Center for Distributed Learning Welcomes New Assistant Vice President

Dr. Tom Cavanagh

Dr. Tom Cavanagh joined the University of Central Florida as Assistant Vice President for the Center for Distributed Learning on Feb. 9.

Cavanagh earned his doctorate in Text and Technology from UCF and comes to UCF from Embry-Riddle Aeronautical University, where he was Director of Online Course Design and Production, and Assistant Professor in the Department of Arts & Sciences. Cavanagh has extensive experience working in the e-learning environment. He also has a background with the Florida Space Research Institute and Interactive Media Corporation, and has worked as a freelance writer for a diverse group of clients.

In his new position, Cavanagh hopes to build on the “great foundation already in place.” In general, he would like to help increase the profile of Online@UCF, grow the number of programs offered online and expand access to a wider student population.

“I can’t wait to work with an outstanding group of colleagues and do what I can to help meet the educational needs of UCF’s vibrant and diverse student population,” he says. “UCF has accomplished so much in its relatively short history, and it continues to get better every day. It’s exciting to be joining the UCF community at such a dynamic time.”

Final Grade Submission Now Available Online

UCF is transitioning from the traditional paper final grade roster forms to online submission of end-of-term grades. In spring 2009 and beyond, final grades will be posted only via online submission through myUCF.

One method available for entering grades online will be through an online form, while another method will be an upload of an Excel file (in .csv format), which will be more convenient for larger classes.

Each instructor will approve the final grade roster and if a grade of “F,” “I” or “U” is entered, the instructor will also be required to enter attendance information for those students. The Registrar’s Office will then automatically collect the grades (a process called “posting”) at that time.

Incomplete grades are submitted through an electronic “I-grade” form, which was instituted last summer. When the online form is submitted, an e-mail notification is sent to the student, who can then view the incomplete grade information through myUCF.

The Faculty Center for Teaching and Learning (FCTL) offers numerous live-assistance labs, where faculty can receive assistance uploading grades. FCTL also provides written instructions, instructional videos and FAQs to assist faculty with the online grade submission process.

For more information, call the Registrar’s Office at (407) 823-3013 or e-mail grades@mail.ucf.edu.
PeopleSoft 9.0 Upgrade

Last fall, Computer Services & Telecommunications and business offices throughout the university began an upgrade project for the PeopleSoft Student and Human Resource systems. The upgrade will take the systems from the current 8.9 version to the new 9.0 version on June 11, 2009, the targeted go-live date.

This is the latest version of the PeopleSoft software available, and it will allow the university to take advantage of new and enhanced functionality. This upgrade also gives UCF the opportunity to replace custom modifications with delivered 9.0 functionality wherever possible.

Up to this point in the upgrade process, the project team has completed review sessions of the 9.0 functionality with the campus community. Participants had an opportunity to preview the new design and express their suggestions for the system’s self-service business processes and functionality. The project team has documented these requests, which have been reviewed for approval.

Next, the development cycle will begin for these enhancements, which will be tested and approved by the administrative offices, in preparation for the June 11 go-live.

Additional information about the project implementation schedule and project milestones is located at http://cst.ucf.edu/peoplesoft.

UCF Textbook Purchase Program

Because financial aid disbursements don’t begin until the start of each academic term, students who are awarded financial aid must either purchase their textbooks and educational supplies using their own money, or delay these purchases until their disbursements are received.

As of January 2009, the UCF Textbook Purchase Program gives eligible students advance access to their financial aid funds, allowing them to purchase books and materials at the beginning of the term without having to wait for their aid.

Because the program didn’t go live until mid December, there wasn’t much time for marketing in the spring semester. Instead, students were able to see they had an additional option on the financial aid Web site, where they could opt-in. The bookstore also ran ads in the Central Florida Future. Overall, about 1,500 students took advantage of this new option in its inaugural semester.

“This program is exciting, as it allows students relying on financial aid the opportunity to purchase their textbooks in a timely manner, through a greatly simplified process,” says Curt Sawyer, director of UCF Business Services. “For the fall semester, there will obviously be a longer horizon to market and create awareness, and there will be significantly greater marketing exposure to this exciting new service for our students.”

Ruth Marshall Moves to the College of Medicine

After more than 12 years as Director of the Office of Instructional Resources (OIR), Dr. Ruth Marshall has accepted a position in the College of Medicine. “I have been a faculty member and educational administrator for my entire career,” she says.

While OIR Director, Marshall developed new interactive tools for classroom use by faculty. She and her staff were responsible for the design and deployment of the multimedia classroom systems installed throughout campus. Marshall and five others in OIR received a State of Florida Davis Productivity Award in June 2005 for creating and delivering an online security system that alerts us to any unauthorized removal of equipment located on the eCrestron network.

Marshall now serves as Director of Educational Technology at the UCF College of Medicine, where she is actively engaged in the design and development of new virtual systems, digital media technologies and learning systems that will benefit UCF’s medical education program.

“UCF has always been a growing environment in need of creative people who enjoy the challenge of new opportunities,” Marshall says.

We wish her well in her new role and thank her for her dedication to OIR and the Division of Information Technologies & Resources.
For the past four years, UCF’s Document Delivery Service has been pulling books and articles for faculty members. Books are left for pickup at the circulation desk, while articles are sent to the faculty member’s desktop. The service, which is provided through the Interlibrary Loan and Document Delivery Service department, fulfilled 2,439 faculty requests last year alone.

Want to know more? Here are the answers to some frequently asked questions:

Q. What is the difference between Interlibrary Loan and Document Delivery Service?
A. Interlibrary Loan refers to items that are not owned by the UCF Libraries. These are materials that are borrowed from other libraries. The department will submit a request on your behalf to one of the 9,000 libraries. Document Delivery refers to items that are owned by the UCF Libraries, Curriculum Media Center and Rosen College of Hospitality Management Libraries.

Q. Who has Document Delivery Service privileges?
A. Faculty and students taking distance-learning classes are eligible for document delivery services. Students taking classes at the UCF main campus are not eligible for the service.

Q. What is a returnable vs. a non-returnable?
A. A returnable needs to be returned to the Library (i.e. books, videos, sound recordings, etc.). A non-returnable does not need to be returned (i.e. articles or anything that has been photocopied).

Q. What may I request?
A. You may request standard materials such as books, articles, theses and proceedings. Multimedia materials such as cassettes, videos, compact discs or CD-ROMs may be requested but may be difficult to obtain due to lending restrictions at the lending library. Standards documents will be purchased on a limited basis for faculty only.

Q. What is generally not available through interlibrary loan?
A. Due to high demand or popularity, the following requests will not be processed:
- Popular videos that are owned by local video rental stores
- “Best sellers” (currently in high demand and available at public libraries)
- Genealogical materials such as vital records, county records, etc.
Unless available in microforms, these materials are not generally available for loan:
- Pre-1800 imprints
- Rare books
- Newspapers
- Manuscripts

Q. How long will it take to receive the item(s) I requested?
A. On average, a loan takes approximately nine business days and photocopies take five business days. Many factors affect the average time it takes to arrive, such as policies and procedures of the lending institution, the type of material, where the item is coming from, how the item is being transported (FedEx, UPS, courier, U.S. Mail or electronically) and whether or not the request to the Interlibrary Loan Department was submitted correctly.

Q. How long may I keep an interlibrary loan returnable item?
A. It all depends upon the policies of the institution that lent the item. The UCF Libraries abide by the due dates that each institution imposes. The average loan period is three weeks for books.

For more FAQs, information and/or to sign up for the service, visit http://library.ucf.edu/ILL.
Learning Information Literacy

Do students know how to avoid plagiarism, cite sources using MLA and APA Style, evaluate Web sites and create search strategies? Thanks to a set of online information literacy modules developed by the UCF Library and Course Development & Web Services, now they can.

Information literacy is the ability to recognize when information is needed and the ability to locate, evaluate and effectively use the needed information.

The UCF-developed information literacy modules are easily integrated into any curriculum. Each module has an assessment component to gauge whether a student has learned the information literacy skill being taught. The assessment is then scored, giving faculty members the option to use it on grading within a course or as ungraded practice for their students.

New sets of modules are released each summer. If you have an idea or suggestions for future module topics, or would like to view current modules, visit http://infolit.ucf.edu.

Information Technologies & Resources
Web Sites

Center for Distributed Learning | http://online.ucf.edu
Computer Services | http://cst.ucf.edu
Course Development & Web Services | http://cdws.ucf.edu
IT&R | http://itr.ucf.edu
Library | http://library.ucf.edu
Office of Instructional Resources | http://www.oir.ucf.edu
Research Initiative for Teaching Effectiveness | http://rite.ucf.edu
Telecommunications Services | http://www.telecom.ucf.edu

Through the Evaluating Web Sites module (left), students evaluate the reliability of Web sites based on five criteria: authority, accuracy, objectivity, coverage and currency. In the Citing Sources Using MLA Style modules (above), students learn how to use MLA parenthetical style to cite books, articles from print and electronic journals, and information found on Web sites. These UCF literacy modules are designed to give faculty members the ability to modify the module as needed, and have an assessment component to determine whether students have learned the information literacy skill being taught.