

First in the World Grant
Highlights – Conference Call
05/10/ 2016

Attendees: Laura Sullivan-Green, Jane Duong, Brian Jersky, Ben Bahr, Ted Britton and Ann Baldwin

Updates:

- Attendees Summer 2016 Workshop
 - Jane Duong will need to leave early on Saturday
 - David Raymond no longer part of grant, looking for Physics replacement
- Survey reviewed as exempted research, approval pending
 - As soon approved will send out to SJSU faculty, then other campuses
- Advisory Board this Thursday, May 12 at 2pm
 - Leads call in if available
- Sylvia Alva, Provost at CPP
 - is being brought up to speed and chatting with Andy tomorrow about grant activities
 - Dr. Alva will attend Summer Workshop on Saturday and Sunday

III. Summer 2016 Workshop - Review

Workshop Schedule – Need to start right at 2pm

- Workshop Content
 - Accessibility
 - Video Preparation
 1. Will send link to Tim's video
 2. Reviewed Liz Shlemer Flipped Classroom Workshop
 - Guided Work Sessions
 1. Will be given a timeline to get everything ready for Fall 2016
 - Quality Matters
 - Licensing and Copyright
 1. All materials created with grant are licensable
 2. All materials must be available to public
 3. All materials will be available on website
 - WWC and RCT Expectations
- c. Reviewed checklist of faculty preparation before workshop arrival

- Asked to add contact numbers of SJSU staff
- Will send out walking Directions to SJSU from Hotel
- d. Food plans
 - All meals Friday Dinner-Sunday Lunch
 - Friday afternoon heavy snack
 - Friday evening dinner at the President's House
 - Saturday evening dinner TBD

IV. Upcoming Meetings and Events

- a. Advisory Board Meeting May 12 at 2pm
- b. Next campus lead meeting May 24 at 3pm

Flipped classroom workshop at SJSU

Approximately two and a half hour workshop (1 Hour in Morning Session; 1.5 Hours in Group Work Session)

Watch video ahead of time on the three areas for the Flipped classroom (this will also include funny outtakes) (1)

Making videos

Using the learning management system (Moodle or Blackboard)

What to do in class

20 minute: Introduction

10 min – What was your Motivation to participate in the Grant?

10 min - Intro and questions from the video

10 minute: I will demonstrate making a video

The rest of the time we will create a short video that you can send to other faculty so they can decide if they want to do “flipped” classroom.

Step zero: Determine learning objectives

Step one: Create slides in PowerPoint

Step two: Practice or script presentation

Step three: Record video (sound may be bad and we can edit it later)

Step four: Edit

Step five: upload to YouTube

30 minutes: Step zero, one, and two - work in course groups on the content and create a short PowerPoint (videos should be no more than 5 minutes)

10 minutes: Debrief as a group

Group Work Session Segment:

30 minutes: Record and edit the video (2) (Each person will do this.)

10 minutes: Debrief

20 minutes: Upload to YouTube

10 minutes: Reflect

Link on YouTube by May 16

Computers must have PowerPoint, Camtasia and at least a microphone (if not a video camera).

Some equipment available from SJSU.

Summer 2016 FITW Faculty Workshop

- I. Venues:
 - a. Student Union Meeting Room(s) 1A, 1B, 2A, 2B
 - b. Ramada Inn Downtown San Jose Convention Center
 - c. Downtown San Jose: Dinner Friday and Saturday
- II. Travel:
 - a. Easiest travel through Ontario and San Jose Mineta Airports
 - b. Explicit instructions coming. Right now tell everyone to reserve hotel room (before deadline so we know how many rooms) and book flight.
- III. Funding:
 - a. \$500 per person (up to 18 people) for all travel expenses
 - i. Flights, hotel- 2 nights, cab/transportation, meals during travel.
 - ii. SJSU will manage funds and have instructions for reimbursement.
 - b. Meals included with workshop (compliments of Andy): Friday snacks, Friday Dinner, All meals on Saturday, Sunday breakfast and a box lunch
- IV. Program Times:
 - a. Friday: 2-6 pm
 - b. Saturday: 9-6 pm
 - c. Sunday: 9-1 pm
- V. Program:
 - a. **Friday June 3**
 - i. 1:30-2:00 - Attendees arrive and check in at Student Union (Ann)
 1. Ice breaker while getting settled
 - ii. 2:00-2:30 - Introduction and Welcome (Andy and Laura)
 - iii. 2:30-3:15 - Active learning, flipped course design, Software Applications available, Activity (Amy and Jennifer)
 1. Activity Ideas - post-it notes, brown bag with items inside, Google Docs, Scavenger Hunt
 2. Discuss template courses available from each campus, clickers, web conferencing, NBC Learn, etc.
 - iv. 3:15-4:15 - Accessibility and hands-on activity - attendees will bring a sample of print instructional material that they will practice checking for accessibility and learn to repair, as necessary. (Elizabeth)
 1. Potty break as needed at this time.
 - v. 4:15-5:00 p.m. - Accessibility Campus Tour
 - vi. 5:00-5:30 - Discuss Tim's preparation video
 1. Model discussion moderation that can be used in class
 - vii. 5:30-6:00 – Brief Work Session for Planning Saturday's Sessions
 - viii. 6:00 p.m. – Travel to President's House for dinner
 - b. **Saturday June 4**
 - i. 8:30-9:00 - Set up and breakfast
 - ii. 9:00-10:00 – Welcome (Laura); Flipped Classroom Strategies (Liz)

- iii. 10:00-11:30 - Group Work Session 1
- iv. 11:30-11:45 - Email/call break
- v. 11:45-12:45 - Lunch
- vi. 12:45-1:45 Faculty Motivation/Perceptions (Liz)
- vii. 1:45-3:15 - Group Work Session 2
- viii. 3:15-3:30 - Email/call break
- ix. 3:30-4:30 - Quality Matters (Victoria)
- x. 4:30-6:00 - Group Work Session 3
 - 1. Campus Lead Meeting RE: Calculus Study and WWC
- xi. 6:00 - Walk downtown for dinner location TBD

c. **Sunday June 5**

- i. 8:30-9:00 - Set up and breakfast
- ii. 9:00-10:00 Copyright/Licensing/Public Sharing of materials (Laura)
- iii. 10:00-12:00 Group Work Session 4
- iv. 12:00-1:00 Closing remarks and box lunches to go
 - 1. Video Showcase and Bloopers Reel

VI. Equipment Available During Work Sessions:

- a. Each group has a projector for their own use
- b. Requested 1 video camera set up for Liz to use in her sessions, as needed
- c. Requested 3 laptops for those whose personal laptops aren't compatible with Camtasia
- d. Requested 4 microphones

VII. Group Work Structure:

- a. Session 1: Video Creation and Editing with Liz
- b. Session 2A: Effective Collaboration Strategies – How do we make this Grant Structure Work?
- c. Session 2B: Course Content Discussion-Finding Commonalities in the Curriculum
- d. Session 3A: Divide and Conquer – Sharing Work to get the Job Done
- e. Session 3B: What do I do with them for a Class? – Classroom Activities Compatible with the Flipped Classroom
- f. Session 4: Open Work Session – Work to finalize anything not completed on Saturday
 - i. Provide a suggestion list for possible work if they are done with the content from Saturday?

Summer 2016 FiTW Workshop Checklist

In preparation for the Summer 2016 workshop, please do the following to prepare:

Immediately:

- Book flight so that you can arrive on SJSU campus ready to work by 2pm on Friday June 3, 2016. Check-in opens at 1:30.
- Book hotel room for Friday and Saturday nights
 - SJSU will prepay for the hotel rooms at the Ramada Inn so you do not have to wait for reimbursement.
- Plan transportation to/from airport
 - There are some shuttle services available, taxis, and public transportation options. A cab or Uber are probably the “easiest.”

In preparation for the group work sessions with your other-campus counterparts:

- Send course syllabus to your FLC coordinator (DUE 5/25/16 by 5pm)
 - SJSU: Laura Sullivan-Green Laura.Sullivan-Green@sjsu.edu
 - CPP: Victoria Bhavsar vbhavsar@cpp.edu
 - CSULA: Silvia Heubach sheubac@exchange.calstatela.edu
- Send textbook information to your FLC coordinator and bring textbook with you to compare to texts used by others. (DUE 5/25/16 by 5pm)
- Upload any course materials (videos, lesson plans, assignments, etc.) to GoogleDocs, dropbox, Box.net, or another service that others can access for sharing purposes. (DUE 6/1/16 by 5pm)
 - If you would like to use the grant box on Box.net, we can set up folders and send invitations to your other-campus counterparts, just ask!
- Share said documents with your other-campus counterparts (DUE 5/25/16 by 5pm)

In preparation for the workshop activities:

- Watch Tim’s video about making videos
- Read Liz’s article on Faculty Assumptions
- Watch Liz’s video on components of a flipped classroom
- Download PowerPoint available on your laptop if you don’t already have it.
- Download Camtasia on your laptop. If you don’t have a laptop or it isn’t compatible with Camtasia, let Laura Sullivan-Green know.
- Print your receipts for your flight and airport transportation
 - SJSU will have forms for you to sign in preparation for your reimbursement.

After the workshop:

- Give your “going home” receipts to your campus lead by Wednesday, June 8. They will all be sent to SJSU at once.
 - CPP: Sylvia Alva Saalva@cpp.edu
 - CSULA: Jane Dong Jdong2@exchange.calstatele.edu
- Start working on your flipped classroom!