

---

TO: Augusta State University Faculty

FROM: The Augusta State University Faculty Development Institute, Faculty Cohorts Committee

DATE: October 8, 2004

RE: Faculty Development Institute / Technology Funds

---

As a part of the Faculty Development Institute of 2004, Augusta State University faculty are invited to apply for technology training and equipment support in one of two categories of funding. This program is designed to assist both basic and advanced technology users in gaining much needed funding / training in the area of instructional technology. The administration of this funding takes place on campus and is handled by The ASU "Faculty Development Cohorts Committee" which is comprised of former participants in this program.

Benefits of participation in the ASU Faculty Development Institute include funding for travel, computer software, hardware (for example, computers, scanners, and digital cameras), skills training, and technology support resources such as books and videos.

In the past the \$25,000 available for faculty training and equipment needs has been divided among an average of seven faculty members, representing all three colleges, who's technology skills were ranked at the "Basic to Intermediate User" level. This year the same funding budget will be divided between two applicant pools: Basic to Intermediate Users and Advanced Users with a greater share of the funding going to Basic to Intermediate User group. Applicants should note the different application requirements for each user level as indicated below.

Individuals selected for participation at the basic to Intermediate level will be expected to actively participate in training opportunities held throughout the year. Participants at both the basic to intermediate and advanced levels will be asked to plan, implement, and evaluate a summative project exhibiting newly acquired technology skills and capabilities.

All faculty wishing to be considered for this funding should forward to the committee **six (6) copies** of completed application. These documents should be sent to **Dr. Raymond Whiting** in the Department of Political Science (706-667-4421) by **4:00pm Wednesday October 22, 2004**. The FDC committee will review all applications and make recommendations to respective Deans.

Thank you,  
Campus Faculty Development Institute (FDI)

A copy of the application form follows:

*The campus based Faculty Development Institute will strive to bring hands on instructional training opportunities to Faculty. The DEAI unit of the OIIT (Distance Education and Academic Innovation, of the Office of Information and Instructional Technology) will work with the faculty cohorts (previous participants of the centralized annual Faculty Development Workshop), and other on campus instructional technology experts, to provide information technology training opportunities to faculty. Participants will be expected to complete a project that demonstrates the acquisition of instructional technology skills and will also be expected to display such a project to their peers.*

## Basic to Intermediate User Application:

---

### *Selection Procedures and Criteria for Participants:*

1. Applicants will be selected from full time faculty members only.
2. The deans of each school will make announcements to respective departments and faculty regarding the selection of faculty.
3. Participants will be given the opportunity to develop basic to intermediate skills relating to information technology. Applicants that already have intermediate to advanced skills will not be selected for training.
4. Applicants for participation shall write up a brief statement (one page or less) describing the training that they would like to receive and how this training will be used in the classroom.
5. Applicants will complete an information technology survey and statement on technology use in the classroom. See attached **Technology Survey**
6. The FDI Cohorts Committee will evaluate applications and make recommendations to the Deans.
7. **Six (6) copies of completed applications must be received by \_\_\_\_\_.**  
For additional information regarding the FDI Cohorts Committee and this program visit our web site at <http://www.aug.edu/asufdi/>

---

Send completed applications to: **Dr. Raymond A. Whiting, Committee Chair**  
**Campus Faculty Development Institute Department of Political Science**  
*If you have additional questions please contact the committee chair at [rwhiting@aug.edu](mailto:rwhiting@aug.edu)*

## Advanced User Application:

---

### ***Selection Procedures and Criteria for Participants:***

1. Applicants will be selected from full time faculty members only.
2. The deans of each school will make announcements to respective departments and faculty regarding the selection of faculty.
3. Participants will be given the opportunity to develop advanced skills relating to information technology through the receipt of additional training or equipment purchases.
4. Applicants for participation at the Advanced User level shall write up a brief statement (one page or less) describing the training and equipment that they would like to receive and how this training will improve their classroom teaching.
5. Applicants for participation at the Advanced User level shall provide a brief budget outlining any resources they currently have and the level of funding that will be needed to complete their project.
6. The FDI Cohorts Committee will evaluate applications and make recommendations to the Deans.
7. **Six (6) copies of completed applications must be received by \_\_\_\_\_.** For additional information regarding the FDI Cohorts Committee and this program visit our web site at <http://www.aug.edu/asufdi/>

---

Send completed applications to: **Dr. Raymond A. Whiting, Committee Chair**  
**Campus Faculty Development Institute Department of Political Science**  
*If you have additional questions please contact the committee chair at [rwhiting@aug.edu](mailto:rwhiting@aug.edu)*

## Technology Survey

Check all applicable responses.

### General Instructional Technology Interest and Use

I am interested in revising my instructional methods to include technology because:

- I want to stay current with technological innovations
- My colleagues are using technology
- My courses would be enhanced with certain uses of technology
- I believe that technology holds potential for keeping learning exciting and dynamic
- I'm not sure

Although interested, my use of technology in instruction is limited because:

- I am not aware of technologies that would benefit my instructional objectives
- I have not had time to develop the use of technology in my instruction
- I have not had time to learn to use computer applications
- I don't have the resources or support necessary to use technology in my classes

During the past year, I:

- Taught a course completely over the Internet (Web)
- Used the Internet (Web) to supplement the courses I taught in a classroom
- Developed a course to be taught over the Internet (Web) at a later date
- Became aware of some ways in which Web-based technology could enhance instruction
- Decided not to use the Internet (Web) for instructional purposes
- Never considered using the Internet (Web) for instructional purposes

### Personal Comfort with Use of Technology

Word Processing comfort level? (creating, revising, saving, printing documents)

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

Spreadsheet comfort level? (creating, revising, saving, printing worksheets or simple databases)

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

E-mail comfort level? (sending, receiving, printing, saving email)

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

Finding reliable information and resources on the Web comfort level?

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

Electronic presentations comfort level? (using PowerPoint or similar products)

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

Creating/Designing Web pages comfort level?

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

Graphics comfort level? (using, creating, editing, saving graphics)

- Very comfortable
- Comfortable
- Uncomfortable
- Clueless
- Uncertain

### **Personal Pattern of Technology Usage**

How often do you use e-mail?

- Daily
- Weekly
- Monthly
- Never
- Other Specify: \_\_\_\_\_

How often do you use the Web for professional research?

- Daily
- Weekly
- Monthly
- Never
- Other Specify: \_\_\_\_\_

How often do you prepare documents for professional publication?

- Weekly
- Monthly
- Yearly
- Never
- Other Specify: \_\_\_\_\_

Do you install or upgrade software? (operating system (Windows, Mac, etc.) patches, anti-virus updates, specialty software, etc.)

- Very Often
- Often
- Sometimes
- Infrequently
- Never

Do you have a personal Web site?

- Yes and I personally update it
- Yes, someone else updates it for me
- Yes, but it is never updated
- No

Do you use electronic presentations ...? (such as PowerPoint or similar programs)

- In professional presentations to colleagues or during special presentations to groups
- When in common meetings on campus
- With students in the classroom
- For students to view outside the class
- Never use electronic presentations

### **Knowledge of Instructional Technology Options**

Knowledge of Distance Education Course Delivery Options

- Very Knowledgeable
- Knowledgeable
- Vaguely Aware
- Clueless

Knowledge of GSAMS, Cable or Satellite instructional technologies

- Very Knowledgeable
- Knowledgeable
- Vaguely Aware
- Clueless

Knowledge of ways technology can assist with classroom efforts

- Very Knowledgeable
- Knowledgeable
- Vaguely Aware
- Clueless

### **General Technology Knowledge**

Knowledge of creating, receiving, or opening cross platform documents (such as, MAC to or from PC)?

- Very Knowledgeable
- Knowledgeable
- Vaguely Aware
- Clueless
- Uncertain

Knowledge of computer protection/security measures (anti-virus, anti-spam, information security, etc.)

Very Knowledgeable

Knowledgeable

Vaguely Aware

Clueless

Uncertain

Knowledge of computer maintenance measures (defragmentation, clearing of temporary files, etc.)

Very Knowledgeable

Knowledgeable

Vaguely Aware

Clueless

Uncertain