Curricular and Faculty Support

Center for Innovative Pedagogy

The CIP facilitates faculty conversations about teaching. Through the resources of the center, Kenyon faculty augment their knowledge of effective pedagogies. The CIP staff assist faculty in implementing teaching and learning strategies in the classroom. The staff also assist faculty with investigating and evaluating pedagogical practices.

Discussion - through discussions, meetings, and the CIP website, we can help you trumpet your department's successes, and look for colleagues with similar concerns. If there's a topic which you (or your department) would like to discuss with other faculty members, let us know! CIP is happy to handle the logistics to make the meeting happen.

Research Services - CIP staff can assist your department's research into teaching tools, narrowing down the field of possible solutions to just the ones which meet your goals best. For example, the Mathematics Department asked us to research online systems where students would be able to practice mathematics problems and get immediate feedback on their progress. We provided Math with a succinct comparison of the best systems, arranged demonstrations with the finalists, and supported a department dinner discussion.

Workshops and Support - The Instructional Technologists in the CIP will continue to provide individual support to faculty members and students working with tools like Moodle, SPSS, and Photoshop. We can also set up workshops for your department, if you would like to look at a new technology together. Last year, we funded an outside expert for a discussion of language pedagogy and technology for Modern Languages and Literatures. (The LBIS Helpline, x5700, continues to be the best point of contact if the problem is that a computer or classroom A/V system is not working correctly.)

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Coordinator of Faculty Support

Chairs will find that they will interact frequently with Darlene Tedrow, Coordinator of Faculty Support, located in Bailey House. Darlene helps individual faculty members with their Individual Faculty Development Accounts and grants made to them by the Faculty Affairs Committee. In addition, she assists chairs (and chairs assist her) in several important dimensions of the day-to-day operation of departments and in addressing long-term facilities and equipment needs.

Facilities – Darlene arranges the work needed to address the following facilities needs of departments and programs:

- Office assignments for faculty and academic staff
- Office moves
- Phone changes and changes to the campus directory for faculty and academic staff
- Office and building keys for faculty and academic staff
- Classrooms
- Furniture for offices and classrooms
- Repair and replacement (R&R) requests for facilities in academic buildings

Equipment – Darlene manages the equipment funds for the Natural Sciences, including Mathematics, and the Fine Arts departments. She also assembles R&R requests for equipment needs in the academic division and manages the disbursement of funds allocated by Senior Staff to address equipment R&R. Chairs are expected to be the point persons for their departments on equipment funds and equipment R&R.

We encourage chairs to notify Darlene whenever they have R&R needs, either with regard to facilities or equipment. In the annual report chairs have the opportunity to report both facilities and equipment R&R requests. In addition, if Senior Staff and the Board of Trustees make equipment R&R funding available during the course of the fiscal year, Darlene will invite further (or renewed) requests for equipment R&R, typically in February or March.

Chairs and administrative assistants are asked to ***copy Darlene on any work orders*** to Maintenance regarding facilities and equipment. We include an example of the work order form in this section of the handbook.

Administrative Assistants – Darlene serves as the main resource person for the administrative assistants in the academic division. Administrative assistants are asked to keep Darlene informed about their work hours and to keep her apprised of when they will be out of the office for extended periods. They are encouraged to report to Darlene any needs regarding facilities and equipment for their own work so that she can seek solutions. Chairs who have concerns about these matters should contact Darlene or one of the Associate Provosts too.

Honors Examiners – Darlene authorizes expenditures for outside honors examiners and coordinates their stipends and reimbursements.

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Library and Information Services (LBIS)

Most faculty interaction with LBIS is individual, regarding the provision of research materials or curricular support for particular classes. Chair-level and departmental interaction with LBIS comes in two ways – the LBIS liaison system and collection development.

An LBIS staff member is assigned as liaison to each department and program. A list of current liaison assignments is located at: https://lbis.kenyon.edu/liaisons. Chairs are encouraged to invite their liaisons to a department meeting to allow them to introduce themselves to department members who might not know them and to raise any policy concerns about collection development, curricular support, and so forth with which liaisons can help the department.

Kenyon's library collection development policy relies heavily on departmental input. Chairs must ensure that the past practices of the department in regard to collection development have met the needs of the department or program. A copy of the general collection development policy is included in this section of the handbook. However, there are also discipline-specific collection development policies that are posted at https://lbis.kenyon.edu/colldev/deptpol. Departments and programs that have not created a collection development policy should consider adopting one.