



Center for Advancing Faculty Excellence

The Center for Advancing Faculty Excellence is excited to release our next Office Newsletter to inform you of our summits, workshops, communities of practices, technology, and other services created to enhance your teaching excellence and professional growth. This Newsletter will cover the rest of October and the first half of November.

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Have any questions?

ITLC call for presentation proposals: *The third Annual Innovation in Teaching and Learning Conference, is scheduled for March 13, 2025. Interested presenters can submit a Call for Presentation form at the [ITLC website](#).*

Upcoming Events and Services

Meet the Missouri Online Team: *Wednesday, October 16, from 1pm to 3pm in Curtis Laws Wilson Library 203*

Curator's Distinguished Teaching Professor Summit: *Utilizing Student Feedback to Enhance Teaching and Career Development: Wednesday, November 20, from 3 p.m. to 4: 30 p.m. in Heavener Center, Ozark Room register [here](#)*

Free Webcast on Pedagogical Values: *Tuesday, October 29, from 2 to 3 p.m. for more information and to register use this [link](#).*

Online Teaching Recertification Seminar: *The next course is scheduled to begin on Monday, October 28 and, will run until November 15th enroll [here](#).*



Student Survey Results - Mid Semester Feedback

- Mid Semester Feedback results are shared on Wednesday, October 16, 2024

End of Semester Student Survey Timeline

- Nov 9 – 22 – **Instructor** access to add custom questions
- Nov 24 – Dec 8 – **Student access** to surveys
- Dec 18 – **Instructor access** to results

Where Does All My Time Go? - Tools that can assist

Between teaching class, grading assessments, mentoring graduate students, serving on campus committees, writing grant proposals, and conducting research, it's natural to ask the question at some point: "Where does all my time go?" We never seem to have enough time to do all that is being asked of us.

The Center for Advancing Faculty Excellence can help you find more time.

Need a way to keep students in a large class engaged with the lectures? Use [PointSolutions](#) to test their understanding of key concepts, refocus their wandering minds on the lecture at hand, and take attendance, all with the push of a button.

Trying to grade student homework quickly and efficiently? Try [Gradescope](#)! This tool integrates into Canvas, allowing you to grade student-submitted homework with a rubric you create on the fly as you need it. You can also discover key misconceptions using the analytics and then adjust your lectures accordingly.

Do students need MATLAB/Simulink for your course, but you don't have time to teach them how to use it? [MATLAB \(and Simulink\)](#) self-paced short courses can be added into any Canvas course. Students receive a grade for completing these courses, and you'll know they have developed the skills required for your assessments.

These are just a few of the ways in which CAFE can help you recover one of the most precious and finite resources available: your time.

Syllabus Pain Points – How Simple Syllabus can help

Simple Syllabus (SS) is a centralized and template-driven platform that automatically populates syllabi with foundational accreditation and regulatory information while still giving faculty the autonomy to personalize curriculum content. The technology was designed specifically with the learning management environment in mind, making syllabus viewing and editing feel like a native Canvas experience.

Simple Syllabus integrates with Canvas to make the syllabus creation easy for faculty and easily accessible for students.

But I can easily create my syllabus in Word or Google and upload it into my Canvas course, why do I need a special tool for that?

Let's look at some of the frustrating things about creating your syllabus each semester and see how Simple Syllabus can make the process easier for you.

Updating each semester

Each semester you need to update your syllabus. This means when it is stored on Canvas you need to download, alter, upload, and relink the file. **Wouldn't it be nice if that could be simplified?**

Once your syllabus is in Simple Syllabus, it is easy to copy it from one semester to the next. Simple Syllabus takes care of the copying process for you then all you need to do is go in make your edits and publish the syllabus. It is then available to your students. Is your spring syllabus different than your fall syllabus, no problem, you have the choice of which version of your syllabus you want to copy.

No way to know if students read the syllabus

Every semester you write or update your syllabus, make it available to your students, and hope that they read it. **Wouldn't it be nice if you could quickly and easily tell which of your students had accessed the syllabus?**

If your syllabus is in Simple Syllabus, you can easily see which of your students have accessed the syllabus any time during the semester. You can see how many times

they have viewed it, what percentage of the syllabus they have viewed, and when the last time they accessed it was.

Finding information in your syllabus

By their nature, a full course syllabus with all your course policies, requirements and expectations can be a long document. **Wouldn't it be nice for you and the students to easily navigate through the syllabus to find the information?**

Creating your syllabus in Simple Syllabus automatically creates a hyperlinked syllabus index. Are you or your student looking for the Course Grading Policy? Simply open the index, find the link for the grading policy, click it and you are there. Easily accessible information at a click.

Boilerplate Information

Each semester the university and university system provide instructors with updated information about policies and services for students. Each semester you need to pull this information into your syllabus. Some of the information requires editing since it is directed to the instructor instead of the student. In addition, what are some of the contact information changes during the semester? **Wouldn't it be nice if you didn't have to worry about updating that boilerplate information?**

Each semester our campus Simple Syllabus administrator makes changes to the boilerplate information that is provided by the Office of Student Success. That means that the boilerplate information is up to date.

Syllabus History

Your syllabus changes at least somewhat each semester. Sometimes you need to look back over time to see those changes. **Wouldn't it be nice to have a single source repository to view your syllabi?**

As an instructor, your Simple Syllabus dashboard shows you all your syllabi that are in the system. You can view, print, and share past versions of your syllabi. The dashboard also lets you see student access information for past and present semesters.

For more information on Simple Syllabus and how to use it, please visit the Simple Syllabus information page <https://it.mst.edu/services/simplesyllabus/>

If you have specific questions or need help working with the tool or creating your first syllabus in Simple Syllabus, please contact cafe@mst.edu or [Beth Reardon](#).

Have any questions?

- **CAFE Ask Me Anything hours** are 10:00 a.m. to 11:00 a.m. every Tuesday. This dedicated time is to answer any questions you may have relating to teaching and learning at S&T. For more information about the Ask Me Anything hours go to the [CAFE website](#).
- Or if you prefer email cafe@mst.edu / call 573-341-6713