Facility Center for Teaching and Learning

Guidelines for Facilitators of FCTL Co-Op Workshops

What’s an FCTL Co-Op Workshop?
FCTL Cooperative (Co-Op) Workshops are by faculty, for faculty. They are opportunities for faculty to share promising practices on teaching and learning; effective teaching strategies; their latest research; or other topics of interest. They are small gatherings that are conversational in style, with specific takeaways and goals, and are accompanied by plenty of discussion around the given topic. For example, we have offered workshops on: Effective Class Discussions; Getting Feedback from Students; and a series on Peer Review.

Proposing a Co-Op Workshop
Do you have an idea for a workshop? Email Marie F. Beardwood. She will work with you on your idea and on submitting a proposal, using the following timeline.

1. In the semester prior to the Co-Op Workshop
   - With FCTL staff, identify:
     - A topic that will comfortably fit the 1 ½ hour timeslot.
     - Three or four main points you wish to communicate to attendees.
     - Three or four main outcomes for the workshop. What is the take away?
     - A title and description for the workshop.
     - Strategies for reaching different audiences.
       - Would you be interested in podcasting this event? FCTL will help!
       - Would you be interested in live tweeting this event? FCTL will help!
     - A date for your workshop. Or two if you wish to repeat the same topic later in the semester.

2. Submit a Proposal
Now that you have a clear picture of your Co-Op Workshop, please submit a formal proposal. Having your information in writing makes it easy to promote your event.
Our deadlines are:

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<thead>
<tr>
<th>Semester the Co-Op Workshop will be offered</th>
<th>Submission date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>August 1</td>
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<tr>
<td>Spring</td>
<td>December 19</td>
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<td>Summer</td>
<td>April 1</td>
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3. **Two or three weeks prior to the Co-Op Workshop**

- Expect a phone call or email from FCTL confirming your workshop.
- Plan for about 15-20 minutes total of content delivery. If there are two presenters, plan on 10 minutes for each of you. The rest of the time should be devoted to other activities such as discussion, writing, reflection or conversation kick-starters.
- Rehearse a bit. Not too much so you sound scripted; but enough so your talk goes smoothly.
- If you think it will support you and the attendees, prepare handouts and/or other instructional materials that support the workshop. If you need photocopying done, let us know! If you would like a PowerPoint presentation loaded on the central computer, would you give it to us a couple of weeks beforehand?
- Prepare activities that will encourage discussion and engagement.

4. **The day of the Co-Op Workshop**

Arrive a few minutes early to get settled. We’ll have the computer and projector on, with the opening screen of your talk visible to attendees. The coffee will be made and snacks will be out on the table. If you have agreed to a podcast or a live tweet event, you may see some additional technology or staff members present.

Relax! Be yourself. Have fun and enjoy the opportunity to engage colleagues in all things teaching and learning!

5. **After the Co-Op Workshop**

FCTL staff will conduct a follow-up survey on all workshops and will share the results with you. Will you read and reflect on feedback received from workshop participants?

**Questions?**

Contact [Marie F. Beardwood](mailto:Marie.F.Beardwood@x9983).