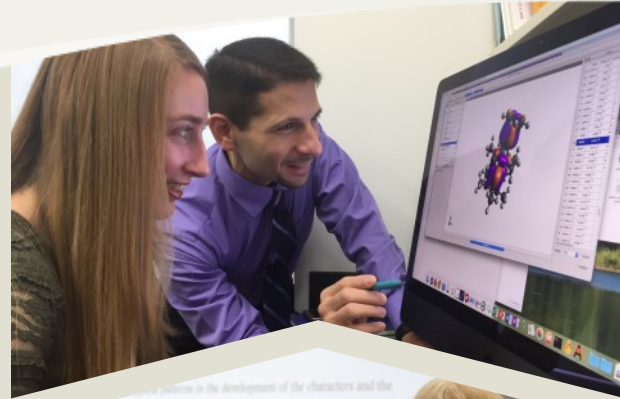Center for Inclusive Teaching and Learning
University College
University of Wisconsin-Stevens Point

2024
Annual Report

COMMUNITY   EFFICIENCY   EXPERTISE

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Mission

The Center for Inclusive Teaching and Learning's (CITL's) mission is to cultivate a vibrant campus community committed to student learning within a culture of inclusivity and diversity.

By the Numbers

608 TEACHING TIP video views

173 participated in TRAINING AND WORSHOP sessions

5 WORKSHOPS offered on artificial intelligence

$52,800 in GRANT FUNDS awarded

303 UWSP faculty/instructors consulted with the CITL team

155 attended EVENTS

21,360 STUDENT EXAM SHEETS scanned for test scoring

979 scheduled CONSULTATIONS with faculty and staff members

Message from the Director

Dear Colleagues,

This summer marks the end of my first full academic year as director. I am incredibly proud of what the CITL team has done over the last 12 months to support teaching and learning at UWSP. One of our key achievements this year was creating a set of goals and outcomes for CITL to guide our work over the next three years (available on the CITL website), along with a center evaluation plan to ensure we clearly communicate our service to the campus community and the impact of our efforts.

In addition to our ongoing programs and services, this year we developed new programming in response to issues and concerns raised by instructors. This included initiatives in the following areas:

Dr. Erin D. Speetzen

- Supporting student mental health
- Student success in the classroom/college readiness
- Generative artificial intelligence

Next year, we will continue our work in these areas while also strengthening our programming related to:

- Inclusive teaching
- High-impact practices (HIPs)
- The scholarship of teaching and learning (SoTL)

We also have a plan for fall programming to help faculty and instructors navigate the upcoming presidential election and will continue to foster community-building opportunities between faculty and instructors at UWSP.

We appreciate all the faculty, staff, and university leaders who partner with us in our work. The relationships we build with you enable us to positively impact the teaching and learning environment at UWSP and we are grateful for each one of you.

Sincerely,

Program Development

During the 2023-2024 year, CITL continued development and/or revision of the Masters of Music Education and associated Graduate Certificates, Doctor of Education Ed.D. in Educational Sustainability, Online Medical Laboratory Technician (AS) to Medical Laboratory Science: Medical Technology (BS) degree completion, and Graduate Certificate in Trauma and Resilience programs.

Starting in Fall 2023, CITL worked with the Department of Biology and the Growth Initiative to develop the new Graduate Certificate in Cannabis Science which will launch in Fall 2025.

Faculty participating in course and program design work with CITL are compensated by the Growth Initiative through either stipends or course releases.

With the creation of the Growth Initiative at UWSP, CITL has transitioned away from our successful Program Grant application process. CITL continues to support all faculty and staff in the areas of pedagogy, instructional design, learning technology, and all other teaching-related areas. Additionally, CITL can offer program development support to units wishing to develop or revise programs that are not part of the Growth Initiative.

The CITL Team

2023-24 Professional Activities

Erin Speetzen
Director

Student Engagement

- Instructor, CHEM 106 (Fall 2023)
- Instructor, CHEM 333 (Spring 2024)

University Service

- Member, University Professional Development Committee
- Member, Purpose Made Possible Implementation Team, Theme 3
- Member, Common Council
- Member, Chancellor's Commission on Freedom of Expression and Civil Discourse
- Chair, AI Policy Working Group
- Facilitator, Spring 2024 Book Group
- Co-Presenter, New Faculty Orientation
- Co-Presenter, Faculty Lunch and Learn Series

Regional Service

- Member, Universities of Wisconsin Office of Professional and Instructional Development (OPID) Advisory Council
- Member, Universities of Wisconsin Open Educational Resources team
- Campus Coordinator, Wisconsin Alliance for Louis Stokes Minority Participation in STEM (WiscLSAMP)

National Service

- National Science Foundation review panelist

Professional Development

- Faculty College
- POD Network Annual Conference
- AAC&U Institute on Open Educational Resources
- AAC&U Institute on High-Impact Practices

Sean Ruppert
Canvas Administrator, Instructional Technology Support Specialist

Regional Service

- Executive Committee member, UW System Learning Technology Development Council (LTDC) - appointed by the Provost in 2017

Eric Simkins
Online Program Manager

Student Engagement

- Instructor, CNMT 100 (Fall 2023)
- Instructor, CNMT 100 (Spring 2024)

University Service

- Member, UWSP Graduate Council
- Member, Navigate Leadership Team

Regional Service

- WI Online Advisory Council (UW System) – Provost appointed UWSP representative

Professional Development

- Teaching With AI - Auburn University Course
- Building a High Quality Microcredential Program—Educause Learning Lab
- Accessible Technology Webinar: What's new with WCAG 2.2 - Great Lakes ADA Center
- OLC Innovate Conference - Online Learning Consortium (OLC)

The CITL Team

2023-24 Professional Activities

Nancy Shefferly
Instructional Designer

University Service

- Chair, University Assessment Subcommittee
- Co-Presenter, New Faculty Orientation
- Co-Presenter, Faculty Lunch and Learn Series
- Facilitator, Fall 2023 Book Group
- Author, Teaching Tip Tuesday Outreach
- Author, Generative Artificial Intelligence Decision Trees and Tools

Professional Development

- Distance Teaching and Learning Conference
- School Leaders Advancing Technology in Education (SLATE) Conference
- Teaching With AI - Auburn University Course

Sara Olsen
Multimedia Designer

University Service

- Member, UWSP Website Rebuild Team
- Interim Web Developer

Professional Development

- TechSoup training:
  Inclusivity Essentials: Creating Accessible Websites
- TechSmith webinar:
  Create PowerPoint Videos with Camtasia
- Carnegie Higher Ed training:
  Website Optimization - Developing and Optimizing High-Performing Program Pages

Faculty Fellows

Angie Servi
Instructional Designer

Student Engagement

- Instructor, BUS 390 (Fall 2023)
- Instructor, BUS 328 (Spring 2024)

University Service

- Facilitator, Spring 2024 Book Group

Regional Service

- Member, School District of Athens Board of Education

Professional Development

- Canvas Certified Educator Courses: Foundational Frameworks, Engagement Strategies, Personalized Learning, Transformational Practices, Applying Principles of Instructional Desing
- Implementing UDL in Higher Ed Learning Lab
- Teaching With AI - Auburn University Course

Yue Li
Assistant Professor
School of Education

Sarah Orlofske
Associate Professor
Department of Biology

Sallie Scovill
Professor
School of Health Sciences and Wellness

Consultations

Consultations with faculty and staff members are really the backbone of what we do in CITL. Our team members offer both one-on-one consultations and group consultations for entire departments or smaller groups of faculty and staff. Team members can provide, training, and assistance in your office, in our office, remotely via Zoom, or during classroom instruction. The CITL team offers consultations on many aspects of teaching and learning:

- inclusive pedagogy
- general teaching pedagogy for all instructional modalities (face-to-face, hybrid, or online)
- instructional design/course design
- teaching with technology
- creating accessible courses
- curriculum design
- organizational development
- other topics as requested

979 scheduled consultations were held with CITL staff.

Exam Scoring

Test scoring services using Remark software are offered as a free service to UWSP instructors. A variety of report styles are available and an email is sent with a secure link to results. The Remark answer sheets are ordered through campus Print and Design and the Remark software produces results that provide easy import into Canvas.

**Exam packets processed: 367
(21,360 sheets scanned)**

Honorlock

In August 2020, UWSP secured a three-year contract with Honorlock to provide online exam proctoring. Honorlock offers many features that can help prevent cheating on online exams. Individual departments or instructors who teach 100% online courses can choose to use Honorlock. Honorlock is fully funded by the DE service fee for 100% online courses. Instructors or departments electing to use Honorlock for courses that are not fully online must pay for usage from department funds. In line with the Resolution Calling for the Improved Effectiveness and Privacy of Honorlock passed by Student Government Association (SGA) in 2024, all instructors using Honorlock for the first time undergo training with CITL staff to ensure they are aware of best practices in online proctoring.

2,392 exams were proctored using Honorlock during the 2023-2024 academic year.

Pointer Praise

Pointer Praise, a platform to praise the faculty and staff members who rise to challenges and beneficially impact others, was created by CITL. Students, faculty, and staff members are invited to submit uplifting messages that are sent anonymously to a UWSP faculty or staff member.

80 individual submissions were received and sent to deserving faculty and staff members in FY24.

Programs

Book Group

Book discussions bring faculty and staff members from across our campuses together to share ideas and thoughts on timely books on a variety of topics of interest. Participants meet virtually during multiple sessions for book discussions facilitated by a CITL team member.

Fall 2023
Mind Over Monsters: Supporting Youth Mental Health With Compassionate Challenge

> **10** Participants
> Facilitator: **Nancy Shefferly**

Spring 2024
Teach Students How to Learn: Strategies You Can Incorporate Into Any Course to Improve Student Metacognition, Study Skills, and Motivation

> **7** Participants
> Facilitator: **Angie Servi**

Spring 2024
Mind Over Monsters: Supporting Youth Mental Health With Compassionate Challenge

> **9** Participants
> Facilitator: **Erin Speetzen**

Course Design Short Program

The Course Design Short Program is designed to provide customized one-on-one support to faculty or staff. The program supports instructors in the development or revision of courses in any modality. This program lasts six weeks and is offered three times annually in March-April, June-July, and October-November. The Course Design Short Program is limited to 10 participants during each cycle. Participants who meet all requirements are eligible for $200 in professional development funds from CITL.

During the 2023-2024 academic year, 14 faculty/instructors completed the Course Design Short Program and seven additional participants are currently completing the program.

$2,800 in CITL professional development funds were distributed to participants who completed the program during the 2023-2024 academic year.

Faculty/Staff Safe Zone Training

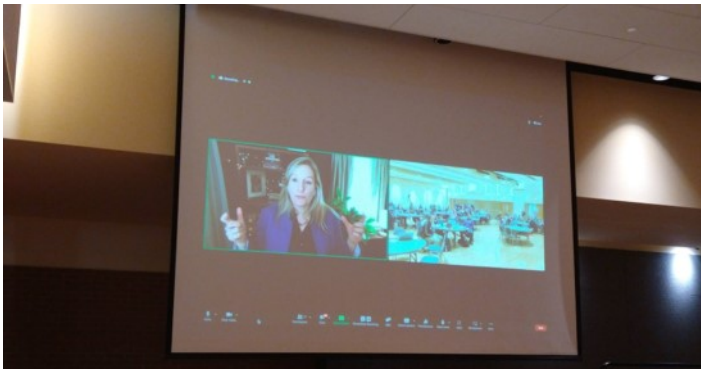**7 Sessions, 45 Participants**

Facilitators:
Lee Burke
Xochipilli Bustamante

The CITL office, in joint partnership with the Faculty and Staff Gender Sexuality Alliance, provides Safe Zone Training for faculty and staff members.

Many backgrounds and identities have been marginalized, stigmatized, and sometimes targeted with violence and oppression. The training helps participants create Safe Zone spaces to allow people to be their true selves, without fear of such threats.

Teaching Conference

The 28th Annual UWSP Teaching Conference, **Supporting Students and Yourself**, held on Wednesday, January 17, provided a forum for experts from across campus to share how they have been supporting student mental health, connecting students to support services across campus, and helping students develop the skills they need to be successful while also maintaining their own boundaries and protecting their own time and mental health.

Registered: **107**
Attendees: **96**
Session presenters: **14**

Total expenses: **$2,767.00**

Coffee With Colleagues

The Coffee With Colleagues sessions were held to create a space where participants could build relationships with fellow faculty and instructors, engage in meaningful, diverse discussions, share ideas, and enhance their teaching. The direction of the conversations were participant-driven allowing for flexibility and addressing the specific interests and needs of those in attendance.

Facilitator: **Erin Speetzen**
Sessions: **4**
Attendees: **14**

Spring Mini Teaching Retreat

Our first Spring Mini Teaching Retreat was held on Friday, May 17. Faculty and instructors in attendance reflected on the successes and challenges of the past academic year, shared stories, resources, and lessons learned, while also fostering connections with their colleagues. The retreat also served as an opportunity to gather input from participants on how the University College team can best serve them in the upcoming year.

Facilitator: **Erin Speetzen**
Attendees: **18**

Workshops

AI Series

The release of ChatGPT sparked a rapid proliferation of generative artificial intelligence applications with paradigm-shifting implications for higher education. Instructors have many questions about this rapidly evolving technology. CITL organized a series of talks for Fall 2023 to address some of the challenges presented by generative AI.

Attendance: **70**

Demystifying Artificial Intelligence
Tomi Heimonen, Ph.D.

Joy and Assessment of Learning in AI-Supported Times
Vera Klekovkina, Ph.D.

AI and the Academic Misconduct Process
Troy L. Seppelt, Ed.D.

Critical Thinking and Artificial Intelligence
Dona Warren, Ph.D.

Guest Speaker

On Monday, November 20, Dr. Saundra McGuire presented, *Teach Students How to Learn: Metacognition is Key!*

Faculty often lament that students are focused on achieving high grades but are not willing to invest much time or effort in learning. This workshop focused on the importance of helping students acquire simple but effective, learning strategies based on cognitive science principles.

Guest Presenter: **Dr. Saundra McGuire**
Attendees: **18**

Assignment Re-Design

Many are evaluating their carefully crafted assignments in light of generative artificial intelligence. Faculty and instructors were invited to explore options for assignment re-design at a Summer Assignment Re-Design workshop held on Tuesday, June 4. CITL already scheduled two additional sessions in FY25 for those who were unable to attend this first session.

Facilitator: **Nancy Shefferly**
Attendees: **5**

Strategic Priorities

Artificial Intelligence

The rapid development and broad availability of generative artificial intelligence tools such as ChatGPT, Co-Pilot, Claude, and others has sparked considerable interest, questions, and concerns from faculty and instructors. CITL has responded by providing a variety of programming and resources to help faculty and instructors learn about generative AI and how it can impact their teaching. To ensure that the work done by our office reflects the needs of the campus community, two CITL staff members served on the AI Policy Working Group convened by Common Council. This group was charged with engaging campus stakeholders to review and develop ethical AI policies and make recommendations for training to the campus. The CITL staff has worked hard to provide resources and training opportunities that align with the recommendations put forth by the AI Policy Working Group and that promote best practices in pedagogy, assessment, and academic integrity.

AI Series

CITL hosted four separate workshops in our Artificial Intelligence Series held in Fall 2023. Although each guest presenter shared a unique viewpoint, they all showcased the challenges presented by generative AI.

These presentations were open to faculty and staff members and 70 participants attended the sessions. More information is available on page 9 of this report, and the recorded workshops are available on the CITL YouTube channel.

AI Policy Working Group Recommendations

A university policy was passed requiring all instructors to include an AI usage policy in their syllabus. CITL has updated our syllabus and Canvas templates to reflect this change and we have included a link to a repository of AI course policies.

The working group also charged CITL to continue to develop and offer faculty/instructor training on the following topics:

- How AI can be used in teaching
- How to AI-proof your assignments
- AI and academic integrity

In response to this charge, CITL has engaged in the following work:

- Developing website resources, to be launched in Fall 2024, that address generative AI policies, and generative AI and your assignments—both include steps faculty can take to promote academic integrity
- Book Groups on *Teaching With AI* for the 2024-25 academic year
- We licensed the course, "Teaching with AI" through Auburn University
  ◊ All CITL instructional designers have completed the course
  ◊ Jan. – June: 19 UWSP instructors registered for the course, with another 10 requesting to start in July or August
- Two summer assignment re-design workshops were held with more planned for the fall semester
- Creating an interactive training on academic integrity for faculty for Fall 2024

Strategic Priorities

Student Support

Student Mental Health

Student mental health remains the focus of much attention for UWSP faculty and instructors. Over the last year, CITL has provided programming and resources to help equip our faculty with the tools they need to thrive in this area. We hosted two Faculty/Staff Book Groups on the book *Mind Over Monsters: Supporting Youth Mental Health Through Compassionate Challenge*. The theme for the 28th Annual UWSP Teaching Conference was "Supporting Students and Yourself," and featured a keynote address by *Mind Over Monsters* author Dr. Sarah Rose Cavanagh. During the conference faculty and staff shared how they have been supporting student mental health, connecting students to support services, and helping students to develop the skills they need to be successful while also maintaining boundaries and protecting their own time and mental health. CITL continues to work to make connecting students to support services easier by providing a revised Student Support Resource module in Canvas that draws explicit attention to student mental health resources. Faculty Fellow Sallie Scovill is working with partners across campus to develop a training course for UWPS faculty and instructors on supporting student mental health.

Student Success

This year, CITL has provided professional development and support for faculty and instructors to help students more successfully transition to college. We hosted a fall Book Group on *Teach Students How to Learn* which provides faculty and instructors with concrete tips on how to help students build the study skills they need to be successful learners in college. And, we welcomed the author, Dr. Saundra McGuire, for a virtual event in November.

CITL team members have also worked to make it easier for faculty and instructors to connect students with the support resources they need. We've revised our Student Support Resource module in Canvas and added a link so faculty can access Navigate within Canvas. CITL team member Eric Simkins currently serves on the Navigate leadership team to provide input, create training materials, and enhance communication around how instructors can use Navigate to issue alerts and connect students with support resources.

THE CITL TEAM SUPPORTS UWSP FACULTY AND STAFF AND CHAMPIONS THEIR SIGNIFICANT IMPACT ON OUR STUDENTS.