

About CETL

This collection explains how we support faculty through professional development, training, and the resources they need to excel as educators, researchers, and professionals. It provides an overview of CETL services, including our purpose and mission, individual professional development opportunities, major events and ongoing workshops, and access to recordings of past professional development sessions. This book also highlights CETL partnerships, spaces, and services and shares ways for faculty to stay connected throughout the year.

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Purpose and Contact Information

In addition to traditional teaching, research, advising, and other responsibilities, faculty must stay on the leading edge of technology as it is introduced in the classroom setting. From smartboards to online teaching technology and even software changes and updates, faculty must stay informed to maximize the learning experience.

Our purpose is to provide faculty with the professional development, training, and resources they need to excel as educators, researchers, and professionals.

Vision

Our Vision is to increase the teaching, research, and service of all ASU faculty through professional development opportunities. These opportunities include:

- Providing opportunities for effective teaching
- Emphasis on best practices in teaching and learning
- Effective and appropriate integration of instructional technologies
- Course design and professional development
- Creating a dynamic resource center to satisfy multiple learning styles and needs

Mission

"Our mission is to provide instructional design tools, best practices in teaching and learning, and professional development by using researched pedagogical practices that empower faculty to foster academic excellence as educators, researchers, and professionals."

Contact Information

*Center for Excellence in Teaching and Learning
Dean B. Ellis Library, Suite 301*

Phone: [1-870-972-2334](tel:1-870-972-2334)

Email: CETL@AState.edu

Faculty Development & Support

We understand how important it is to stay up to date with evolving teaching and learning pedagogies and instructional technology. To support faculty in this work, we offer a variety of professional development opportunities designed to support faculty at different stages of their teaching practice.

CETL's professional development opportunities include structured events, live workshops, self-paced resources, one-on-one consultations, and other ongoing training opportunities that faculty can engage with as their schedules allow.

Professional Development Events

CETL offers a variety of professional development events throughout the year, including live in-person and virtual sessions, major annual programs, and one-off workshops and webinars. These events are designed to support innovative teaching practices and help answer questions about pedagogy and instructional technology. Many sessions are also recorded and made available for on-demand viewing.

Major Annual Events

These include two major annual events, the **Summer Institute** and **Learn@State**.

Summer Institute

The Summer Institute sessions are designed to inspire faculty to engage today's learners in a 21st-century mobile learning environment. CETL hosts sessions during the summer to provide faculty with opportunities to explore and cultivate innovative teaching practices. These summer sessions are the perfect time to update your knowledge of new techniques and technologies to improve your professional teaching method. Another benefit of participating in the summer institute is the opportunity to develop collaborative relationships with faculty from across campus. When faculty work together in a summer institute, they inspire each other by sharing ideas and encouraging feedback.

Learn@State

This campus-wide professional engagement event supports Arkansas State University's efforts to promote student success and institutional effectiveness. As a partner in the event, CETL encourages participation in Learn@State as part of its commitment to faculty development, collaboration, and continuous improvement.

Learn@State provides opportunities to:

- Collaborate with faculty, staff, and students across campus.
- Develop ideas that support Arkansas State University's strategic priorities.
- Engage in creative problem-solving.
- Explore innovative approaches to institutional challenges and opportunities.
- Share practices that strengthen teaching, learning, and student success.

Project formats, submission procedures, registration deadlines, and event details may vary from year to year. Faculty interested in participating should consult current Learn@State announcements for the latest information.

Workshops and Webinars

In addition to major annual events, CETL hosts a variety of one-off workshops, webinars, and training sessions throughout the year. These sessions focus on instructional design, educational technology, student engagement, accessibility, and related teaching and learning topics.

Recordings

Many CETL workshops, webinars, and major events are recorded and published for on-demand viewing. Recordings are a helpful resource for faculty who are unable to attend live sessions or who wish to revisit specific topics.

See the [Session Highlights & Media](#) for access to recordings of past CETL workshops, webinars, and events.

Stay Connected

If you are interested in seeing what opportunities we have available right now or would like to register for a current session, you can view upcoming events and register through the CETL event calendar, which is updated regularly with new professional development opportunities. Faculty can also follow CETL on Facebook for announcements, reminders, and highlights from recent events.

Facebook Page – Announcements & Updates

Follow our [Facebook page](#) for announcements about upcoming sessions, calls for proposals, and highlights from past events.

CETL Calendar – Registration & Scheduling

Check our [event calendar](#) to view upcoming sessions and register for events. The calendar is updated regularly with new opportunities for professional development.

Support Guides

We know that faculty have busy schedules and don't always have time to attend our scheduled sessions. To address the issue of faculty who want to improve their skills in their time, we have developed materials that faculty can review when it is most convenient for their schedules.

See these Knowledge Base books for more information on various services and tools. Under each, you will find a brief description of tools, services, or other information that will help you with the related topics. You will find PDFs, samples, and/or videos to assist you with the selected resource or a link to a more comprehensive book in the Knowledge Base dedicated to that specific tool or service.

- [Teaching Styles](#)
- [Learning Technology](#)
- [Authentication and Proctoring](#)
- [Surveys and Evaluations](#)
- [Multimedia and Communication](#)
- [Campus Tech & Services](#)

As always, if you have any questions or need additional information, please let us know.

One-on-One Pedagogy Support

If you have a question about how to implement an assignment or something isn't working as you expected, you can either call, email, or drop by our office. One of our Faculty Support Specialists will then work with you to either resolve your issue or determine what the next steps should be to get your issue resolved.

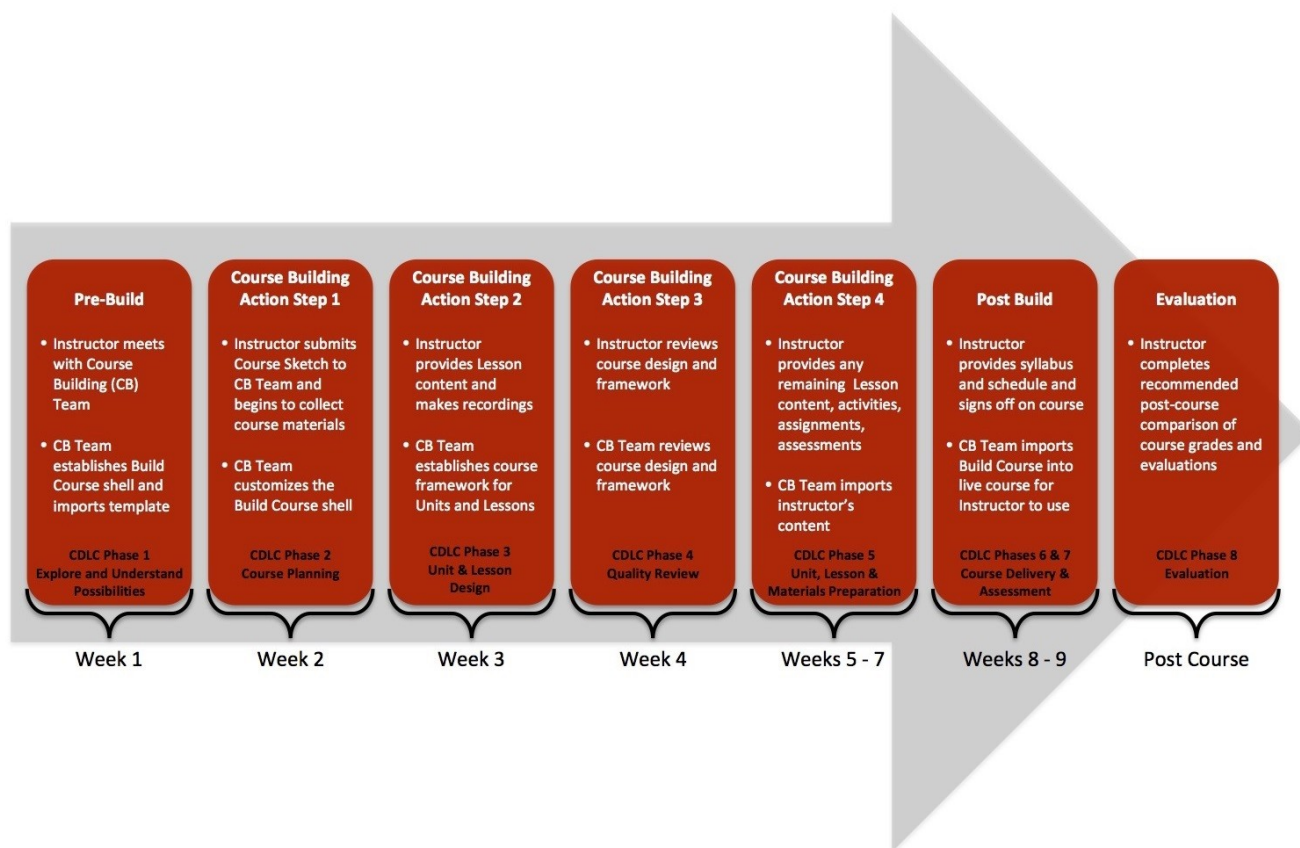
Course Building

The goal of the Course Building Process is to build quality courses by using best practices through the methodology of the Course Development Life Cycle (CDLC). Best practices suggest that partnering the content expert with a course builder/designer allows the content expert to focus on developing quality course content, instead of focusing their time on the arrangement of materials, course layout, and design within the learning management system.

Our Faculty Support Specialist can help:

- Develop program-level templates
- Redesign courses or learning modules
- Work one-on-one with faculty to plan new or updated courses
- Plan Organizations for program-level information
- Evaluate courses using our Quality Course Review Rubric

Contact us to find out more about how the Course Building Process and our Team can help you meet your goals.



Association of College and University Educators (ACUE)

Academic Affairs and the A-State Center for Excellence in Teaching and Learning (CETL) are partnering with the Association of College and University Educators (ACUE) to offer interactive cohort-based courses on best practices for effective university-level teaching. Participants will have a chance to learn new ideas, practice concepts in their classroom (F2F or online), and discuss outcomes with A-State colleagues in their cohort. Upon completion of the Effective Teaching Practices course, you will earn a nationally recognized Certificate in Effective College Instruction, the only college teaching credential endorsed by the [American Council on Education](#) (ACE). You will also have the opportunity to pay it forward by interacting with future A-State cohorts.



ACUE

Student Success
Through Exceptional
Teaching

Mission

ACUE's mission is to ensure student success and equity through quality instruction.

We believe that every faculty member deserves the support and preparation needed to teach well, so that every student receives an extraordinary education.

In partnership with institutions of higher education, ACUE prepares, credentials, and provides ongoing support to faculty in the use of evidence-based teaching practices that promote student engagement, persistence to graduation, career readiness, and deeper levels of learning. Faculty who satisfy the requirements of ACUE's courses through institutional partnerships or open enrollment courses earn [certificates in effective college instruction](#) endorsed by the American Council on Education. Through ACUE's [Community](#) of Professional Practice, ACUE's members enjoy ongoing support to refine their teaching, stay current on research, and advance the national conversation. Through efficacy studies with partner colleges and universities nationwide, we're demonstrating that our faculty members can make the greatest difference.

Current Offerings

1. The Effective Teaching Practices program addresses all of the core competencies defined in [ACUE's Effective Practice Framework©](#) and is organized into five major areas of practice:

- Designing an Effective Course
- Establishing a Productive Learning Environment
- Using Active Learning Strategies
- Promoting Higher Order Thinking
- Assessing to Inform Instruction and Promote Learning

[>Learn More](#)

2. The Promoting Active Learning Online program (micro-credential) addresses developing effective modules and micro-lectures, teaching powerful notetaking online, using groups to ensure active online learning, using the active learning cycle, and planning and facilitating engaging online discussions.

[>Learn More](#)

3. The Inclusive Teaching for Equitable Learning program focuses on teaching practices for developing students' sense of belonging, ensuring course materials are accessible, developing appreciation for diverse viewpoints, understanding how diversity aids in innovation, and setting expectations for productive dialogue. Specific ITEL Course modules will include:

- Managing the Impact of Biases
- Reducing Microaggressions in Learning Environments
- Addressing Imposter Phenomenon and Stereotype Threat
- Creating an Inclusive Learning Environment
- Designing Equity-Centered Courses

[>Learn More](#)

Digitizing

Have some older media that you need to preserve on your hard drive? Do you have a video clip that you need to digitize for online viewing? Our Digitize service is here to help!



We understand that it is not always convenient to pull out the slide projector or drag the VCR caddy out of storage. Nevertheless, we don't want you to have to sacrifice this valuable information just because the media format is outdated. That's why we offer several options for converting older formats of media to new, easier-to-use versions. We can even store your videos on Kaltura, our Media Management System, so they can be easily embedded into your Canvas classes.

Below are just a few of the conversion services that we offer:

- VHS to DVD or storage on Kaltura.
- Vinyl Records and cassette tapes to CD, MP3 format, or storage on Kaltura.
- CDs for storage on Kaltura.
- DVDs for storage on Kaltura.
- Carousel projector slides and photographs into a digital format.
- We can also help and/ or teach you to edit and convert your videotaped lectures to DVD, or you can store them on Kaltura for use in Canvas or the public domain. (For security reasons, you must specify that you would like to use the media in the public domain.)
- We can also help you with PowerPoint Presentations.
- We can even show you how to narrate them if you would like.

Fill out [our form](#) to submit your request, and then drop your media off at our office for processing.

Lightboard Recording Studio

The CETL Recording Studio is designed to help faculty and staff create high-quality instructional videos with ease.

Why Use the Lightboard Studio?

Recording in the Lightboard Studio offers several advantages over creating videos from your home or office:

- **Professional Quality:** The studio is equipped with high-end cameras, microphones, and lighting, ensuring your videos look and sound polished without requiring any setup on your part.
- **Streamlined Workflow:** With the Elgato Stream Deck controlling OBS, you can start and stop recordings, switch scenes, and manage overlays with a single button press—no technical expertise required.
- **Minimal Distractions:** The controlled environment eliminates background noise, poor lighting, and interruptions that can occur in home or office settings.
- **Enhanced Engagement:** The Lightboard allows you to write and draw while facing the camera, creating a dynamic and visually engaging experience for students.
- **Automatic Captioning:** Videos uploaded to Kaltura from the studio are automatically captioned, improving accessibility and supporting student review.

Whether you're creating lecture content, concept walkthroughs, or course introductions, the studio helps you deliver clear, engaging, and accessible media with minimal effort.



Any A-State faculty or staff member can reserve the studio. See below for studio specifications, accessibility features, and our reservation policy.

What Is a Lightboard?

Our setup now includes a **Lightboard**, offering a dynamic way to present visual content while maintaining eye contact with your audience—ideal for STEM demonstrations, diagrams, and engaging lectures.

A **Lightboard** is a transparent glass whiteboard with internal lighting that makes neon markers glow. It allows presenters to write and draw while facing the camera, creating a natural and

engaging delivery. The video is mirrored so the writing appears correctly to viewers.

“? Want to see it in action?”

Studio Specifications

Lighting

- Dimmable internal edge lights for glowing neon marker visuals.
- Presenter-facing dimmable LEDs for even lighting.

Audio

- **RØDE RODEcaster Pro** Integrated Podcast Studio
 - Channel 1: RØDE Wireless GO II Lavalier Mic
 - Channel 2: RØDE PodMic (Right)
 - Channel 3: RØDE PodMic (Left)
 - Channel 4: Blackmagic Camera Audio Out
 - USB Channel: PC Audio Out

Video

- **Blackmagic Design Pocket Cinema Camera 6K Pro**
 - Records in 1080p by default (4K available upon request)
- **Sigma 18-35mm f/1.8 Lens**
- **Tiffen Circular Polarizing Filter**

Computer & Automation

- Dell Windows 10 PC
- Blackmagic DeckLink Quad HDMI Recorder
- **OBS Studio** for mirrored output and scene transitions
- **Stream Deck MK.2** for push-button automation:
 - Start, Pause, Stop recording
 - Switch between camera views and content sources
- Dual Dell 32" 4K Monitors:
 - One for OBS monitoring

- One for content (PowerPoint, browser, etc.)

Teleprompter

- Glide Gear TMP 100 mount
- Premium iPad app by [Teleprompter Apps Ltd](#)

Lightboard

- 66" glass surface with internal lighting
- Height adjustable from:
 - 28"-53" (desktop)
 - 65"-90" (top of board)

? Accessibility Features

- Adjustable height for ADA compliance
- Clear audio capture for automatic captioning via **Kaltura**

“ Notes:

- Using a script with the teleprompter can improve caption accuracy, but it is not required.
- Caption editing instructions are available in the **Kaltura** chapter of the CETL Knowledge Base

Best Practices for Recording with the Lightboard

To ensure your Lightboard videos are clear, engaging, and professional, consider the following tips:

Clothing & Appearance

- **Avoid green clothing:** The studio uses a green screen, and green garments may become transparent or distorted.

- **Skip text on clothing:** The camera is mirrored, so any text will appear backward in the final video.
- **Avoid busy patterns:** High-contrast or intricate designs can distract viewers and obscure writing on the glass.
- **Wear solid, dark colors:** These provide good contrast against the illuminated writing and background.

Content & Delivery

- **Keep videos short:** Aim for recordings around 15 minutes to support attention spans and facilitate concept review. Consider breaking longer lectures into a series of shorter segments.
- **Use a script or outline:** Planning your content helps reduce filler words and ensures a smooth delivery. Scripts also improve auto-caption accuracy.
- **Practice beforehand:** Familiarize yourself with the studio setup and rehearse your presentation to reduce recording time and improve flow.

Technical Tips

- **Use the Elgato Stream Deck remote:** The studio uses a Stream Deck configured to control OBS. You can start and stop recordings, switch between scenes, and toggle sources (like overlays, camera feeds, and background elements) with a single button press.
- **Write clearly and large enough:** Ensure your writing is legible from the viewer's perspective. Use the center of the board and avoid writing too close to the edges.
- **Avoid touching the glass:** Smudges can interfere with visibility and distract viewers. Use the provided markers and erasers gently.
- **Check your framing:** Stand where your writing will be visible and avoid blocking key content. You can preview your position using the monitor before recording.

Post-Production & Sharing

- **Upload to Kaltura:** Videos recorded in the studio should be uploaded to Kaltura for automatic captioning, reliable playback, and easy embedding in Canvas.
- **Edit captions if needed:** Caption editing instructions are available in the Kaltura section of the CETL Knowledge Base.
- **Use playlists:** Group related short videos into a playlist for a cohesive viewing experience.

Reservation Policy

Studio use is limited to **A-State faculty and staff**. The person making the reservation must be present and is responsible for any student participants.

To reserve the studio or ask questions, email CETL@AState.edu.

Master Classroom

The Master Classroom has dual capabilities, with half the space dedicated to computers and the other half dedicated to a multi-function classroom. This lets the room accommodate various activities. Some examples include: Presentations, Book clubs, faculty meetings, workshops, and professional development sessions. The cameras and microphones in the room also allow this room to function in all three presentation modes: Face-to-Face, Virtual, and Hybrid.

Master Classroom Specifications

While we only have enough computers to accommodate 19 users, the room's total normal occupancy is 47.

Master Classroom:

- 1 - Epson PowerLite L510U WUXGA 3LCD Laser Projector for the Computer Side
- 1 - Epson BrightLink Pro 1470Ui WUXGA 3LCD Interactive Laser Display for the Table Side
- 2 - Apple TVs, one for each Epson Projector
- 8 - Two-person laptop-friendly movable tables
- 1 - TruLink 40 Watt Amplifier
- 5 - 6" Ceiling Speakers, placed throughout the Master Classroom

Audience Computers:



- 6 - 2018 or newer Mac Minis
- 13 - Dell PCs

Presenter Podium:

- Spectrum Medium Lectern
- 1 - 4 port KVM Switch
 - Port 4 - Dell PC
 - Port 3 - 2018 Mac Mini
 - Port 2 - HDMI for Personal Devices
- 1 - Elgato Stream Deck MK.2 for controlling OBS on the PC
- 1 - Behringer Xenyox Q802 USB Mixing Console
 - Channel 1 - RØDE Wireless GO II Dual Channel Wireless Microphone System
 - Channel 2 - Catchbox throwable microphone
 - Channel 3 - Computer output from KVM Switch
- 1 - Samsung Digital Document Camera
- 2 - Obsbot Tiny PTZ Webcams
 - 1080p Edition facing the Audience
 - 4K Edition facing Presenter

Room Reservation Policy

Our spaces are available for reservation **only by AState faculty and staff**. The individual making the reservation **must be present for the duration of the event** and is responsible for student behavior during that time.

Additionally, please note that our office **does not proctor student exams**. Faculty members reserving a space for testing are responsible for administering and supervising their exams.

For more information or to make a reservation, please email CETL@AState.edu.

Collaboratory

This space has been designed with small group collaboration in mind. Each table has its TV and computer. With a push of a button, each table can share its screen with the projector at the front of the room. The presenter can then choose to display any combination of their computer screen, the screens from the collaboration tables, or an Apple TV.

Collaboratory Specifications

The Collaboratory can accommodate the Presenter, 7 members at one table, and 5 members at the second table. For a total of 13 collaborators.

Collaboration Tables



- 46" 1080p TV
- REI HDMI Wireless Transmitter
- 4-way KVM Switches
 - HDMI Port 1 for the Center Console HDMI port on each Table
 - HDMI Port 2 for Windows 10 PC
 - HDMI Port 3 for 2020 Mac Mini
 - HDMI Port 4 for Apple TV

Presenter



- Epson BrightLink Pro 1470Ui WUXGA 3LCD Interactive Laser Display
- 2020 13" MacBook Pro
- REI 4x1 HDMI Switch
 - Source 1 - HDMI cable for personal devices
 - Source 2 - Windows 10 PC
 - Source 3 - REI HDMI Wireless Receiver
 - Source 4 - Apple TV

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