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## Preparing Future Faculty Program (PFF) Program Annual Report, 2015-2016

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# PREPARING FUTURE FACULTY (PFF) PROGRAM

## Old Dominion University

### Annual Report for AY 2015/16

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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 A 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 such as those offered by the Center for Learning and Teaching (CLT), the Office of Research, and the Graduate Teaching Assistant Instructor Institute.

## **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 Development Services, and CLT (see Appendix B for the list of PFF Steering Committee members for AY 2015/16). Representatives from Norfolk State University also serve on the PFF Steering Committee. Nine 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 2015/16, these funds are used for graduate student support, purchase of supplies and equipment, printing, faculty stipend for teaching GRAD 700, adjunct costs to cover 1 course download for the PFF Steering Committee Chair, and other expenses for PFF programming.

## PROGRAMMING FOR 2015/16 AND MAJOR ACCOMPLISHMENTS

In the academic year, 2015/16, the Steering Committee continued to focus on three tasks: (1) increasing awareness among faculty and students of the PFF program and PFF Certificate, (2) 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, and (3) offering broad programming to meet graduate student needs. To ensure greater connection to graduate education university-wide, the PFF Steering Committee Chair began monthly meetings, starting in September 2016, with Dr. Robert Wojtowicz, Associate Vice Provost for Graduate Studies.

Much focus has continued on broadly disseminating information about the PFF program and the PFF Certificate. These included frequent communication with and information dissemination to GPDs, hosting an information table at Graduate Research Achievement Day, presenting at Graduate Student Orientation, and providing information in the Graduate Studies Newsletter.

The PFF Steering Committee also continues to be 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 has focused on ways to allow distance and part-time students to participate in PFF programs and fulfill the PFF Certificate requirements (see Appendix C). 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. All recordings are available in a central repository:

[http://vs.odu.edu/kvs/interface/?cid=201510\\_PreparingFutureFacultyVS\\_94013](http://vs.odu.edu/kvs/interface/?cid=201510_PreparingFutureFacultyVS_94013)

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). Students who want to complete the PFF Certificate in a completely asynchronous manner must also participate in an additional community-building event to ensure students have the opportunity to interact with other graduate students with similar professional development needs and interests.

Programming highlights for AY 2015/16 include:

1. Analysis of graduate students' professional development needs.  
The PFF Steering Committee conducted the survey of graduate students' professional development needs in Spring 2014 and Spring 2015. Results of the survey were analyzed and

discussed by the Steering Committee in Fall 2015 (see Appendix D). Survey results indicate that there remains a need to increase awareness of the PFF program. Overall, the gaps in students' professional development needs match quite well with the programming emphasis of the PFF. One surprise, however, is that graduate students indicate lacking professional development opportunities for issues related to research fundamentals, which is not an area that PFF emphasizes. The current thrust of PFF programming on teaching and service aspects meets the gaps in professional development offerings university-wide. The Steering Committee considered whether research should be emphasized more in PFF programming, but came to the conclusion that such needs can and should be addressed within the specific academic programs.

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

GRAD 700: Professional Development, a 1-credit hour asynchronous on-line professional development course for graduate students, was offered in Spring 2016 with 8 registered students. This course is intended to better prepare graduate students 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 develop a professional portfolio to integrate learning, document progress along their professional development plan, and showcase their academic and professional achievements. This course also counts as two non-PFF events for meeting the Preparing Future Faculty Certificate requirements.

3. PFF website and repository

After 2 years of work on the PFF website and many challenges, the PFF website and WordPress site are now updated and current:

<https://sites.wp.odu.edu/PreparingFutureFaculty/>

<https://www.odu.edu/success/programs/pff>

Much thanks to the Office of Graduate Studies for providing the time of their Graduate Assistant, Eric White, to update the PFF website.

4. PFF workshop at the CLT Summer Institute

The PFF Steering Committee recognizes that very limited professional development opportunities are available to graduate students in the summer. GRAD700 was originally offered for Summer 2016, but had to be canceled due to low enrollment. To address the gap in summer programming, a PFF workshop on Appreciating and Leveraging Diversity was offered in May 2016 as part of the CLT Summer Institute on Teaching and Learning. This workshop will count as one PFF event, and students who attend other Summer Institute

events can count the Summer Institute as one non-PFF event. The workshop was widely attended, with at least 40 participants, although only about 10 were graduate students. The PFF Steering Committee Chair will also coordinate with other campus organizations (such as CLT, Office of Research, Graduate Student Orientation) to host a few non-PFF events during the summer.

## **PFF Events**

The following events were offered in 2015/16:

1. Ethical Dilemmas in Teaching – October 9, 2015
2. The New Faculty Experience – October 23, 2015
3. Managing Your Digital Identity – February 26, 2016
4. The Effective Job Talk – April 8, 2016
5. Appreciating and Leveraging Diversity – May 17, 2016

PFF events were available live and on-line synchronously via WebEx.

## **PFF Certificates**

As of the beginning of the 2015/16 academic year, 74 Preparing Future Faculty Certificates had been awarded. In Fall 2015 and Spring 2016, 16 PFF Certificates were awarded.

## **LOOKING AHEAD TO ACADEMIC YEAR 2016/17**

For AY 2016/17, 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 by highlighting the asynchronous options available for fulfilling PFF Certificate requirements, and (c) incorporate ePortfolios into PFF programming and the PFF Certificate. A key emphasis will be on updating the application process for the PFF Certificate to directly incorporate ePortfolio as a tool to document completion of PFF Certificate requirements and showcase graduate student professional development.

For AY 2016/17, PFF events will include one teaching and one research event each semester.

The PFF events tentatively planned for 2016/17 are:

1. Tools for Teaching Roadshow – Fall 2016
2. The Publishing Process – Fall 2016
3. Creating Effective Writing Assignments – Spring 2017
4. Grantwriting Fundamentals – Spring 2017

In addition, in an effort to provide professional development opportunities in the summer, a PFF Job Market Bootcamp will be held in July 2016.

# APPENDICES

## Appendix A: 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 B: PFF Steering Committee Members, AY 2015/16

1. Dr. Wie Yusuf, ODU, Urban Studies & Public Administration, PFF Chair
2. Afi Anuar, ODU, Civil Engineering (STUDENT)
3. Dr. Joyce Armstrong, ODU, Center for Learning and Teaching
4. Dr. Suely Black, Norfolk State University, Chemistry
5. Dr. Jim Blando, ODU, Community and Environmental Health
6. Dr. Abby Braitman, ODU, Psychology
7. Salayne Escalante, ODU, Dental Hygiene (STUDENT)
8. Jamila Glover, ODU, GPIS (STUDENT)
9. Dr. Luisa Igloria, ODU, MFA Creative Writing Program/English
10. Yi Jian, ODU, Finance (STUDENT)
11. Alice Jones, ODU, Career Management Center
12. Dr. Elaine Justice, ODU, Psychology
13. Jason Lynch, ODU, Education (STUDENT)
14. Martin Mayer, ODU, Public Administration (STUDENT)
15. Dr. Christopher Osgood, ODU, Biology
16. Vanessa Peters, NSU (STUDENT)
17. Casey Thrift, ODU, Education (STUDENT)
18. Dr. Barbara Winstead, ODU, Psychology
19. Stephen Young, ODU, Sociology & Criminal Justice (STUDENT)

## Appendix C: Meeting PFF Certificate Events Requirements via Asynchronous, On-line Options

(October 13, 2015)

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.

(1) The teaching-related experience must be a mentored experience (in a higher education setting) 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:

- \* 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.

- \* 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.

- \* 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.

(2) Required attendance at five academic career-related events can be fulfilled by participating in a combination of PFF-sponsored and non-PFF events.

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. To receive credit for attending these events you must complete an on-line reflection worksheet. The remaining two events may be any of the following non-PFF workshops or activities.

- \* Attend the ODU Graduate Teaching Assistant Institute (open primarily to funded GTAs)

- \* Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education.

- \* 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 event.

- \* Attend workshops offered by the Office of Research, such as Grant Proposal Development, Developing Strategies for Successful Health and Biomedical Sciences Grant Submission, Community of Science Workshop, etc.

\* Attend Faculty Development workshops offered by the Center for Learning and Teaching (CLT). Acceptable CLT workshops include: Turning Point Clickers in the Classroom; Using Prezi; Leveraging Social Media to Enhance Your Courses; Designing and Implementing Assessment; Engaging Students in Live Distance Learning Courses; Project-Based Learning.

\* 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.

\* 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.

\* Complete GRAD 700: Professional Development 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.

An underlying goal of the PFF program is to build a sense of community among students participating in the PFF program. Students who complete the PFF program asynchronously only benefit from interaction with the content delivered in the recorded events, and are not able to realize the benefits of community and socialization. The PFF Steering Committee strongly recommends that students participate in the live or synchronous formats of PFF and non-PFF events to the greatest extent possible. We believe that these formats offer the greatest benefits to you.

Completing the PFF Certificate via an Alternative, Asynchronous Format

PFF events are offered as 'live' events on campus, synchronously on the web, and as recordings that can be viewed asynchronously. You may complete the PFF Certificate's academic career-related events requirements asynchronously by viewing recorded events and completing the on-line reflection form.

Some non-PFF events, such as the "Provost's Conversations on Teaching and Learning" or "Connect with Colleagues" events are also available as asynchronous options (Note: two of these events will count as one event toward the PFF Certificate requirement). GRAD 700: Professional Development is also offered as an asynchronous on-line course (Note: completion of GRAD 700 counts as two non-PFF events for the PFF Certificate).

There is an additional requirement for students who complete the PFF Certificate using ONLY the asynchronous option. You must attend at least one asynchronous community-building events hosted by the PFF program. This event does NOT count towards the 5 academic career-related events required for the PFF Certificate.

Problem statement:

\* Current PFF Certificate requirements are targeted at full-time, on-campus graduate students. We are committed to making PFF available to all graduate students. Part-time and distance students struggle with fulfilling PFF Certificate requirements.

\* Two PFF events are offered each of the Fall and Spring semesters. Students have expressed interest in (1) being able to work towards the PFF Certificate during the summers, and (2) completing the PFF Certificate in one year or less.

Allowing students to fulfill events requirements via the asynchronous recording option provides greater access for students who cannot attend live events, and offers flexibility for students who want to complete PFF requirements in the summers and in less than one year.

Concerns:

\* An underlying philosophy of the PFF program is building a sense of community, which would be absent in a completely asynchronous on-line environment.

This is addressed by a recommendation to attend live events and the additional requirement of participating in one on-line community-building event or attending at least one live event.

Resource Needs:

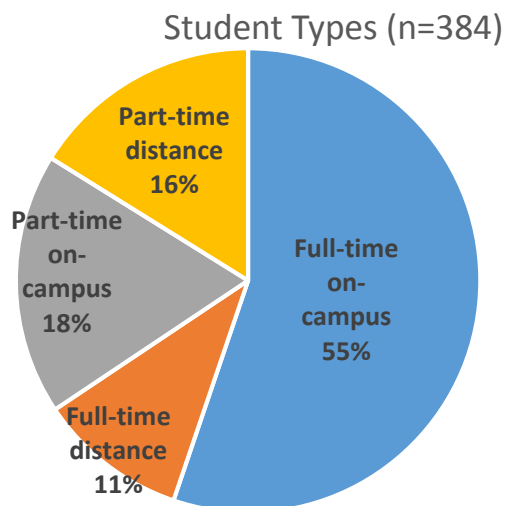
\* Need to hold at least one community-building event each semester.

\* Need to create mechanism (on-line reflection form) for capturing asynchronous participation.

## Appendix D: 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 meeting 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