

Date: 14 April 2014

Faculty: X

Guild: _____

Semester intended for development: Spring 2015: X

FACULTY /GUILD DEVELOPMENT APPLICATION

Suffolk County Community College

Use this form if you are applying for funding to be used for faculty development.

Faculty development is considered to be, but not limited to, any course(s) or workshops that will enhance your professional performance. **This funding will not be approved for coursework intended to fulfill educational promotion requirements.**

This form shall be submitted **electronically** to the Office of the Vice President for Academic and Student Affairs no later than April 15, 2014.

1. Name:

2. Current Discipline: Library Department

3. Degrees:	Degree	Field	Year Awarded
	<u>MLS</u>	<u>Library Science</u>	<u>2000</u>
	<u>Ph.D</u>	<u>Art History</u>	<u>1990</u>
	<u>M.A.</u>	<u>Art History</u>	<u>1985</u>

4. Proposed development area: Multi-Disciplinary Academic Integrity Lessons

I will create turnkey academic integrity (AI) lessons for faculty to use in their courses. I will develop the lessons in collaboration with an internationally recognized AI expert in Australia and write, or co-author, a case-study journal article regarding the project.

5. Previous experience and education related to proposed development area:

I have worked as a FT academic librarian since 2000 (SCCC since 2003). In my position as Reader Services Librarian, my primary areas of responsibility are reference and instruction. I teach library sessions on AI topics such as understanding plagiarism and documenting sources.

My preparation to design AI lessons and write a journal article stems from successful professional initiatives that I have pursued since 2004. I have been an invited AI speaker at outside events including a BOCES School Librarian meeting in 2013. As the current chair of the SCCC college-wide Academic Integrity Committee (AIC), I have participated in developing and presenting numerous programs for faculty. All told, more than 100 faculty and administrators participated in these programs. The collaboration with a wide cross section of faculty, has provided me the opportunity to hear them express a desire for turnkey AI lessons that they can easily adapt for their courses.

6. Professional activity you plan to attend for faculty development: (attach full description if necessary)

Sabbatical Project – Spring 2015 (approved proposal is attached)

I am seeking funds to defray travel expenses to Australia, and for software to create AI lessons.

The sabbatical project includes 3 components:

1. Developing AI lessons: late January – July 2015
2. Collaborating with Dr. Tracey Bretag (University of South Australia) on the lessons and the article: April-July 2015.
3. Writing a journal article: June-August 2015 (to be published by August 2017)

7. A. List goals you hope to achieve in this proposed professional activity:

My overarching goal is to promote AI by affecting how it is taught, learned, and assessed. The projects in my professional activity will aid in reaching that goal. Specifically I will:

- Develop seventeen AI lessons using software such as Camtasia, Snagit, and Adobe Captivate for some of them. The lessons will have online and face-to-face elements that SCCC classroom faculty can use to engage students in meaningful activities about ethical decision making, SCCC academic integrity policies, and applying AI techniques.
- Collaborate with Dr. Bretag at the University of South Australia on the lessons.
 - I intend to spend about 6 weeks collaborating with library colleagues at the Universities in Sydney prior to my collaboration with Dr. Bretag in Adelaide.
- Write, or co-author, a case-study journal article regarding the AI lessons project (to be published by Aug 2017)

7. B. Explain how this professional activity will enhance your skills in your discipline or areas of responsibility.

I have been involved with AI issues at SCCC for ten years and the time is ripe to expand my role as an educator and as a scholar. As a library faculty member and teacher, I will become a more effective collaborator with classroom faculty as I share my increased knowledge on this topic and integrate their ideas into AI lessons. As an educator, I will become a stronger promoter of AI to students as I share my expertise through my lessons that will be delivered by classroom faculty. As a scholar, I will work with experts in the field and expand my contacts and publications into an international arena by collaborating with Dr. Bretag. While I have a record of scholarly publications in the field of information literacy, AI will be a new area of published scholarship for me. In sum, as my AI knowledge base increases, I will become a more effective educator and scholar in this field.

8. Describe how completion of this professional activity will benefit the college.

The benefits to the college and students are wide-reaching. Through the AI lessons, students will become more adept at scholarly conventions. AI is an essential component of academic literacy and as students' academic proficiency increases, they will become more successful, thereby increasing persistence and retention at SCCC. Success will improve student employment prospects and student ability to transfer to four year colleges.

Increased AI proficiency and awareness will help students fulfill the SCCC Institutional Learning Outcomes (ILOs), which apply across all curricula and all programs of study. Prefaced by: "We are committed to academic integrity and promoting honesty..." the ILOs include specific AI skills in two outcomes.

Through the international collaboration, and later the publication of an article, SCCC will gain visibility as a community college which supports AI. A partnership with an internationally recognized leader like Dr. Bretag provides the potential to more firmly define AI learning outcomes for SCCC and beyond. This would be a significant contribution to AI in higher education and could possibly establish SCCC as a leader in the arena of AI learning outcomes for community colleges.

The results of my sabbatical will be shared online at SCCC and in at least two public forums. In 2015-2016, I will lead a Professional Development Workshop and a Teaching and Learning Center program to provide faculty workshops to test drive the AI lessons. In addition to promoting the AI lessons in these scheduled venues, I will be available to assist classroom faculty. For example: I will be available to confer with faculty in order to select the most appropriate AI lessons for their classes.

Ultimately, my goal is to affect how AI is taught, learned, and assessed across all curricula, though I recognize that the sabbatical project will be but one step in the process. I am proud to be part of an institution that includes "ethical awareness" in its mission statement and "We are committed to academic integrity and promoting honesty..." as a preface to its ILOs. As SCCC moves its AI commitment forward, it will follow that policies, procedures, teaching, and assessment will be interconnected; this sabbatical project will contribute to that ultimate goal.

9. Is there an anticipated cost for your professional development activity? Provide documentation.

Estimated Travel Expenses

My sabbatical leave in Spring 2015 includes travel to Australia (Sydney & Adelaide)

- Airfare
 - March 2015 – NY to Australia 1700 (documentation included – projected)
 - July 2015 – Australia to NY 1700 (documentation included – projected)
 - Shuttle to airports / cities / home 400 (estimate)
 - Accommodations 1000 (5 nights hotel prior to apartment; \$200 daily - estimate)
 - Meals 180 (5 days prior to apartment, \$12 per meal)
- TRAVEL SUBTOTAL \$4,980

Estimated Software Expenses

Though we have licensed software on some work computers, I will travel with my personal laptop and will need software to create AI lessons.

- Camtasia Studio/
Snagit Academic Bundle 200 (one-time purchase - pricing for educators)
- Adobe Captivate Teacher Edition 300 (one-time purchase – pricing for educators)

SOFTWARE & TRAVEL TOTAL 5,480

(1,400) (expected remaining contractual allowance)

TOTAL REQUESTED \$4,080

- I will apply to the SCC Foundation for the “Striving for Excellence Professional Development Award.” I will notify VP Mazzarelli if my application is approved.

10. Anticipated need for released time. Explain.

I do not require release time. I have been approved for sabbatical leave for Spring 2015.

I have reviewed the contract language (Article V.D.5, (pp29-30) relating to Faculty Development and Retraining Leaves. All questions must be completed in order for your application to be considered. A written report will be required within 8 weeks of completing all course work.

14 April 2014

Signature

Date

Rev. 01/2014

Penny Bealle – Proposal – 14 April 2014

- Air Fare – New York to Australia – return
 - Current price c. \$1440 each way - Anticipating an increase I requested \$1700 each way
 - March 2015 prices are available
 - July 2015 prices are not yet available (included July 2014 instead)

Flight Bookings - Select Flights - Mobile Error

From: New York (LFPK) to Sydney

Depart: Tue 3 Mar 15

Passengers: 1 Adult

Ticket Class: Economy

Sort by: Cheapest Flights

From	To	Flight	Class	Fares	Super Saver	More Saver
18:45 New York (LFPK) Duration: 22h 15m	08:40 Sydney	QF102		\$1436	\$1794	\$3253
16:30 New York (LFPK) Duration: 24 15m	19:45 Los Angeles 22:20 Sydney	AA122		\$1440	\$1798	\$3257
16:30 New York (LFPK) Duration: 24 15m	19:45 Los Angeles 22:20 Sydney	QF114		\$1440	\$1798	\$3257

Flight Bookings - Select Flights - Mobile Error

From: Adelaide to New York

Depart: Thu 10 Jul 14

Passengers: 1 Adult

Ticket Class: Economy

Sort by: Cheapest Flights

From	To	Flight	Class & Airfare	Saver	Super Saver	More Saver
06:00 Adelaide Duration: 14 55m	08:25 Sydney	QZ120		\$1465	\$1915	\$2750
09:50 Sydney Duration: 21h 15m	17:05 New York (LFPK)	QF102		\$1491	\$1941	\$2776
18:45 Adelaide Duration: 14 55m	21:10 Sydney	QZ120		\$1465	\$1915	\$2750

Faculty Development Report

Library

Semester of development – Spring 2015

Included with this electronic submission on 14 Oct 2015 are:

- Faculty Development Report
- Professional Activity approved by Faculty Retraining and Development Committee -
dated 14 April 2014

My sabbatical project consisted of 3 components related to promoting academic integrity (AI) and furthering my professional engagement with this topic. I fulfilled the 3 components and also realized other professional accomplishments. My sabbatical was rewarding and I wish to thank SCCC for providing me the opportunity for this amazing professional development experience. I am grateful to the Faculty Development Committee for approving my application and providing funding to defray some of my expenses.

Now that you have attended this academic event, how did this help in your development as a faculty member?

The sabbatical helped my development as a faculty member in many ways:

Publication and Presentation Opportunities:

As a scholar, I benefited from collaborating with Dr. Tracey Bretag at the University of South Australia (UNISA) in Adelaide. Her expertise as an internationally recognized AI expert led to the contacts that facilitated our article proposal being accepted for publication in *Theory Into Practice*. A special issue on AI is scheduled to be published in Spring 2017 and our first draft is due March 15, 2016. Our article is titled: "Academic Integrity Lessons That Put Research into Practice."

I have a record of scholarly publications in the information literacy field, but AI will be a new area of published scholarship for me. Additionally, by co-authoring this article with Dr. Bretag, the collaboration will expand my publication record into the international arena. Dr. Bretag and I anticipate that we have established a collaboration that will have continuing impact and expect to present our research at a conference in the future.

Research Skills:

As a result of the research project for the article with Dr. Bretag, I have expanded my research repertoire into interviewing, a new area of social science research for me. In the process I learned the Institutional Review Board process and learned NVivo, software for analyzing qualitative data.

Technical Skills Including: Learned Articulate Storyline and Enhanced Snagit Skills

As described in my application, I developed 17 ready-to-use AI lessons for faculty to use in their courses. The titles of the lessons are listed on a LibGuide on the SCCC Libraries webpage (see illustration on page 4 herein). The lessons include scenarios, brief videos, and interactive elements. To provide context, and a sense of the interactive nature of the lessons, I have included slides from 6 of the lessons in this report (see pages 5 & 6 herein).

My sabbatical semester allowed me to devote time to developing new technical skills including gaining facility with the software Articulate Storyline which I used to create the AI lessons. Professional librarians are early adopters of new technologies, which we apply in many ways. In the community college setting, we particularly use technological innovations to enhance student learning. I have been behind the curve on learning new software etc, due to other exciting professional commitments at the Eastern Campus Library. Therefore, learning Storyline, as well as developing image and video editing skills ,on my sabbatical was a huge professional benefit to me.

How has this experience benefited the college?

My sabbatical activities will have many benefits to the college as they have added to my effectiveness as a library professional and have added to the AI teaching / learning resources available to faculty and students.

Teaching and Student learning:

Developing the AI lessons required a conceptual and practical understanding of AI content, together with the application of new technologies. The confluence of these elements will benefit AI teaching and learning at SCCC.

My sabbatical projects and my current participation in the e-learning Faculty Fellowship Academy have made me more adventuresome about trying new technologies as a way of presenting information to students. The technical skills I gained will help me enrich my online classes with more content, feedback and guidance delivered via multi-media and less via only the written word. I had the opportunity to deliver some of the AI lessons to my online students and the feedback was positive. My technical skills will also allow me to more effectively help students and faculty in the library.

The AI lessons I developed, will provide a meaningful tool for faculty to engage students regarding AI concepts and practices. This will benefit the students and the college because students who have a better understanding of AI and how to apply AI skills such as synthesizing information and citing sources will have an increased opportunity to succeed in their courses. This success will breed increasing retention at SCCC and improve students' ability to transfer to other colleges.

The college will continue to benefit from the ideas and skills that I acquired during my sabbatical, because in addition to the AI lessons that I already completed, I have a long list of other lessons I would like to develop. For example, I have plans for a brief scenario-based video regarding each student's responsibility to individually write her own lab report. The video would star SCCC students. I have had preliminary discussions regarding this project with colleagues at the Eastern Campus Library and on the Academic Integrity Committee.

Publication and Presentations as Public Relations Outreach

The forthcoming article, to be co-authored, with Dr. Bretag, will bring visibility to SCCC as a community college that supports AI. In addition, Dr. Bretag and I expect to present our research at a conference further adding to the publicity for SCCC.

How you will use this experience in your primary discipline or area of responsibility?

Teaching Skills:

The deeper knowledge regarding AI and the greater competency I have gained in technological skills has benefited me as an educator. In the library, we teach technical skills, as well as research skills and concepts, on many levels:

- in the reference area helping individual students or faculty
 - in library sessions tailored to course-specific assignments
 - in collaborations with classroom faculty
 - in formal courses such as LIB103
 - in virtual reference settings
-

How will you share this information with the college community? All attachments should be provided in the report and not referenced to via external links.

Sharing Information with the College Community

I am sharing information about my sabbatical project at:

- **Eastern Campus Teaching and Learning Center**
Orient 116, week of March 7, 2016 (day and time TBD)
- **College Academic Integrity Committee**
Ammerman Campus, L15
Thur Sept 24, 2015 at 3:45 – 5 pm
- **SCCC Libraries website** (forthcoming this semester)

Faculty!

Here are concise academic integrity lessons to use in your courses. Each lesson:
is designed to prompt discussion
will take 10 minutes or less

2 lessons regarding:

SCCC Academic Integrity Policies

Plagiarism & Integrity

Why Cheating Happens?

5 lessons regarding:

Ethical Decision Making

Why Academic Integrity Matters?

Copy Homework

Share Test

Stolen Test

Group Project Responsibilities

10 lessons applying:

Academic Integrity Techniques

Group Project Techniques

Plagiarism

In-text Citations

Unintentional Plagiarism: Student

Unintentional Plagiarism: Hidden

Plagiarism: Harvard Student

Self-Plagiarism: Student

Self-Plagiarism: Journalist

MLA Citation Tutorials

Cite a Book

Cite a Book Chapter

Cite a Journal Article from Library Database

List of Academic Integrity Lessons on SCCC Libraries Webpage

Selected Slides from 6 of the Academic Integrity Lessons

MLA Citation Tutorial

1

MLA Citation Tutorial

2

- Research Strategies: Finding Your Way Through the Information Fog
- Research Strategies

MLA Citation Tutorial

MLA Citation from library database generator has errors!

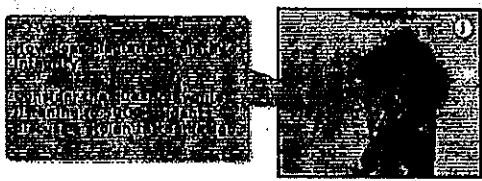
ENYON, DAVID. "Copyright Corner: Can I Plagiate Myself?" *Kentucky Libraries* 79.1 (2015): 16-17. Library, Information Science & Technology Abstracts with Full Text. Web. 28 June 2015.

3

Understanding Academic Integrity (AI)

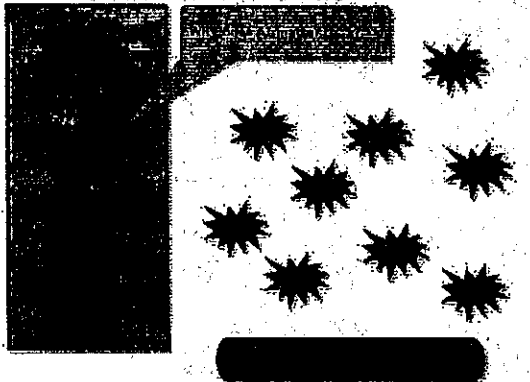
The SCCC "Core Values of Student Conduct" includes:

"Integrity: College students exemplify honesty, honor and a respect for the truth in all of their dealings."



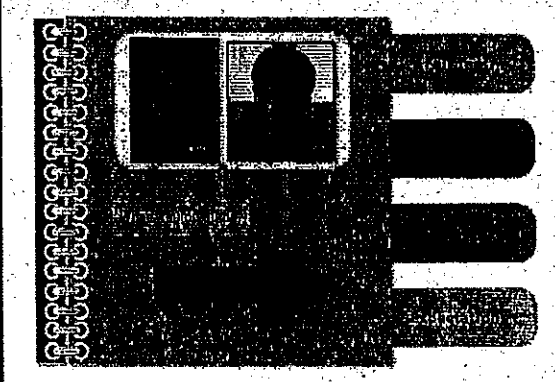
◀ PREV NEXT ▶

Understanding Academic Integrity (AI)



◀ PREV NEXT ▶

Understanding Academic Integrity (AI)



◀ PREV NEXT ▶

County of Suffolk, New York - Travel Expense Voucher

Check & Voucher No.

Claimant _____ Address _____	College ID # _____	Serial Number _____
	County _____ Dept. SCCC - Eastern Campus Library	

Date	ITEMS OF EXPENDITURE Specify Purpose and Means of Travel Distance Teaching Conf - Wisconsin- Car	TIME		Transportation	SUBSISTENCE				Miscellaneous	Sub. Vo. No.	TOTAL
		Start	Finish	Mileage	Break-fast	Lunch	Dinner	Room or Rm & Bd			
	Bring Totals from Statement of Auto Travel										
2/10/2015	Airfare NYC to Sydney, Australia										
7/9/2015	and Adelaide, Australia to NYC									1704	
	Airbnb Sydney/Bondi 31 nights Feb11-Mar12							84		2638	
	Airbnb Sydney 27 nights Mar 14-Apr 10							146		4177	
2/10/2015	LIRR Ronkonkoma to Jamaica									9.75	
7/8/2015	LIRR Jamaica to Ronkonkoma									10.25	
2/13/2015	3 meals - Feb 13					12	12	12			36
	3 meals - Feb 14					12	12	12			36
	3 meals - Feb 15					12	12	12			36
	3 meals - Feb 16					12	12	12			36
	3 meals - Feb 17					12	12	12			36
TOTAL										8718	100

Travel Order No. _____	Official Station _____	Total Amount of this Voucher _____
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<p align="center">CERTIFICATION AND DEPARTMENTAL APPROVAL</p> <p>I certify that the said claim is just, true and correct; that no part thereof has been paid or otherwise settled; that the amount claimed is correct and just and remains due, owing and unpaid; that the disbursement actually and necessarily made; that travel and expenses were necessarily incurred by me in the performance of my official duties as an officer, or employee, of the County of Suffolk.</p> <p>Dated: <u>14-Jul</u> 20 <u>15</u></p> <p align="center">_____ Signature Professor _____ Official Title</p> <p>I certify that the travel, expenditures, etc., on this claim were authorized by me, that they were necessary for the operation of my department and I do hereby approve this claim as a charge to my appropriation.</p> <p><u>7/24/15</u> _____ Date Department Official</p>	<p align="center">COUNTY COMPTROLLER'S PRE-AUDIT</p> <p align="center"><u>2080.00</u></p> <p align="center">Verified <u>max</u></p> <p align="center">Audited</p> <p align="center">BY _____</p> <p align="center">CERTIFIED FOR PAYMENT OF THE TOTAL AMOUNT</p>
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EXPENDITURE CODES								Encumbrance Liquidation		Appropriation Charges
Ln	Fnd	Agy	Orgn	Sub Org	Rept Cat	Obj	Project No.	Amount	Enc. No.	

Claimants should maintain a copy of this form for their records

628320 8/01 JC