- 21st Century Teaching Excellence at the University of South Florida

Among data collected were recommendations related to planning professional development activities, organizing follow up procedures, conducting individual consultation sessions, implementing program learning outcomes plans and assessment of program learning outcomes, identifying a director for CTL, selecting. Ideas and experiences learned from this trip are summarized in Appendix C.

D. Advisory Committee

A CTL advisory committee was formed from all AUB Faculties and Schools starting the academic year 2008/2009. It comprises the following AUB full-time faculty members:

FAFS	Dr. Nadim Farajallah
FAS	Dr. Saouma BouJaoude
SOB	Dr. Hanin Abdallah
FEA	Dr. Nisreen Ghaddar
FHS	Dr. Rima Afifi
SN	Dr. Nuhad Dumit
FM	Dr. Thurayya Arayssi

The CTL Advisory Committee is charged with the following responsibilities:

- a. Members of the Committee will be in charge of getting to the CTL their faculty's/School's professional development needs. CTL will study these needs and explore what can be implemented.
- b. Comment on an already developed Activities Plan by CTL. Advice would be in terms of relevance to their Faculty/School, timing, facilitators, nature of activity etc.
- c. Be the liaison between CTL and their relevant Faculty/School.
- d. Attend meetings during the academic year, initially two, one at the beginning of each semester. Other meetings could be scheduled should the need arise for more meetings.

E. Consultations for Qatar University

Four workshops were designed by Amal BouZeineddine, the Associate Director of CTL, and implemented by her for Qatar University through the office of Regional and External Programs (REP) at AUB. Evaluation by Qatar University was very positive and encouraging. A list serv was created for these workshops, aub-qatar@aub.edu.lb. More workshops will be implemented in the academic year 2008/2009.

F. CTL Recommendations

Preamble for the recommendations: Established need for CTL services (i) internally, at AUB; (ii) in Lebanon, (iii) in the region

1. CTL needs sufficient **proper staffing** in order to maximize efficiency.
2. CTL should encourage **Ph.D. students at AUB** to join the Seminars offered.
3. CTL could establish **a list serv and a news bulletin**.
4. It is important to invite **AUB students** to seminars which may have direct bearing on their experience at AUB such as Academic Advising, ICE, Grading/Assessment / Academic Integrity etc.
5. CTL activities would be greatly enriched if the Center expands its role to communicate with teaching excellence centers locally and regionally.
6. CTL should subscribe to teaching excellence journals and purchase publications, videos and CD's in this area. Having a rich library, the Center will become a reference point to scholarship in teaching and learning excellence.
7. As part of its mission, **individual consultations** are part of CTL activities. Now that there is a physical place, it is time to experiment with scheduling individual consultation sessions based on seminar offered at this point. The boundaries for now would be consultation/follow up sessions for faculty who request such service.
8. Teaching excellence activities become more relevant and meaningful if follow up sessions are offered as part of the seminar design. Meeting with faculty members after implementation of techniques, approaches and otherwise should help all concerned (participants and facilitators) assess the effectiveness of implementing activities suggested in the seminars and forums. These follow up sessions can be designed in the form of focus groups, questionnaires, interviews etc
9. When properly staffed, CTL should develop a needs assessment plan which explores the needs of AUB faculty in professional development. As such, CTL could offer either consultation sessions, seminars or recommend seminars abroad to interested faculty.