"Let us not be content to wait and see what will happen, but give us the determination to make the right things happen."

\- Horace Mann

Upcoming Events

7/2 & 7/3
"Spicing Up Your Syllabus Part II: Learning Outcomes, Objectives, and Assessments"
1:00-3:00 / LIB 301

7/16
"Six Presentation Alternatives for the PowerPoint-Weary"
1:30-3:00 / LIB 301
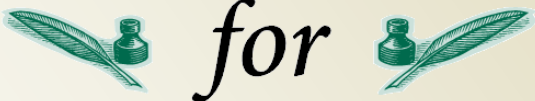
See page 5 for more!

Inside this issue:

Save the Dates: Fall Writing Workshops

The faculty development theme for 2013-2014, "Writing for Success," will kick off in September and October with two major workshops.

On **September 12**, CSU will welcome Drs. Sonja Foss and William Waters to lead a workshop titled, **"Academic Writing from Research to Publication."** Topics to be covered include:

- Developing a research program
- Crafting the research question
- Strengthening the literature review
- Coding with qualitative data
- Writing and revising
- Targeting a journal

Later, on **October 15 and 16**, Dr. Kenneth Henson will lead two identical workshops

WRITING *for* SUCCESS

titled, **"Writing Grant Proposals,"** which will cover the following:

- Designing an irresistible budget
- Identifying unique circumstances
- Turning limitations into strengths
- Avoiding common mistakes

This workshop will be limited to **25 people** for each day it is offered.

In addition, Dr. Henson has made a special offer to CSU faculty to help them with their own grant proposals (see "**SPECIAL OFFER**" at left).

To learn more about these and other distinguished presenters, visit the Text and Academic Authors Association website at taaonline.net. There you can also find additional resources on academic writing.

Watch future CTRE newsletters for updates on these and other "Writing for Success" events.

SPECIAL OFFER

For the "Writing Grant Proposals" workshops, Dr. Henson has graciously offered to personally review and offer suggestions for improvement on any grant proposals CSU faculty wish to send him. In his 300+ workshops, this is only the second time he has made this offer.

If you would like to take advantage of this offer, send a copy of your grant proposal to James Kowalski by September 15, 2013.

You can submit your grant proposal as a PDF to jkowalsk@csu.edu or as a hard copy to LIB 304-1.

SPECIAL OFFER

At Your Fingertips: News from LIS

Compiled by Joanna Kolendo

Useful Resources for Faculty

The library provides access to a large number of resources that are tailored for faculty. The three highlighted here include a *Faculty Resources Guide*, *Choice Reviews Online*, and *Cabell's Directories*. Please take the time to investigate these resources at your leisure.

Faculty Resources Guide
http://csu.libguides.com/facultyresources/

The *Faculty Resources Guide* informs faculty about library resources available to them for assistance with teaching, publishing and research. This guide is organized into the following sub-topic areas: **Library Instruction**, **Course Reserves** (electronic and print), **Instruction Resources**, **Research**, and **Publishing**.

Choice Reviews Online
On-Campus: http://www.cro2.org
Off-Campus:
http://bluestem.csu.edu:2048/login?url=http://www.cro2.org
Choice Reviews Online is the source for reviews of academic books, electronic media, and Internet resources. It is useful for collection development and scholarly research.

Cabell's Directories
On-Campus: http://cabells.com/memberarea.aspx
Off-Campus:
http://bluestem.csu.edu:2048/login?url=http://cabells.com/memberarea.aspx

Cabell's Directories is intended to assist researchers in matching their manuscripts with the right publications. *Cabell's* provides journal information such as publication addresses, contact information, websites, etc. Additionally, it also describes the review process such as the number of reviewers, acceptance rate, time required for review, etc. *Directories* are available in the following areas: Business and Economics, Psychology, Education, Computer Science, Health Administration and Nursing.

All of these resources (plus many others) are accessible from the library's site at http://library.csu.edu/

Summer Library Instruction Sessions

There is still time to schedule library instruction sessions for your summer classes. Where possible, faculty should submit their requests online at: http://csu.libcal.com/booking/libraryinstruction.

Faculty will receive an immediate response via email that their request is under review by the library instruction coordinator. Meanwhile, the time they requested is reserved on the instruction calendar. Once an instruction request has been approved, confirmation will be sent via email. Please submit requests for library instruction at least **2 weeks** in advance. If you have questions regarding library instruction, please contact the Reference Department by phone at 773-995-2235 or by email at instructionrequest@csu.edu.

Images: Library photo by CTRE staff; Choice Reviews Online; Cabell's Directories

Research Guide @ Your Fingertips
Copyright Guidelines: An Introduction

By Dr. Fatemeh Asadi

"United States federal copyright law grants the creator of an original work including literary, dramatic, musical, artistic, and certain other intellectual works a number of exclusive rights. This protection is available to both published and unpublished works, regardless of the nationality or domicile of the author. Copyright protection assumes three elements: the work is original, creative, and fixed in a tangible format. The six exclusive rights are:

- The right to reproduce the work
- The right to prepare derivative works
- The right to distribute copies of the work to the public
- The right to perform the work publicly
- The right to display the work publicly
- The right to perform the work by means of a digital audio transmission.

The rights are also subject to a number of other exceptions. These exceptions, or limitations, permit use of a copyrighted work without the copyright holder's permission under certain conditions (Fair Use). It is unlawful for anyone to violate any of the rights provided by copyright law to the owner of the copyright."

To further assist Chicago State University Library users to learn about copyright a LibGuide has been created by Li Fu, the previous Access Service Librarian of the CSU Library about Copyright. This Guide is designed to share information on copyright and related topics in 3 areas:

- Interlibrary Loans
- Reserves
- Distance Education

Note: All legal questions should go to the University Legal Counsel's office.

To access Copyright LibGuide:

- Go to the Library Web page at http://library.csu.edu/
- Click on "Research/Subject Guides"
- Click on LibGuides@csu.edu
- Choose Copyright in the alphabetical list of LibGuides.
- Click on the Copyright Guidelines

The Copyright Guidelines LibGuide has seven (7) pages.

Page 1 (Home): A video on Copyright On Campus from Ryan Junell on Vimeo; Copyright for interlibrary loan, reserves, and distance education including the following guidelines from Copyright Clearance Center:

Campus Guide to Copyright, Primers on the use of course management systems, interlibrary loans, Guide to the TEACH Act, Questions & Answers on Copyright for the Campus Community, Copyright Basics Overview.

Page 2 (Interlibrary Loan)

Information regarding copyright policies for interlibrary loan, some suggested books and suggested links.

Page 3 (Course Reserves)

Copyright policies for course reserves; how to make a request for print reserves; how to search for print reserves, and some tips to share.

Page 4 (Fair Use)

Info on Fair Use, Fair Use summary, and Fair Use test.

Page 5 (Distance Education)

Copyright on distance learning, recommendation for a new resource, and some quick links to the Chicago StateUuniversity Library web site.

Page 6 (Access Services)

Will redirect you to a new page with information regarding access services, statewide loan, worldwide loan, copyright, and interlibrary loan (ILL) Home Page.

Page 7 (ILL Home)

Will redirect you to http://library.csu.edu/ill/ which provides information about how to make a request for books and for articles online and on print format (PDF), lending policy guide within Illinois and outside Illinois, interlibrary loan policy/frequently asked questions and Access Services' contact information.

For more information and assistance regarding Access Services, please contact iloan@csu.edu or call 773-995-2222.

Images: Scales of justice copyright

Moodle News: Upgrade, Training, and More!

Online Certification Training

If you didn't enroll in the latest section of OCT, don't worry! The CTRE will be starting another section on Sunday, July 14.

OCT is an eight-week, completely online training course that prepares faculty to teach online. It covers the following topics:

- What is Online Teaching?
- Best Practices
- Copyright and Fair Use
- ADA Web Accessibility Guidelines
- Instructional Design Basics
- Building Online Content

To register for the July 14 section of OCT, contact Michael Sukowski at msukowsk@csu.edu or 773-995-2501.

Moodle 2.3 Upgrade Training

As previously announced, Chicago State University will be upgrading its version of Moodle from 1.9 to 2.3 for the fall semester.

To help prepare faculty for the upgrade, the CTRE will continue hosting training nine training sessions every week, both face-to-face and virtually (see calendar on page 5 for details).

If you have questions about the upgrade to Moodle 2.3, call 773-995-2960 or email elearning@csu.edu.

Course Transfer Form

If you would like to have any of your preexisting online courses transferred to the new version of Moodle, you can fill out the form at the following link:

Course Transfer Form

Please note that courses will not automatically be transferred; it is up to each instructor to request that it be done.

To fill out the form, you will need the following pieces of information:

- Term (e.g., "Spring 2011")
- Course number / section
- Course registration number (optional)

If you have questions about course transfers, call 773-995-2960 or email elearning@csu.edu.

What's Your Back-Up Plan?

Imagine the following scenario: You're teaching an online course, and it's the day before students are to submit a major project. In an effort to answer any last-minute concerns, you've offered to hold an online help session via Collaborate (formerly Elluminate). Then, 30 minutes before the session is to begin, the server goes down, and there's no way to access your online course. *What's your back-up plan?*

1) Contact your students

Because you're a smart planner, you already made a list of your students' names and CSU email addresses. You email your students and let them know that Moodle is out of service, but you

will hold the help session via a different program. You tell them you will give them an update in 15 minutes.
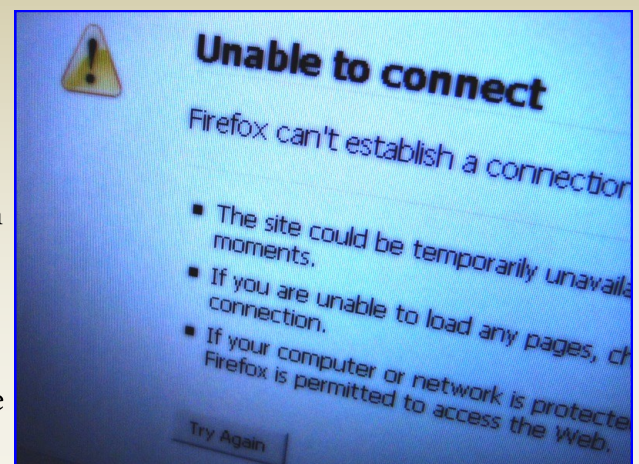
2) Set up the alternate session

There are a number of options available to hold synchronous sessions online. Skype, Google+ Hangouts, and AnyMeeting are all free and easy to use. You can set up your new session in a matter of minutes.

3) Update your students

Let them know the details of how they can access the new session, and you can

all get started. Disaster averted.

Learn more about this and other back-up plans by contacting the CTRE at elearning@csu.edu or 773-995-2960.

July 2013—CTRE Events

MON	TUES	WEDS	THURS	FRI
1 Moodle 2.3 Training 10:00, 1:00, 3:00 LIB 144	**2** "Providing Effective Feedback" 10:30-11:30 / LIB 318 "Spicing Up Your Syllabus: Learning Outcomes, Objectives, and Assessments" 1:00-3:00 / LIB 301 Moodle 2.3 Training 10:00, 1:00, 3:00 / LIB 144	**3** "Spicing Up Your Syllabus: Learning Outcomes, Objectives, and Assessments" 1:00-3:00 / LIB 301	**4** HOLIDAY ———————— INDEPENDENCE DAY	**5** Moodle 2.3 Training 10:00, 1:00, 3:00 Online via CSU-INSTRUCTORS
8 Moodle 2.3 Training 10:00, 1:00, 3:00 LIB 144	**9** "Why Students Plagiarize" 10:30-11:30 / LIB 318 Moodle 2.3 Training 10:00, 1:00, 3:00 / LIB 144	**10**	**11**	**12** Moodle 2.3 Training 10:00, 1:00, 3:00 Online via CSU-INSTRUCTORS
15 Online Certification Training Begins (Sunday 7/14) Moodle 2.3 Training 10:00, 1:00, 3:00 LIB 144	**16** "The Plagiarism-Proof Thesis" 10:30-11:30 / LIB 318 "Six Presentation Alternatives for the PowerPoint-Weary" 1:30-3:00 / LIB 301 Moodle 2.3 Training 10:00, 1:00, 3:00 / LIB 144	**17**	**18** "Six Presentation Alternatives for the PowerPoint-Weary" 10:00-11:30 & 1:00-2:30 / LIB 301	**19** Moodle 2.3 Training 10:00, 1:00, 3:00 Online via CSU-INSTRUCTORS
22 Moodle 2.3 Training 10:00, 1:00, 3:00 LIB 144	**23** "Why Do Students Plagiarize?" 10:30-11:30 / LIB 318 "It's Easier Than You Think!: Build a Website to Enhance Learning" 1:30-3:00 / LIB 301 Moodle 2.3 Training 10:00, 1:00, 3:00 / LIB 144	**24** "It's Easier Than You Think!: Build a Website to Enhance Learning" 10:30-12:00 & 1:30-3:00 LIB301	**25**	**26** Moodle 2.3 Training 10:00, 1:00, 3:00 Online via CSU-INSTRUCTORS
29 Moodle 2.3 Training 10:00, 1:00, 3:00 LIB 144	**30** "Plagiarism & Morality" 10:30-11:30 / LIB 318 "The What, Why, and How of Rubric-Making" 1:30-3:00 / LIB 301 Moodle 2.3 Training 10:00, 1:00, 3:00 / LIB 144	**31** "The What, Why, and How of Rubric-Making" 10:30-12:00 & 1:30-3:00 LIB 301	= TRAINING = WEBINAR = WORKSHOP	

Images: