

**2024-2025**  
**Unit Annual Report**  
**Division of Academic Affairs**  
**Unit: Center for Teaching & Learning**

*Please submit by June 1<sup>st</sup> to the AVP for Institutional Research & Planning*

**I Mission and Goal/Outcomes Statement:**

The Center for Teaching and Learning enhances the teaching and learning experiences of all faculty, librarians, and students by sustaining, promoting, and celebrating pedagogical practice, innovation, and excellence. The Center's opportunities for collaboration and professional development advance a culture of creative inquiry into the scholarship, science, and art of teaching and learning.

**II Personnel:**

<u>Name</u>	<u>Position</u>
Megan Krell	Faculty Coordinator
Renée Fratantonio	Interim Faculty Co-Coordinator
Katharine Covino	Interim Faculty Co-Coordinator
Grace Soultanian	Administrative Assistant

**III Facilities/Equipment:**

*List any new facilities/equipment/software etc. acquired during 24-25.*

While no new furniture or software was purchased in AY25, significant changes were made to the furniture in the CTL. The connected desks were removed as they were no longer needed and the three heavy work tables were replaced with tables from storage. The replacement tables are on wheels and can be folded and pushed to the side of the room when not in use. Extra armchairs will be removed as soon as possible. These furniture changes make it easier to rearrange the CTL for different kinds of programming hosted in the space.

**IV Budget Expenditure Analysis:**

The budget was not expanded. The CTL was level funded from the previous academic year. The CTL received an internal transfer from Academic Affairs for \$4000 for the summer institutes. Additionally, an internal transfer of \$420 was received from Academic Affairs in order to provide lunch for teachers appreciation week.

**V Programs/Activities:**

**Finish It Up Friday:**

- This is a one-day support program for faculty/librarians pursuing personnel actions to work on their portfolios together. Representatives from MSCA and Technology were present to provide support. Lunch and snacks were provided.
- 7 participants

**Innovation Grants:**

- Faculty/librarians can request up to \$750 to support innovation in their teaching. The following grants were provided:
  - \$500 for Katherine Jewell to purchase a 5 year license to teaching materials (Reacting to the Past)
  - \$650 for Wafa Unus to develop an online resource guide and curriculum for journalism students
  - \$750 for Danielle Wigmore to enable her presentation at the AAC&U Forum on Digital Innovation on AI and OER
  - \$138 for Min Li to purchase supplies for units on Sociological Inquiry of Culture in Introduction to Sociology
  - \$750 for Hefei Qiu to support the development and deployment of AI tools that will enhance the effectiveness and accessibility of education especially at Fitchburg State University

**Monthly Teaching and Learning Hours:**

- The third Tuesday of every month at 3:30pm is designated the Teaching & Learning Hour, where the CTL provides professional development for faculty/librarians. The following sessions were offered:

Date	Topic	Number of Attendees (does not include presenters and CTL coordinators)
September 17, 2025	COIL: Collaborative Online International Learning	6
October 15, 2025	Beyond Course Registration: Advising the Whole Student for Academic & Career Success	3
November 17, 2025	Supporting International Students	4
January 21, 2025	Take it Easy Tuesday	1
February 18, 2025	Navigating ADA/504 in Higher Education	10
March 18, 2025	Simulation as an Engaging Teaching Strategy	5
April 15, 2025	Inclusive Pedagogy	4

**Pedagogical Discussion Group:**

- This year's topic was Student Engagement and was co-led by Drs. Christa Marr and Kiernan Riley. The group explored various student engagement strategies and challenges. Participants included: Lori Steckervetz, Olivia Rossetti, Kim Bennett, Stacy M. Peterson, Collin Syfert, Brandon Loureiro, and Othniel Williams. The leader and participants received stipends for this work. The group shared their findings during an online panel discussion on May 13 which was recorded and shared with the CTL to be used for future programming. Additionally, a research guide was developed for anyone interested in the topic. The guide is hosted on the Library's website: [fitchburgstate.libguides.com/studentengagementgroup](https://fitchburgstate.libguides.com/studentengagementgroup). The recording is hosted on Google Drive: [https://drive.google.com/file/d/13Qlz\\_k8hJskpkrcjiZONPHDIfwAkXtHf/view](https://drive.google.com/file/d/13Qlz_k8hJskpkrcjiZONPHDIfwAkXtHf/view).

**Summer Institutes:**

- Summer institutes are half or full day, stipended professional development programs for faculty/librarians.
  - Wednesday, May 21, 9:30-2:00 pm, Using Pedagogy and Assessment to Foster Student Engagement, 9 participants, 6 presenters
  - Thursday, May 22, 9:30-2:00 pm, 'Who Are Our Students? & How Do We Meet Their Needs?', 12 participants, 6 presenters

**Assessment Office Professional Development:**

- Assessment Office Hours in the CTL were discontinued this academic year due to the lack of participation in previous years. The professional development series was continued this year:

Date	Topic	Number of Attendees (does not include presenters and CTL coordinators)
November 12, 2024	Shifting Towards New Assessment Methods: The Nursing Department	2
February 27, 2025	Inclusive Assessment Workshop	2

**Teacher and Librarian Appreciation Weeks:**

- The CTL acknowledged librarians during Library Appreciation Week in April and instructors during Teacher Appreciation Week in May. Faculty were provided the opportunity to highlight librarians using a form submission; likewise, students were provided the opportunity to highlight instructors. This information was then collated and nominees were provided a formal letter of appreciation from the CTL Coordinator. In collaboration with Academic Affairs, meal tickets were also provided to faculty on Teacher Appreciation Week for one free meal of their choice.

**General Education Collaborations:**

- The CTL collaborated with the General Education Program Chair and Ambassadors to support Gen Ed professional development and collegiality. The following sessions were offered through the CTL:
  - Tuesday, April 22, Procedural and Logical Thinking with Chris Cratsley
  - Tuesday, March 4, Assessing Procedural and Logical Thinking and Quantitative Reasoning in the General Education Curriculum with Chris Cratsley

**VI Action Plan for 2024-25:**

Planned Initiatives for 2024-25	Associated Strategic Plan Goal & Strategy Goal # followed by Strategy # ex: 3.2	Indicate if a DEI initiative
Support faculty/librarians through a pedagogical discussion group	4.4	
Increase opportunity for faculty/librarian professional development in the scholarship of teaching and learning	4.3	
Explore non-event methods to support faculty/librarians	4.4	
Provide innovative professional development for faculty/librarians based on results of needs assessment survey	2.3, 4.3	x

**VII Assessment Report for 2024-25**

Planned Initiatives for 2024-25	Status of Initiative
Support faculty/librarians through a pedagogical discussion group	Completed
Increase opportunity for faculty/librarian professional development in the scholarship of teaching and learning	Ongoing
Explore non-event methods to support faculty/librarians	Ongoing
Provide innovative professional development for faculty/librarians based on results of needs assessment survey	Completed - The CTL offered 7 Teaching & Learning Hours, 2 Summer Institutes, 2 general education workshops, and other PD opportunities throughout the year.

**VIII Other Accomplishments:**

In addition to the activities described above, the CTL Coordinator also:

- Served on the University Assessment and Research Committee (UARC)
- Updated the CTL Coordinator Guide
- Updated the CTL Council information sheet
- Renewed memberships in the following groups/associations:
  - Eastern MA (institutional membership)

- o New England Faculty Development Consortium (institutional membership)
  - o POD Network (individual membership)
- Planned and facilitated the CTL Council meetings
- Consulted with Academic Affairs and the CTL Council regarding programming direction for September and January Development Days
- Attended AMCOA virtual meetings
- Participated in Ruderman Fellowship Program to enhance professional development opportunities for faculty in supporting student mental health
- Attended Provost Council meeting to discuss the future of new faculty mentorship
  - o Developed and shared a survey for Academic Affairs to solicit interest from faculty on serving as a mentor
  - o The CTL is committed to advising and supporting Academic Affairs on what new faculty and librarian mentorship entails in the future
- Improved the physical space of the CTL through furniture changes and participated in a Library space study with a space consultant to determine next steps

#### IX Action Plan 2025-2026:

Planned Initiatives for 2025-26 <small>Add more rows as needed</small>	Associated Strategic Plan Goal & Strategy  <small>Goal # followed by Strategy # ex: 3.2</small>  Or NECHE Projection	Indicate if a DEI initiative
Support faculty/librarians in teaching first year students	2.1, 2.2, 2.3	
Clarify application requirements/roles/expectations on CTL initiatives (e.g. grants and pedagogical discussion groups) to more clearly align with our goals	4.3	
Increase opportunity for faculty/librarian professional development in the scholarship of teaching and learning	4.3	

Explore non-event methods to support faculty/librarians	4.4	
Provide innovative professional development for faculty/librarians based on results of needs assessment survey and current events	2.3, 4.3	

## X Reflection:

*Take this section to reflect on--*

1) *Initiatives that you may be considering for 25-26 academic year that you did not already capture above.*

Both days of the Summer Institute, *Using Pedagogy and Assessment to Foster Student Engagement* and *Who Are Our Students? & How Do We Meet Their Needs?* both reflected and generated a lot of specific interest in supporting first-year students. While not a totally new area of interest, the CTL will continue to partner with Student Affairs to provide support to faculty and librarians about best practices to meet the needs of all students, and particularly first-year students.

2.) *Anything else not captured in this report that you would like to share.*

The CTL made significant strides in the effort to support the professional development of faculty and librarians during AY25. Through a combination of responsive programming and collaborative initiatives, the CTL continued to promote pedagogical innovation.

A few notable improvements were made to the CTL space which were made at no additional cost, repurposing furniture from the university's storage facility. This has significantly improved the flexibility of the space and demonstrates a commitment to creating space for faculty and librarians that can meet the needs of a wider range of activities. One challenge that has yet to be addressed is access to the CTL and its resources. When we noticed supplies were going missing, we worked with building security to limit room access to key card entry. To date, there is no way to grant all faculty and librarians key card access. Until this issue is resolved, only library staff and CTL coordinators can open the CTL during operating hours.

The CTL continued its successful programming initiatives from previous years in the form of monthly Teaching and Learning Hours, Innovation Mini Grants, a Pedagogical Discussion Group, and two Summer Institutes. Attendance continues to be a challenge at events due to overscheduling and counter-programming. However, this year's Summer Institutes interested more participants than the past couple of years. The budget had to be adjusted to accommodate participants and in the future we should consider limits and more competitive registration for greater equity. Similarly, there was great interest in the Pedagogical Discussion Group and we funded the largest and most diverse group of faculty, librarians, and adjunct faculty in recent years. This came with its own set of scheduling

challenges and we may need to consider a cap in the future. Innovation Grants supported faculty projects involving AI, OER, and interactive teaching materials which demonstrates our commitment to fostering experimentation and creativity in the classroom.

The CTL also continued to collaborate with partners across campus, hosting events and programming sponsored by the General Education Program, the Center for Faculty Scholarship, and the Faculty Speaker Series, the Faculty Academy, and various communities of practice.

The CTL Coordinator and the Interim Co-Coordinators demonstrated commitment to institutional memory through the documentation of programs, events, and other activities.

Overall, the work of the CTL this year represents a mission-driven approach to supporting teaching and learning through the reinforcement of its role in fostering and celebrating the teaching and learning practices of faculty and librarians at Fitchburg State.