

**19<sup>th</sup> Annual HBCU Faculty Development Network Conference**  
Orlando, Florida  
October 18-20, 2012

**Theme: Innovating and Inspiring in a Global World**



We cordially invite you to participate in the 19<sup>th</sup> Annual HBCU Faculty Development Network Conference to be held in Orlando, Florida on October 18-20, 2012. With this year's conference theme: **"Innovating and Inspiring in a Global World,"** we invite and challenge our HBCU Faculty Development Network colleagues to develop new ideas and ways of thinking about innovation in teaching and at the same time inspire our students to perform to their optimal level of scholarship.

For most of our students, the traditional approaches of teaching and learning may be outdated. Although the role and responsibility of the college professor remains the same, the classroom environment, the students, and the tools needed to engender more impactful teaching and learning outcomes have drastically changed. Indeed, when this generation of students comes into the classroom, they seem to expect an environment that mirrors their world. Additionally, because of the exponential growth of knowledge and its availability anywhere and anytime, it has become increasingly difficult for college faculty to facilitate the motivation and inspire students to learn.

Instructional faculty cannot afford to remain passive with teaching modalities; innovative ways to inspire students and prepare them for a global world must be found. This means that all who are concerned about educating our students to function in a global society have a responsibility to adapt teaching and learning to the needs of the students rather than the students adapting to the needs of the instructional personnel.

Orlando is the ideal setting for this year's conference. The City of Orlando, Florida, is a vacation mecca for people from around the world. In fact, the entire Orlando region is home to an incredible assortment of family entertainment attractions, second to none. Among them are:

**Aquatica Water Park by SeaWorld:** This attraction is a unique twist on the traditional water park, and it has something of interest for everyone. Vacationers from the **United States** and from around the world come to splash, slide and take the plunge.

**Discovery Cove, Orlando:** This is another great Florida family attraction from the creators of SeaWorld as here you can actually swim with the Dolphins. Interactions with the dolphins and other animals is carefully supervised and controlled for the safety of both sea creatures and people.

**Walt Disney World:** Its family of theme parks include Animal Kingdom, Epcot Center, MGM Studios, plus a complex of resorts, nightlife, water parks, and other family attractions. This complex gave birth to Orlando as a family vacation center.

**Universal Studios Florida:** A real, working film and TV production facility with rides, shows, and movie sets.

We look forward to seeing you in Orlando this October!

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### **Strands of the HBCU Faculty Development Symposium**

- Collaborative Models
- Active Learning and Engagement
- Curriculum Design and Revision
- Diversity and Globalization
- Learning Across the Curriculum & Learning Communities
- Educational Technology
- Assessment and Evaluation
- Civic Engagement and Social Justice
- Special Topics in Health, Natural and Engineering Sciences

NOTE: See strands link on the HBCUFDN website for detailed descriptions:

### **General Information**

All proposals are due on or before Friday, March 16, 2012. Notifications of acceptance of proposal will be sent by May 11<sup>th</sup>, 2012. All proposals should be submitted using the form provided via the Call for Proposals link. Please submit your completed form online beginning Tuesday, January 31<sup>st</sup> on the HBCUFDN website at <http://www.HBCUFDN.org>. The deadline for receiving proposals will be **midnight** (Central) on **Friday, March 16, 2012**.

### **Session Types**

**The Network** welcomes proposals for a variety of session types, including the following:

1. Pre-conference Workshops:
  - 3-hour interactive workshops
2. Concurrent Sessions:
  - 75-minute interactive sessions
  - 75-minute roundtable discussions
  - poster presentations

For all session types, proposals should describe work that is systematically designed, implemented, and assessed, and make clear how participants might apply, extend, or adapt the ideas they learned. Specific information about the different session types follows.

### ***Pre-conference Workshops***

Pre-conference workshops emphasize learning-by-doing and provide participants the opportunity to explore topics in depth through a combination of hands-on activities, reflection, and discussion. As such, proposals should include a detailed outline describing the types of learning activities and interaction you are planning. Additionally, proposals should indicate the maximum number of participants and any special room set-up you might need. Audio-visual equipment, including a LCD projector, flipchart, and wireless internet access, may be requested. Computer laboratories are not available and presenters must provide their own laptops.

The vast majority of pre-conference workshops are three hours in length. These workshops will take place the morning of Thursday, October 18th. Pre-conference workshops are advertised in the conference registration materials. We will notify you of pre-registration numbers before the conference and request that you be prepared for and accommodate on-site registrants as well.

### ***Concurrent Sessions :***

#### ***75-minute interactive sessions:***

These sessions combine brief presentations or panel discussions with methods that engage all participants. We recommend that your sessions be interactive, collegial sessions—not of lecturing or reading papers to passive audiences. Session leaders are encouraged to incorporate meaningful activities as appropriate, selecting from a variety of methods such as presentation, demonstration, discussion, application, feedback, group and individual work, and role playing. We encourage you to creativity model exemplary teaching! Audio-visual equipment, including a LCD projector, flipchart, and wireless internet access, may be requested.

#### ***Roundtable Discussions:***

Roundtable discussions provide an opportunity for various kinds of interactions in a smaller group setting such as discussion of a concept, approach, program, issue, case study, or reading. This format is ideal for getting to know people who may be facing similar issues to you, for exploring new ideas, and sharing practices. It is contrary to the spirit of a roundtable discussion for the facilitator to make a formal presentation. No audio-visual equipment is available for roundtable discussions and none may be used by presenters in this format.

#### ***Poster presentations:***

The poster session provides an ideal format for presenting your research, program, or work-in-progress in a context where you can engage in many one-on-one discussions with colleagues. Attractive posters using large, readable fonts and illustrative graphics will attract conference participants and invite conversation about your work.

Each poster presenter will have a 4x8 foot poster board, a supply of thumbtacks, and a small presenter's table. The poster board can easily accommodate large format posters or individual 8½"x11" sheets. The presenter's table is ideal for displaying materials, handouts, business cards, etc.

Note that the poster session site has no multi-media support, no guaranteed wireless internet connection, and no power outlets. Personal laptops may be used during the poster session, but we recommend bringing an additional battery, a back-up laptop, and/ or paper handouts.

## **Guidelines for Proposals**

### ***Eligibility***

All are welcome to submit a proposal. Once a session is accepted, each presenter and co-presenter must agree to be a member of the HBCUFDN and be a paid registrant at the conference.

### ***Number of proposals per person***

Each attendee may propose **up to one pre-conference workshop** as either the primary or co-presenter.

Each attendee may also propose **up to two concurrent sessions but he/she may be the primary presenter for only one of these sessions**. For the second session, he/she must be listed as a co-presenter. Interactive sessions, roundtable discussions, posters presentations, and joint HBCUFDN sessions are included in this two-session limit.

Example #1: An attendee may submit one concurrent session proposal as the lead presenter and a second concurrent session proposal as co-presenter.

Example #2: An attendee may submit two concurrent session proposals as co-presenter.

Example#3: An attendee may submit one pre-conference workshop proposal as the lead presenter, a concurrent session proposal as lead presenter, and a second concurrent session proposal as co-presenter.

### ***Sale of materials and the solicitation of consulting work***

To avoid the possibility of a conflict of interest, the Network does not permit in any conference session the sale of materials before or during the conference nor the solicitation of presentation materials after the conference. Furthermore, The Network does not allow presenters to solicit consulting work during any session listed in the program.

Session presenters are permitted to use materials they have created and to refer to consulting work that they do, **but neither materials nor services may be offered for sale during the session**. Pre-conference workshops may receive permission to charge an additional fee for materials (such as books), to be collected with the conference registration fee.

Because the Network recognizes and values the expertise of its members, the conference schedule includes a Vendor Exhibit, a specific time when materials can be sold and consultation work can be solicited.

Questions about this conference practice should be addressed to the Executive Director or the Conference Chairs.

## **Submission Process**

Proposals may be submitted online beginning Tuesday, January 31<sup>st</sup> on the HBCUFDN website at <http://www.HBCUFDN.org> and will be due by **midnight** (Central) on **Friday, March 16, 2012**.

Detailed submission instructions are provided on the website.

Before you prepare a proposal, please ensure that you have read the guidelines for proposals. Failure to follow these guidelines may lead to the rejection of a proposal.

## **Components of the Proposal**

(Note: All proposals are blind-reviewed in accordance with the guidelines described above.)

- Contact information
- Session title (no more than 10 words)
- Session abstract (no more than 100 words)
- Designation of the strand.
- Please select the type of session best suited for your proposal. Be sure that there is a fit between what you intend to accomplish and the type of session you choose.
- Session description (no more than 500 words)
  - State expected outcomes for session participants.
  - Outline the session activities and plan for interaction (please model exemplary teaching and learning practices) For poster presentations, focus on the manner in which you plan to present your work rather than on the type of interaction you anticipate.

**\*\*** Appropriately and meaningfully connect your proposal to the overall conference theme: ***Innovating and Inspiring in a Global World.***

**Travel Grants:** This year, through the generous support of the Andrew Mellon Foundation, we will be able to offer more than fifty travel grants of \$1,000 each for the Annual Conference. Awards will be competitive and based on the quality of proposals