

Faculty Skills 101 Workshop

Communicating Expectations: Writing Instructional Objectives

Description: This session provides attendees the information necessary to formulate quality instructional objectives. Attendees are given the opportunity to develop objectives and receive feedback during the session.

Objectives:

- 1. Distinguish between goals, objectives, and competencies
- 2. Describe the components of a well-written objective
- 3. Analyze sample objectives for flaws or omissions
- 4. Write performance objectives that are appropriate for their courses using the format described by Mager and outlined in the workshop

Active Learning

Description: This session discusses the approach to the adult learner, strategies to use in the classroom to target different learning styles, and an overview of how these concepts may be integrated within curriculum development.

Objectives:

- 1. Recognize the importance of active learning activities in student environments
- 2. Discuss various types of active learning activities
- 3. Consider and develop techniques that may facilitate active learning in PA program courses

Syllabus Preparation

Description: This session will provide the attendee with introductory and advanced concepts in syllabus construction including the structure, function, and integration of content within the curriculum.

Objectives:

- 1. List key components of the course syllabus
- 2. Describe the functions of the course syllabus
- 3. Incorporate tools to enhance student self-directed learning and critical thinking
- 4. Outline methods to align course objectives with course assessment tools
- 5. Describe the importance of course review and evaluation

Creating and Delivering Effective Presentations

Description: This session focuses on how to effectively organize a presentation for PA students. Attendees will learn about PowerPoint best practices and other technology currently available for presentations.

Objectives:

- 1. Effectively organize PowerPoint presentations
- 2. Create attractive and effective PowerPoint slides/presentations
- 3. Discuss tips for presenting successfully
- 4. Identify common presentation "do's and don'ts"
- 5. Utilize images, sound, and video to enhance PowerPoint presentations

Student Evaluation: Improving Your Multiple Choice Items

Description: In this workshop, attendees will develop the skills necessary to write effective multiple choice items. Common pitfalls and challenges will be discussed and strategies for excellence in item writing will be stressed. Attendees will have an opportunity to create items and have them reviewed by the faculty.

Objectives:

- 1. Define basic terminology
- 2. Differentiate recall and reasoning levels of questioning
- 3. Defend the clinical vignette
- 4. Design highly focused quality stems
- 5. Design quality options
- 6. Identify common item flaws
- 7. Construct quality multiple choice test items

Exam Data Analysis: How Do We Know They Are Learning?

Description: In this session, attendees will learn about the methods used to evaluate students and how to perform an item analysis on a multiple choice exam.

Objectives:

- Define the terms assessment, outcomes assessment, evaluation, testing and measurement
- 2. Discuss why we assess students
- 3. Develop an exam blueprint
- 4. Analyze test items using the concepts of: item difficulty, item discrimination, and distracter evaluation
- 5. Use statistics to build good questions and great exams

Course Management A: Remediation, Exam Challenges, Grade Distribution, Test Review, and Rubrics

Description: In this session, attendees will learn how to manage an exam review session, how to develop rubrics for evaluation, and what remediation strategies are best in specific circumstances.

Objectives:

- 1. Discuss various assessment tools
- 2. Discuss the need for grading rubrics and begin to develop rubrics of one's own
- 3. Describe remediation strategies
- 4. Identify helpful guidelines for conducting a successful exam review

Introduction to ARC-PA

Description: This session provides an overview of the structure and function of the ARC-PA, including the accreditation process and the Standards.

Objectives:

- 1. Distinguish between state, regional, and professional accreditation
- 2. Describe the mission, philosophy, role, and goals of the ARC-PA
- 3. Distinguish between the A, B, and C ARC-PA Standards of Accreditation, including how those Standards protect program faculty, students, and the public
- 4. Describe what is meant by "should" in the ARC-PA Standards of Accreditation
- 5. Distinguish between the types of ARC-PA accreditation
- 6. State the most common areas of ARC-PA accreditation citations
- 7. Identify ARC-PA accreditation resources

Thriving in the Academic Environment

Description: This session provides an introduction to the academic environment and includes a discussion of challenges specific to the role of a PA educator.

Objectives:

Review the typical academic structure (hierarchy) in the university/school
Recognize the various PA educational models
Describe the three-legged stool of academia
Consider how you faculty contribute to their program and/or school
Locate critical resources that may be needed in their role as a PA program faculty member

Course Management B: Advising, Academic Integrity, and Disabilities

Description: This session is focused on the skills of student advisement, issues of academic integrity, and dealing with students with disabilities.

Objectives:

- 1. Discuss strategies to ensure academic honesty
- 2. Identify various types of student disabilities and discuss how to ensure confidentiality and accommodation
- 3. Recognize legal guidelines that impact student advising
- 4. Conduct successful student advising sessions

How to Navigate the Road to Promotion and Tenure: Career and Portfolio Development

Description: This session is focused on understanding the unique promotion and tenure systems within academia. Attendees will learn about the critical components of a promotion portfolio.

Objectives:

- 1. Define academic rank
- 2. Describe the difference between a résumé and curriculum vitae
- 3. List the elements of a teaching portfolio
- 4. Develop a teaching philosophy
- 5. Understand the promotion and tenure process of your institution

Speed Mentoring

Description: This session is an opportunity for attendees to have their individual questions answered in the areas of teaching, scholarship, and service.