



instructional support | research technology | visualization

# faculty toolkit

2007-2008

a guide to services offered by the Center for  
Instruction, Research, and Technology



## Mission

The Center for Instruction, Research, and Technology (CIRT) explores, develops, promotes and supports effective teaching and research practices to advance knowledge, student success, and engagement at Indiana State University.

## Vision

CIRT endeavors to have a measurable impact on the academic community by building the reputation of Indiana State University for innovative instruction and technology-enhanced research.

## Center for Instruction, Research, and Technology

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# Welcome

This Faculty Toolkit was developed specifically to meet the needs of faculty and has been prepared as an organizational tool for services offered by the Center for Instruction, Research, and Technology (CIRT). The Toolkit is comprised of two parts:

- First, the booklet component of the Toolkit provides an overview and brief description of services of the seven groups which comprise CIRT.
- Second, the CD portion of the Toolkit consists of several software packages to assist you in both your instructional and research endeavors.

CIRT is committed to assisting faculty in a holistic manner that addresses: teaching and learning; research and contribution to discipline knowledge; and service, quality of life and contribution to community. That commitment will be realized through the development and delivery of quality academic, research, and technology services.

We look forward to working with you during the upcoming academic year and welcome any inquiries or suggestions you may have about the services of CIRT. Additional information about CIRT can be found by visiting the unit's Web site at <http://www.indstate.edu/cirt>. If you have any questions concerning CIRT please contact me at **237-9632** or by email at [kjanz@indstate.edu](mailto:kjanz@indstate.edu).

Sincerely,

A handwritten signature in black ink that reads "Kenneth Janz".

Kenneth Janz, Ph.D.  
Director, Center for Instruction, Research and Technology

## Faculty Development and Instructional Design Services

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Contact: Debra Runshe, Assistant Director  
Location: Normal Hall, First Floor  
Phone: 812-237-3057  
E-mail: [cirt-fd@indstate.edu](mailto:cirt-fd@indstate.edu)  
Web: <http://www.indstate.edu/cirt/fd>

The work of the Professional Development and Instructional Design Services revolves around fostering effective teaching practices that contribute to the advancement of student success and engagement. We focus on supporting the instructional staff at Indiana State through a broad range of programs, services, and resources.

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### Faculty Development Programs

- Faculty Learning Communities
- Faculty Development Program Series
- Speaker Series
- Faculty Brown Bag Series
- New Faculty Orientation Program
- Summer Institute
- Graduate Assistant Fellows Program
- Department Chair Development Program
- Caleb Mills Teaching Award

### Instructional Design

- Instruction and course development support
- Classroom facilitation
- Classroom assessment
- Distance education support

### Instructional Technology Support

- Blackboard
- Respondus
- Hot Potatoes
- Personal Response System
- Quandary
- Adobe Connect
- StudyMate
- LiveText

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[www.indstate.edu/cirt](http://www.indstate.edu/cirt)

## Evaluation and Research Support Services

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Contact: Susan Simkowski, Ed.D., Associate Director  
Location: College of Education, Room 109  
Phone: 812-237-2953 or 8554  
E-mail: [cirt-research@indstate.edu](mailto:cirt-research@indstate.edu)  
Web: <http://www.indstate.edu/cirt/research/stats>

Evaluation and Research Support Services is leading the charge to provide faculty and graduate students support in developing and executing complex research projects. We facilitate faculty and graduate students use of information technology in research, specifically software for statistical analyses, qualitative data analyses, graphing, and reference database management. Evaluation and Research Support Services provides consultation expertise and training to assist researchers with their studies.

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### Consultation Services

- Survey design
- Focus groups
- Usability testing

### Supported Research Software

- Online survey tools
  - Webforms
  - SNAP

### Spatial & Network Analysis

- ArcView

### Quantitative Analysis Software

- AMOS
- Minitab
- SAS
- EQS
- MLwiN
- SPSS

### Qualitative Analysis Software

- Ethnograph
- QSR N6 (formerly Nud\*ist)
- QSR NVivo

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## Interactive and Multimedia Design Services

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Contact: Heather Millick, Coordinator

Location: Normal Hall, Lower Level

Phone: 812-237-2603 or 2693

E-mail: [cirt-imds@indstate.edu](mailto:cirt-imds@indstate.edu)

Web: <http://www.indstate.edu/cirt/imds>

Interactive and Multimedia Design Services (IMDS) offers a wide range of design services to faculty and staff for use in presentations, web courses, classroom, displays and more. Our creative team of designers can help translate ideas into visual media to support research and student learning.

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### Document Finishing Services

- Large format color printing
- Mounting on mat board and foam board
- Lamination

### Learning Object Development

- Brief instructional videos
- Limited video editing
- Video conversion  
*VHS to DVD, streaming and encoding*

### Design and Consultation Services

- Instructional media
  - Two-dimensional classroom instructional aids
  - Two-dimensional animations
  - Interactive modules
- Conference poster presentation design and layout assistance
- Large format displays
- Professional journal print materials
  - illustrations, charts, and graphs
- Web banner design
- Informational and promotional signage

## Center for Visualization

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Contact: Micheal Moore, Coordinator

Location: Normal Hall, Lower Level

Phone: 812-237-2676

E-mail: [cirt-viz@indstate.edu](mailto:cirt-viz@indstate.edu)

Web: <http://www.indstate.edu/cirt/viz>

The Center for Visualization provides faculty and students with unique opportunities by engaging users with content that is both deep and dynamic. Visualization has the potential to enhance learning on many cognitive levels. By combining a broad spectrum of technologies, software applications, individual skills, and talent; visualization can promote accelerated learning of advanced and abstract concepts.

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### Visualization Services

- Stereographic object development
- 3D interactive objects and environments
- High definition image and video display
- High definition web video
- 3D modeling and animation
- 3D scanning

## Academic and Emerging Technology Services

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Contact: Josh Flaherty, Academic Programmer

Location: Normal Hall, Third Floor

Phone: 812-237-2676 or 2678

E-mail: [cirt-aets@indstate.edu](mailto:cirt-aets@indstate.edu)

Web: <http://www.indstate.edu/cirt/aets>

Academic and Emerging Technology Services was created to develop, explore, design and evaluate new and emerging technologies to support teaching, research, and student learning. This support ranges from high performance computing to customized software development as well as hosting specialized academic applications.

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### Academic and Emerging Technology offers:

- High performance computing
  - High performance networking
  - Academic programming
  - Emerging technologies and projects
  - Large data set storage
  - Learning space research and development
  - Academic application hosting
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## Information Technology Grant Services

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Contact: Susan Dolle, IT Grant Specialist

Location: Normal Hall, Third Floor

Phone: 812-237-2477 or 2676

E-mail: [cirt-grants@indstate.edu](mailto:cirt-grants@indstate.edu)

Web: <http://www.indstate.edu/cirt/research/grants>

The Center for Instruction, Research, and Technology (CIRT) supports faculty grant-seeking endeavors focusing on technology, curriculum development, research, and instruction. Support is available for multi-disciplinary and institutional projects, individual grants for research, or instruction that incorporate a substantial information technology component. Through internal grant programs start-up funding is awarded to help lead to larger external submissions.

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### Faculty Grant Services

- Searching funding opportunity databases for potential sources of funding
- Writing or editing select components of proposals
- Writing or editing of evaluation sections of proposals
- Developing budgets for select components
- Other support as resources allow

### Internal Grant Programs

- IT Mini-Grant Program
  - Instructional Development Grant Program
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## Academic Technology Resource Center

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Contact: John Gallagher, Academic Technology Support Specialist

Location: College of Education, Room 119/120

Phone: 812-237-2479 or 2682

E-mail: [cirt-training@indstate.edu](mailto:cirt-training@indstate.edu)

Web: <http://www.indstate.edu/cirt/atrc>

The Academic Technology Resource Center (ATRC) is a facility which provides a technology-focused environment to meet IT education and multimedia development needs of students on the Indiana State campus. The ATRC is aligned with the Student IT Training Program to offer more opportunities for students to build technology-related skills. Student Training Assistants provide support in the ATRC for students who need assistance with multimedia projects. Workshops are also held in the Center.

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### Faculty Services

- Productivity software training & support:
  - Microsoft Office
  - Multimedia tools
  - Web design tools
  - Research and data analysis tools
- Computer-Based Training (CBT)
- Customized private training
- Self-paced documentation and tutorials

### Student Services

- Workshops are offered for the following:
  - Microsoft Office
  - Multimedia tools
  - Web design tools
  - Research and data analysis tools
- Computer-Based Training (CBT)
- Customized private training is available by appointment
- Self-paced documentation and tutorials



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Center for  
**INSTRUCTION,  
RESEARCH,  
& TECHNOLOGY**

**Center for Instruction, Research, and Technology**

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