

**From:** [University Wide Notices](#)  
**To:** [University Wide Notices](#)  
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## University Wide Notices

Here is a list of today's notices:

- [ECDS Open House](#)
- [Staff Center Offering: Performance Evaluations](#)
- [Engaged!](#)

To view our University Wide Notice (UWN) Procedures, please click [here](#).

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### ECDS Open House

*Open House in celebration of*  
**EDUCATIONAL COUNSELING AND DISABILITIES  
SERVICES NEW LOCATION**

*We are excited to welcome you to our  
new space!*

*Come join us for light refreshments on*

**MONDAY, MARCH 18**  
**11:00AM – 2:00PM**  
**ASC 1017**

Please contact Ashley at (231) 591-3940 if you have any questions or need accommodations



*Ashley Hawley*

Educational Counseling and Disabilities Services  
Ferris State University  
901 South State Street, STR 313 | Big Rapids, MI  
49307  
P: (231) 591-3940 | F: (231) 591-3939

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[Back to top](#)

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Staff Center Offering: Performance Evaluations

## Writing Performance Evaluations

Presented by: Mandi Sterly, Human Resources & Jody Gardei, Staff Training & Development

Two Dates to Choose From:

**Date: March 21<sup>st</sup>**

**Time: 9:00 to 10:00 am**

**Location: Alumni 121**

*This session is also available to join live via Collaborate. Register to receive the webinar link.*

OR

**Date: March 27<sup>th</sup>**

**Time: 3:00 to 4:00 pm**

**Location: University Center room 016 (lower level)**

It is Administrative evaluation time! This year the focus is on how to write an effective evaluation and the workflow for completing an evaluation.

During this session, you will learn strategies for gathering and organizing data and how to use the information to write an accurate and effective performance evaluation. There are many resources available to help supervisors through the process of writing and delivering evaluations. If you are a supervisor of Administrative employees, you won't want to miss this session!

Learn how to:

- Identify strategies for gathering and organizing data for use in performance evaluations.
- Identify resources to assist with writing statements for below, at, or above average performance.
- Explain how to complete the Diversity and Ethical Community sections of the Administrative evaluation form.
- Navigate the Administrative performance evaluation process.

Register on the [Staff Center Events site](#) (Google Chrome works best). Email [sctd@ferris.edu](mailto:sctd@ferris.edu) if you have trouble registering for a session.

**Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.**

*Jody Gardei*

**Manager, Staff Center for Training & Development**

**Ferris State University**

 Alumni #121, 410 Oak Street | Big Rapids, MI 49307

 231-591-2112 | Pronouns: she/her/hers

 [www.ferris.edu/SCTD](http://www.ferris.edu/SCTD) | [www.facebook.com/FSUSCTD](https://www.facebook.com/FSUSCTD)

Ideation | Arranger | Maximizer | Relator | Futuristic

[Back to top](#)

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## Engaged!

For previous *Ferris Engaged!* blog posts, please see <https://ferrisengaged.com>.

### Three Simple Strategies to Bring New Life to Discussion Boards

The amount of participation and interaction students experience in their online courses is highly correlated with success. This can be challenging to keep up with as an online instructor, especially as the semester is in full swing with grading, teaching, service, and more vying for time. Fortunately, discussion boards can leverage technology's ability to connect people across time and space, reducing the instructor's workload. Even better, connecting students to other people, places, and things around them wherever they are stimulates rich peer-to-peer discussions about content in real world contexts. Following are three basic ideas to adapt for your own use in discussion boards or assignments, bringing new life to your course .

**People:** Rather than wishing our students could meet f2f, what opportunities does having a class full of people living in different places bring us?

- Have each student interview three people with a question related to your content, such as, "What do you think the best thing about online learning is?" Students can post their findings, then compare their findings to others. Throw in some twists, such as asking a child, a peer, an elderly person, etc...



**Places:** Having to sit in a computer lab to take an online course is a thing of the past, and today's smartphones allow us to capture and share the world around us. What can your students find in their world related to your content, creating a cross-section of perspectives?

- With their phones, have students take pictures of examples showing your content in action, posting to a discussion. You may have to point them in the right direction and share your own example, but imagine how rich the ensuing discussions can be based on 20+ real life examples of their subject in action! With advance notice so students can schedule their time, you can require students take an individual "field trip" to places such as libraries, museums, stores, businesses, etc..., providing them with a template to guide them.



**Things:** I remember times feeling like a packhorse, bringing all kinds of things into my classroom for students to see and touch related to unit concepts. How much more convenient to have students seek out certain things in their environment to share with the class via an image or short video?

- Ideas of things worthy of discussion can be as simple or as complicated as your imagination. Students could take a picture of a favorite book or toy, share an example of a product manufactured a certain way, find a specific engine part, share an example of something eco-friendly, the sky's the limit (or not, Jennifer Johnson takes great cloud pictures!). One assignment during my doctorate was finding examples of good and bad design. This gave rise to all kinds of discussions about motivations behind the design. My example used the same object, my Georgia work boots, highlighting gender bias. Great design in many ways; bad design because I wore men's boots to have the good holes for pulling them on and off; women's didn't have those. Kick it up a notch, and have students make a short video or annotate their images!

~Written by Dr. Tracy Russo, Senior Online Design Consultant

## Ferris eLearning Department

For more information about Ferris eLearning, please see our website at <https://ferris.edu/elearning>, or contact us by phone at (231) 591-2802 or by Email at [eLearning@ferris.edu](mailto:eLearning@ferris.edu).

If you would like assistance designing your online course at Ferris, email [eLearning@ferris.edu](mailto:eLearning@ferris.edu). We can help!

Jackie Hughes, Instructional Technology Coordinator  
**FERRIS STATE UNIVERSITY | eLearning**

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Big Rapids, MI 49307

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[JackieHughes@ferris.edu](mailto:JackieHughes@ferris.edu)  
<http://www.ferris.edu/eLearning>

Activator \* Positivity \* Responsibility \* Maximizer \* Developer

[Back to top](#)

