

# 15 University Resources for Instructors

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This chapter describes the numerous resources available for teaching assistants at Ball State University. Do not hesitate to contact individuals in these areas for help with your teaching assignment.

## *University College*

University College is the administrative home to two units that provide support services to faculty and students---the Academic Advising and the Learning Center. University College is also the administrative unit responsible for coordinating the Core Curriculum Program. The Office of Core Curriculum and Academic Programs offers a summer workshop for faculty who wish to become more familiar with the goals and objectives of the Core Curriculum program. Talk to your faculty advisor about attending this program. Graduate student teaching in the Core Curriculum is covered during the Teaching Assistant day of the Graduate Student Development Conference which all TAs are welcome to attend ([www.bsu.edu/gradschool/gsdsc](http://www.bsu.edu/gradschool/gsdsc)).

**Academic Advising.** All Ball State freshmen are assigned an academic advisor in the Freshman Advising Center who provides a comprehensive and individualized advising program during the first year. The Freshman Advising Center, located on the third floor of North Quad (on the corner of Riverside and McKinley), includes the Freshman Advising Center, Freshman Honors Advising, and Student-Athlete Advising. Students meet with their advisors to plan academic schedules, to seek advice about choices of major and minor areas of study, and for assistance with special needs such as improving study skills and time management.

When students earn 30 or more credits and have declared a major, a faculty member in the major area of study is assigned to provide support and guidance

as the student progresses toward completion of degree requirements. Advising Resource Centers that provide training and various support services to these faculty advisors are located in North Quad 320, Teachers College 208, Ball Communications 201, Arts and Communications 210, Whiting Business 305, and Cooper Science 253. These Centers are also sources for an advisee's Degree Analysis Progress Report (DAPR)---a computer printout of all the requirements associated with completing a degree within a specific major and/or minor. DAPRs are updated regularly and contain comprehensive information about a student's academic status, including courses taken and in which semester they were taken, the grades earned, the status of Core Curriculum requirements, etc. Students should bring a recent copy of their DAPR to appointments with advisors.

Academic Advising publishes a comprehensive and extremely helpful guide, "Ball State University Advising Handbook" that is available to instructors. Additional assistance is provided by contacting the staff of the various Advising Resource Centers or the Academic Advising Center (285-5488).

**Learning Center.** The Learning Center provides direct academic support to students and outreach services to instructors. Peer tutoring is available at no cost to students in the areas of reading and study skills, mathematics, writing, and most Core Curriculum courses. Workshops and review sessions are also open to students. Finally, a Supplemental Instruction program is available. Within this program students work in small groups with trained advanced undergraduates who serve as "model students" in selected Core Curriculum courses. These peer mentors use collaborative learning techniques to assist group members in developing study skills, to promote group discussion and to teach effective questioning and review strategies. The Learning Center also provides

testing accommodations for students with disabilities, at the instructor's request.

Outreach services for instructors include in-class workshops on study skills, time management, content-based writing assignments, and essay exam preparation. When instructors have special needs for tutors for their courses or for specific course assignments, they may request a tutor from the Learning Center. Staff members are also available for classroom visits during the semester to explain to students the various services offered by the Learning Center.

The Learning Center is located in North Quad 323; further information is available by contacting the staff at 285-1006.

### **Office of Teaching and Learning**

**Advancement.** The Office of Teaching and Learning Advancement ([www.bsu.edu/otla](http://www.bsu.edu/otla)) provides the faculty of Ball State University with professional development programs for teaching (T&L Academy), documentation for professional development activities (Registry), printed and digital resources on teaching, assistance in locating teaching resources on campus (TRCentral), and a web site and newsletters with information on trends, research, and developments in higher-education teaching.

**Teaching & Learning Academy.** The “T&L Academy,” organized and administered by OTLA, consists of courses (seminars, workshops, discussions, and the like) and programs of professional development in areas related to teaching. Seminars in the T&L Academy model learner-centered teaching in which participants exercise control of many aspects, whereas Academy workshops provide more directive leadership. Members of Ball State faculty or professional staff facilitate seminars and workshops. Courses and workshops fall under one or more of five fundamental domains that provide the underlying structure of the Academy curriculum: (1) learning, (2) teaching, (3) technology, (4) assessment, and (5) professional documentation. The course catalogues, available

in printed form and on-line, lists courses offered each term with additional descriptions, and Academy calendars for each term (fall, spring, and summer) list times and locations, honoraria, and any prerequisites. Participants register on-line, and deadlines vary with courses. Successful participants earn “professional development units” (see following) in all courses and receive honoraria in many courses (but not all).

**Professional Development Registry.** The “Registry” provides each faculty member a secure database and convenient method of documenting professional development. This service provides a record to each faculty member who participates in a certified course, seminar, workshop, or program. Certified courses include all T&L Academy courses and some other non-T&L Academy programs.

All certified courses carry “professional development units” (PDUs). PDUs provide numerical measures of teaching scholarship determined by a combination of hours of scheduled participation in professional development (e.g., seminars or workshops) and the quality of outcomes or products. When participants successfully complete a course, the Registry automatically updates their personal records.

The “Registry” and PDUs, in essence, are transcripts and credit hours adapted to professional development. Except for the OTLA system administrator, only the faculty member has access to his or her Registry record. Moreover, each individual may manually append additional professional development activities (e.g., pre-conference workshops, activities at another institution, and the like—this self-entered data appear on the record with no PDUs or identified as entered by the individual).

Registry records are printable in formats appropriate for professional documentation. The printed format includes course titles, descriptions (optional), dates, and PDUs. Registry see ([www.bsu.edu/otla/registry.html](http://www.bsu.edu/otla/registry.html))

**Faculty Technology Laboratories.** OTLA facilities, available to all members of the BSU faculty, include a faculty computer lab, a multimedia development lab, an internet-based videoconference classroom, and a high technology conference/videoconference room. Faculty members may request use of OTLA facilities for a single meeting of a course, professional

development activities, or other academic functions. Individual or small groups of faculty members may drop in to use the facilities at any time they are not in use. OTLA facilities are not open labs available for student use, except during approved course uses. Faculty members may receive individualized support during drop-in sessions.

**Teaching and Learning Discussions.** Occasional informal discussions of teaching and learning, organized as “brown bag” lunches or breakfast meetings, focus on various topics in higher education teaching—plagiarism, copyright, new technologies, campus planning (suggestions welcome). Watch for topics and dates in your email, the OTLA newsletter, *The Compleat Learner*, at [www.bsu.edu/otla](http://www.bsu.edu/otla), or in announcements sent to departments.

**Faculty Reading/Discussion Groups.** Groups of faculty who wish to discuss selected books or articles receive support with seminar organization, printed supplies, meeting space, etc.

**Teaching Resource Central.** The Teaching Resource Central (TRCentral) assists faculty members in locating Ball State University’s teaching resources and support. TRCentral ([www.bsu.edu/otla/trcentral](http://www.bsu.edu/otla/trcentral)) coordinates descriptions and data on resources from offices and units to provide centralized access point to program descriptions, purposes, objectives, outcomes, requirements, dates, costs, stipends, contact persons, or other information. Faculty members seeking information on teaching resources or answers to questions about teaching support may begin their search at TRCentral.

**Creative Teaching Grants.** OTLA provides administrative support for the Creative Teaching Grants, a program mandated by the *Faculty and Professional Personnel Handbook*. Faculty interested in applying should ask for an application manual from OTLA. The manuals are available near the Thanksgiving break. The University Creative Teaching Committee administers the award and chooses awardees. OTLA is the administrative support unit for the committee.

**Office of Academic Assessment and Institutional Research.** The Office of Academic Assessment and Institutional Research (OAAIR) has

developed various programs to encourage faculty participation in assessment initiatives. A summer grant program awards support to faculty interested in departmental programmatic assessment that helps address the goals and objectives in the university strategic plan. Workshops designed to target specific types of assessment projects such as the University Core Curriculum evaluation are also available for faculty participation. Classroom assessment working groups have been developed to assist faculty in ongoing, small-scale classroom assessment. Staff members in OAAIR are also available to assist departments and faculty with various assessment initiatives such as creating unit assessment plans, developing survey instruments, conducting focus groups, and providing information from university surveys. An assessment workbook that offers suggestions for designing and carrying out assessment activities is available at the OAAIR web site, <http://www.bsu.edu/web/assessment/WB/contents.htm>. Faculty interested in obtaining more information should call the Office at 285-1337.

**Christy Woods Outdoor Teaching Laboratory.** The 17-acre Christy Woods, located on Riverside Drive between Tillotson Avenue and the Cooper Science Building, contains an Eastern hardwood forest, prairie, and formal gardens. A variety of trees, shrubs, and wildflowers, many of which are native to the region, provide an outdoor field laboratory with naturalized and traditionally landscaped areas for Ball State students and members of the Muncie community. The Teaching and Research Greenhouse contains species used in several biology classrooms and in faculty and student research projects. A second green house, containing the Wheeler Orchid Collection and Species Bank, houses over 1,000 orchids, and is also available for study. Three demonstration ecosystems are also being developed to provide additional learning opportunities—two wetland habitats (fen and marsh) and an alkaline hill slope. Guided tours of the greenhouses and the outdoor grounds are available by contacting the Biology Department at 285-8820.

**Ball State University Museum of Art.** Located in the central portion of the Fine Arts Building, at the intersection of Riverside and Warwick, the Ball State University Museum of Art contains a collection of more than 9,500 original works including paintings, sculpture, prints, ancient glass, and other decorative arts created by masters such as Edgar Degas, American and European holdings, the Museum contains representative works from Asian, African, Oceanic, and pre-Columbian cultures. Accompanying the works of art are written explanations about the artist, the style, the period, and other facts of interest. The permanent collection is catalogued in the Art Reference Terminal (ART), an online reference source available to visitors. The ART can be accessed at <http://www.bsu.edu/cfa/artmuseum/art.html>

The Art Museum offers a full calendar of special exhibitions, Sunday Gallery Talks, and group tours: Instructors who wish to schedule tours for their classes are encouraged to contact the museum at 285-5242 at least two weeks before the desired date.

**Office of Disabled Student Development.** The Office of Disabled Student Development (DSD) assures the commitment of Ball State University to offer equal opportunity in higher education to qualified students with disabilities and maintains a comprehensive support network for students with disabilities. See also Chapter 3, [University Policies and Teaching](#). DSD maintains a comprehensive website ([www.bsu.edu/dsd](http://www.bsu.edu/dsd)) which includes a faculty handbook. Faculty and staff members are encouraged to look at this site as it provides valuable information. DSD also provides information to students about special test administration and classroom adaptations, development of leadership skills, participation in adapted physical education, sports and recreation programs, career planning, and involvement in student organizations. Informal counseling and guidance for academic, social, and personal needs is available. Specialized services are available to students with specific impairments.

DSD offers students with visual impairments:

- Orientation and mobility assistance;
- Braille and large-print maps of campus;

- Information concerning test accommodations;
- Information about adaptive technology and referrals to BSU's Adaptive Computer Technology Lab where students can have textbooks scanned onto disk;
- Short-term loan of four-track tape players and assistance with ordering taped textbooks;
- Help finding notetakers and readers, as needed.

DSD offers students with hearing impairments:

- Recruitment and referral of notetakers and interpreters;
- Amplified phone and Text Telephone access;
- Audiometric and hearing-aid evaluations, short-term loan of hearing aids, and aural rehabilitation support through the Speech, Language, and Hearing Clinic.

DSD offers students with psychiatric/emotional disabilities:

- Liaison with teachers or other campus units to arrange appropriate accommodations and adaptations, as needed, with student input. Rembrandt, and Winslow Homer. In addition to the

DSD offers students with learning disabilities and Attention Deficit Disorder:

- Information and guidance on alternative approaches to test taking, writing assignments, and other academic work;
- Information and assistance in obtaining taped and scanned textbooks;
- Referrals to BSU's Adaptive Computer Technology Lab;
- Information regarding availability of services offered by the Learning Center.

DSD offers students with orthopedic impairments:

- Lists of prospective attendants;
- Referrals of notetakers and readers;
- Information on notetaking alternatives;
- Elevator keys to all keyed academic buildings;
- Information on accessible parking;
- Information concerning accessible transportation;
- Information on accessible housing.

DSD is located in Room 307 of the Student Center (on University Avenue). For further information, instructors should call 285-5293 (voice) or 285-2206 (TDD). DSD's email address is [dsd@bsu.edu](mailto:dsd@bsu.edu).

**Writing Center.** The Writing Center offers free writing assistance for students, faculty, and staff at Ball State University. In this center, our experienced tutors work with clients with any writing task from essays, PowerPoint, speeches, and hypertext to resumes, letters, and proposals. Typically, clients come to the Writing Center for help in brainstorming for a topic or focus; organizing and arranging ideas; supporting ideas with research and details; using MLA or APA style; following particular genres or assignments; or wording, style, and usage questions. Clients may call or drop by for an appointment.

In addition, the Writing Center offers special services for instructors. The staff publishes a faculty newsletter, *News and Notes*, each semester, which is available on our website. The staff also is invited to classes around campus introduce our services to students in a brief presentation. Further, the Writing Center helps with projects unique to different departments around campus; we've given feedback on crafting writing assignments, assigned tutors to classes, and given presentations to faculty on assessing writing. (Contact the director, Dr. Jackie Grutsch McKinney, with questions on faculty services: [jrmckinney@bsu.edu](mailto:jrmckinney@bsu.edu)) Students and faculty are encouraged to visit [www.bsu.edu/web/writingctr](http://www.bsu.edu/web/writingctr) for more information, printable writing tip sheets, links to online writing resources, and the latest Writing Center news.

**Ball State University Libraries.** This resource includes three facilities---Bracken Library, the Science-Health Science Library, and the Architecture Library---and offers a variety of services including Educational Resources, Periodical/Reserves, Interlibrary Loan, and Library Instruction designed to support classroom instruction. Bracken Library is located on McKinley Avenue and is the main library at Ball State. Guides to the libraries' various services are available at the two entrances to the building. Online information about hours, services, and directions may be found at the libraries' website, [www.bsu.edu/library](http://www.bsu.edu/library). The website is also the place

to access CardCat, the University Libraries' online catalog, and a wide range of academic databases, and other digital and print resources which support research and learning at Ball State.

The following listing locates major library services:

### *First Floor:*

- Bracken Computer Lab
- Circulation Services;
- Government Publications;
- Interlibrary Loan Services;
- Microforms, Reader/Printers;
- Office of Library Instruction;
- Periodical/Reserves;
- Reference Services;
- Reference Learning Center.

### *Lower Level:*

- Booking/Equipment/Video;
- Collections Development Office;
- Educational Resources Collection;
- Offices of the Assistant Deans;
- Music Listening Center/Collection
- Technical Services;
- Video Information Systems (VIS).

### *Second Floor:*

- Archives and Special Collections;
- Bound Periodicals;
- Center for Middletown Studies;
- General Collection A-G;
- Geospatial Center & Map Coll.;
- Office of the Dean.

### *Third Floor:*

- General Collection H-QH.

### *Fourth Floor:*

- General Collection QK-Z, 000-919.9;
- Theses, Dissertations.

The Science-Health Science Library is located in the Cooper Science Building on Riverside Avenue, (285-5079). This facility contains a small collection of circulating books, periodicals, and non-circulating reference material concentrated in chemistry, biology, health science, and nursing. There are electronic and

print abstracts and indexes covering these science areas. This library also operates a reserve service. The Architecture Library is located in the Architecture Building on McKinley Avenue and houses books, periodicals, reference works, indexes, USGS maps, pamphlets, office brochures, and product catalogs relevant to architecture, historic preservation, landscape architecture, urban and regional planning, and building science. Books, bound periodicals, vertical file material, USGS maps, and perspective charts circulate. Heavy-demand material are held on reserve, and product catalogs, office brochures, and microforms do not circulate. Adjacent to the library in AB 117 is the David R. Hermansen Slide Collection that contains 110,000 slides in circulation of images relating to architecture, landscape architecture, urban planning, and art. For further information, instructors can call 285-5857.

**Teleplex (University Media Services).** The Teleplex, located in the Ball Communication Building on McKinley Avenue is a full-service media facility that offers a wide range of design, production, and post-production services and includes a Graphics staff, Production staff, and Engineering staff. The following services are provided to faculty:

- Video/audio tape duplication;
- Videotaping of satellite/off-air programs;
- Content/production design;
- Studio production;
- Editing;
- Location production;
- Teleconferencing;
- Multi-media development;
- Distance Learning Program.

University Media Services staffs the Faculty Development Multimedia Lab (FMDL) containing some of the latest computer hardware and software for the development of instructional multimedia materials. The FDML also offers seminars and workshops on multimedia implementation. The lab is located in BC 187 (285-5386).

Media Services also operates the Video Information System (VIS), located on the Lower Level of Bracken Library. Various media (VHS, 16mm, laserdisc, etc.) are available for classroom viewing using the monitor

and VIS control box located in most classrooms. Instructions for using the VIS are available in all departments as are control box keys. To schedule using the VIS, the instructor should contact the Booking Desk at 285-5337.

**University Computing Services.** University Computing Services (UCS) is located in the Robert Bell Building (Rm. 237) on McKinley Avenue. The goal of University Computing Services is to provide the appropriate technology, information, and support services to enhance teaching and learning experiences at Ball State University. Services offered by UCS include: Academic Support, Administrative Services, Computer Operations & Client Support, Information Security & Server Support, Research & Design, Information Systems Development & Support and Networking & Communications. For more information about UCS, please visit [www.bsu.edu/ucs](http://www.bsu.edu/ucs).

For instructors, UCS provides services and assistance in the following areas:

### **Examination and Evaluation Services.**

Examination and Evaluation Services is a division of University Computing Services (UCS) and is located in the Robert Bell Building on McKinley Avenue. When instructors administer exams using one of three machine-scorable answer sheets available at Ball State, Examination and Evaluation Services scans, scores and analyzes test responses, and provides a computer printout of summary statistics, reliability and validity data, and optional individual student reports (see Chapter 11, [Evaluating Students' Work](#)). Examination and Evaluation Services has prepared a detailed description of the procedures for obtaining test analysis and the information generated in the interpretive report that is available in RB 237. The office also provides scanning services to faculty and graduate students who need assistance with research data entry. This service is provided to individuals who are working with a research design consultant at University Computing Services.

- **Faculty course evaluations** - Examination and Evaluation Services is also responsible for administering the university course evaluation

program. Student evaluations of instructors' performance are obtained on special recording forms at the end of each semester and are submitted to UCS for analysis (see Chapter 14, [Evaluating and Improving Teaching](#)). Instructors are given a summary of their data. Student evaluation data is confidential information that is released only to the instructor.

Additional information about Examination and Evaluation Services is available by calling 285-1506.

- **Quantitative research** - *UCS Research and Design Services* provides statistical and research design consultation services and assistance, including the design and production of customized machine-readable data collection tools. Please call (765) 285-1506 for further information.
- **Multimedia instructional enhancement** – *Digital Data Services* provides services to help you convert your documents, slides and other instructional materials into digital format for use on the World Wide Web, or other forums. Through a partnership with the Teleplex, larger-scale or more advanced projects are facilitated using one point of contact to save time and resources. Please call (765) 285-1358 for further information.

### UCS supports:

- **Blackboard** - a software solution used by Ball State University to enhance the learning experiences of students. With Blackboard, faculty may create online assessment exams, host discussion forums, and make files available to their students. For more information visit [www.bsu.edu/web/ucs/faq/blackboard/](http://www.bsu.edu/web/ucs/faq/blackboard/).
- **inQsit©** - a comprehensive online assessment instrument, which allows you to create, distribute, and administer tests, quizzes, and surveys via the intranet or internet, then retrieve, record, optionally grade, and assess the responses; all online, without the need for any HTML or programming knowledge. For more information about inQsit visit [www.bsu.edu/inqsit](http://www.bsu.edu/inqsit). To find out about testing lab locations, reservations, and procedures, visit [www.bsu.edu/web/ucs/ucl-Computer Based Testing](http://www.bsu.edu/web/ucs/ucl-Computer Based Testing).

- **Web Gradebook** – an application allows instructors to manage every detail about a student's grades and provides students with up-to-the-minute information about their grades in each class. For questions or more information, call the UCS Help Desk (765) 285-1517. These resources are also described in Chapter 7, [Teaching and Learning with Technology: A Primer on Instructional Technology in Higher Education](#).

- **BSU Email** - Ball State email services are provided to all students, faculty, and staff of the University. To set up an account, stop by the UCS Information Desk, RB 165, with a valid BSU or picture ID. This account allows access to Outlook, as well as other systems for university related academic and administrative purposes such as research and web publishing.

For other computer-related information, questions or problems, contact the **UCS Help Desk - (765) 285-1517 or toll free 1-866-771-3276**. The UCS Help Desk provides a single point of contact for students, faculty, and staff. If you have a computer problem (hardware or software) call the Helpdesk, or send an e-mail to [helpdesk@bsu.edu](mailto:helpdesk@bsu.edu), or submit an online service request form from the UCS Help Desk webpage [www.bsu.edu/web/ucs/helpdesk](http://www.bsu.edu/web/ucs/helpdesk). Problems may be reported 24 hours, seven days a week. When calling the UCS Help Desk to report a problem, you will be required to provide the following information:

- A detailed description of the problem
- The operating system (Mac OS or Windows version)
- Make, model, BSU inventory number, serial number
- Exact location of the equipment (building and room number).

Calls received during non-office hours are handled by an operator. If you are a student having problems with the connection in a residence hall or university apartment, please contact housing at (765) 285-5880 to report the problem.

