THE BRITISH UNIVERSITY IN EGYPT

Staff Development Day
For
BUE Academic Staff

Wednesday, 7th September, 2016

Objectives of the Staff Development Day

- To provide the opportunity for staff to spend some time, share ideas and brainstorm with staff members from other faculties.
- To give staff the opportunity to attend sessions which meet their interests and individual needs.
- To provide workshops/sessions to enhance the knowledge and skills of staff.
- To provide staff with new and fresh ideas to incorporate in their teaching for the new academic year.

Schedule of the day

- Workshops and sessions will be run concurrently throughout the day. See the schedule of the day below.

Requirements

- For all BUE academic staff, including teaching assistants, to attend the offered workshops/sessions.
- Refer to the schedule of the day to decide which workshops/sessions you would like to attend.
- Since workshops/sessions will be run concurrently throughout the day, staff can choose **ONLY ONE** to attend from each of the different timings.
- For workshops/sessions that have a maximum of 50 participants, staff are required to sign up. To do this, copy and paste the link into your search engine. A list of topics will appear. From the list click on the one you would like to attend. You will be asked to write your name. The link is: http://www.bue.edu.eg/index.php/sign-up-for-workshops
- For workshops/sessions that have a limited number of places, it is suggested that a participant from each faculty cascades the information to his/her colleagues during the new academic year.
- For workshops/sessions which do not require sign up, go directly to the venue. Names will be recorded on an attendance sheet.

Location	Party Room, Second Floor, Building C	Classroom 305 Building H	Classroom 312 Building H	Lecture Hall 5 Building G	Lecture Hall 3 Building G	Lecture Hall 2 Building G	Lab 5 Building G

Schedule for the Staff Development Day on Wednesday, 7th September, 2016

Location	Party Room, Second Floor, Building C	Classroom 305 Building H	Classroom 312 Building H	Lecture Hall 5 Building G	Lecture Hall 3 Building G	Lecture Hall 2 Building G	Lab 5 Building G
Concurrent sessions							
9:45 - 10:00	Registration						
10:00 - 11:30	Enhancing your lecture for active learning (*Professor Aziza Ellozy*)	Gamifying your Classroom (*Dr. Fady Morcos*)	Technology to support good practice in undergraduate education (*Dr. Hoda Mostafa*)	How to motivate students to attend? (*Dr. Sherine ElFekey*		Team Building (*Dr. Sami Salama*)	Socrative: motivated students, engaging quizzes and zero corrections (*Nesreen Fakhr & Nora Khalil*)
	Maximum 50 participants Sign-up required	Maximum 50 participants Sign-up required	Maximum 50 participants Sign-up required	No sign-up required		No sign-up required 1 hour session	Maximum 50 participants Sign-up required
11:30 - 11:45	Registration						
11:45 - 1:15	Promoting critical thinking skills in your students (*Professor Aziza Ellozy & Dr. Hoda Mostafa*)			Peer Power: Putting peer work to good use in the classroom (*Dr. Azza El-Shebeenie*)	Inclusive learning and differentiation for special needs: practical ideas for the classroom. (*Sophie Farag*)	Effective presentation skills (*Dr. Sami Salama*)	
	Maximum 50 participants Sign-up required			No sign up Required 1 hour session	No sign up required	No sign-up required 1 hour session	
1:15 - 1:45	BREAK						

Concurrent sessions							
1:45 - 2:00	Registration						
Location				**Lecture Hall 5 Building G**	**Lecture Hall 3 Building G**	**Lecture Hall 2 Building G**	**Lab 5 Building G**
2:00 - 3:00				Flipped teaching *(Professor Shadia Fahim & Dr. Rania Khalil)* No sign-up required	PowerPoint tips to create awesome lectures *(Professor Talat Refai)* No sign-up required	Communication and interpersonal skills *(Dr. Sami Salama)* No sign-up required	Educanon *(Dr. Ahlam Othman)* Maximum 50 participants Sign-up required
3:00 - 3:10	Registration						
3:10 - 4:10				Tackk *(Nesreen Fakhr & Nora Khalil)* No sign-up required		Stress management *(Dr. Sami Salama)* No sign-up required	

Descriptions of the workshops/sessions and bios of facilitators

Dr. Sherine ElFekey

How to motivate students to attend?

In this session we will try to solve one of the important challenges that most of us might be facing and hence answer the difficult question of *'how to motivate students to attend our lectures/classes?'* We need first to identify the problem, the reasons behind the problem, and then find creative mechanisms to attract students. As an HRD specialist, I am going to help you by analysing the problem from a different perspective; a combination of human-oriented and task-oriented perspectives!

Dr. Sherine Fathy El-Fekey has a combination of academic and practical industrial experience. She worked for 13 years in multinational organisations such as PricewaterhouseCoopers, Egyptian International Motors Co.–EIM, Zeinson Co. (Agent of International Pharmaceutical, Medical and Scientific Equipment companies) and Nutricia Co., Holland (Manufacturing Infant milk and cereals products) in the fields of auditing, marketing and human resource management. Dr. Sherine is also a certified trainer by the Egyptian Banking Institute (EBI) and she has ten years of training experience in eminent training centers such as the American University in Cairo (AUC) and the (EBI). She is also a freelancer consultant and trainer who served national and international companies domestically and regionally such as: (a) Oriental Weavers, Oriental Petrochemicals Co. (OPC), Johnson & Johnson Pharmaceuticals in Egypt and many others. (b) Reviewing Bahraini universities for the accreditation renewal of the National Authority for Qualifications & Quality Assurance of Education and Training, Kingdom of Bahrain.

After receiving her PhD in 2005, Dr. Sherine decided to make a career shift into academia and has joined the BUE since then. She is a lecturer in the Faculty of Business Administration, Economics and Political Science. Her specialisation is Human Resource Development. Dr. Sherine is one of the main cofounders of the BAEPS Faculty and has held many teaching and administrative responsibilities such as the Validation Coordinator of the Business Programme 2006-2008, the Faculty HR and Staff Development Coordinator 2008-2012, and currently she is the Faculty Staff Development Coordinator.

Professor Aziza Ellozy

Enhancing your lecture for active learning

Few of us would argue that lecturing is still the most prevalent way of teaching at most universities. However, numerous research findings have shown that listening to a lecture is not the best way to promote deep and lasting learning, and that students typically lose attention after 20 minutes.

For faculty who are more comfortable lecturing and who think that this is the best approach to fulfill their course objectives, this highly interactive workshop will introduce low-risk high-impact active learning strategies that will minimize the weaknesses of the lecture and that have been found to increase student engagement and learning.

Dr. Aziza Ellozy is the founding Director of the Center for Learning and Teaching at the American University in Cairo, Egypt and is the Associate Dean for Learning Technologies. Under her leadership, the Center for Learning and Teaching provides significant support for the enhancement of teaching, learning, and faculty development. Dr. Ellozy has overseen the successful implementation of a large number of programs and services such as the Faculty Development Institutes, the Student Technology Assistants Program, the Midterm Assessment Program and the CLT Track Certificates.

Dr. Ellozy has fostered several international faculty development collaborations, including the Center for Teaching & Faculty Development (CTFD), UMass Amherst, U.S., the Columbia Center for New Media Teaching and Learning (CCNMTL) at Columbia University, US, the Palestine Faculty Development Program/AMIDEAST and recently with EDRAAK, the first non-profit Arab MOOC platform.

Dr. Ellozy has given keynote speeches, invited presentations, consultations and workshops in Morocco, Portugal, the West Bank, Denmark, South Africa, Germany, Saudi Arabia, the United Arab Emirates, Qatar and the US, and is considered a regional faculty development expert. In 2007, Dr. Ellozy was awarded AUC's President's Distinguished Service Award and in 2011 she received AUC's Excellence in Academic Service Award. She received the Provost's Award for

exceptional leadership of the Center for Learning and Teaching in 2012, and in 2013 she received the President's Catalyst for Change Award.

Professor Aziza Ellozy and Dr. Hoda Mostafa

Promoting critical thinking skills in your students

Although defining critical thinking is different for different people, educators and employers alike agree that critical thinking skills are necessary for a well-educated citizen and a key requirement for successful employees.

Keeping in mind that fostering critical thinking in students' needs to be incrementally sequenced, this workshop has a limited practical goal: to offer educators a small toolkit of methods and strategies that the facilitators have found helpful and that have worked well with their students to promote critical thinking. We will also share two frameworks/rubrics that we have used.

We will draw mainly from the analytic and logic tradition (finding and evaluating assumptions, recognising logical fallacies etc.) while keeping in mind that critical thinking is not simply a set of skills that can be separated from the context of a specific discipline or from a framework of values and moral perspectives.

Dr. Azza El Shebeenie

Peer Power: Putting peer work to good use in the classroom

The focus of this presentation will be the use of Peer (or *Group*) Work in the classroom; and how teachers may put this instructional tool to good use to maximize student benefit. The presentation will include a definition of "peer work", the various interpretations of what constitutes "peer work", the many forms it may assume, and its benefits for students and teachers alike. A brief review of the literature on the subject will also be included. It will conclude with a Question and Answer session.

Dr. Azza is a Senior Instructor in the Department of English Language Instruction (ELI), The Academy of Liberal Arts (ALA) at the American University in Cairo. She has taught on the ENGL

0210 Program: Academic English for the Liberal Arts (ELI) (1993-2016) and has been the Program Director for the ENGL 0210 Program (2011-2016).

Dr. Azza has contributed to first and second editions of the ENGL 0210 course book: <u>Interactive Reading: A Discipline-Based Approach</u>, published by the AUC Press and has authored a number of Student Guides and numerous classroom materials for the use of students and teachers.

Dr. Azza is a regular Presenter at the "ENGL 0210 Teachers' Professional Development Workshops" held annually in the spring and fall and was formerly employed as Assistant Lecturer, then Lecturer, in the English Department, Faculty of Arts, Cairo University (1984 -1992).

Professor Shadia Fahim and Dr. Rania Khalil

Flipped Teaching

The seminar aims to familiarise faculty staff with the pillars of the pedagogy of flipped teaching and offers strategies to help them adapt their current lectures to this teaching approach. Best practice will be shared based on firsthand experience regarding how to flip a classroom, how to select appropriate resources, when to assess students' learning and how to evaluate students' achievement. Handouts will be distributed depending on the number of participants.

Professor Shadia Fahim is Dean of the Faculty of Arts and Humanities at the BUE. She introduced the concept of flipped teaching in 2012 to the English Department and adapted the English language programme to this new approach in 2015. Professor Fahim presented Best Practice in Flipped English Language Teaching at a Conference in Spain in May 2016 and has recently published a paper on flipped teaching co-authored with Dr. Rania R. Khalil titled " Flipped Teaching and Learning in an English Language Classroom in Higher Education."

Dr. Rania Khalil is the Preparatory Year Coordinator and Research Coordinator in the English Department at the BUE.

Nesreen Fakhr and Nora Khalil

Socrative: motivated students, engaging quizzes and zero corrections

In this workshop the attendees will be given a Socrative Quiz to know how it works in a practical way. Then, they will be shown how to use Socrative step by step. Thus, the participants will be able to create accounts, to give feedback without marking any script, to create quizzes by a provided sample, to import quizzes from fellow teachers and to administer them.

Nesreen Fakhr is an MA holder in linguistics, perusing her PhD in Education. She has worked for the BUE for seven years which added to her 13 years of teaching experience in Academic English and Critical Thinking. She has participated in several workshops and conferences including NileTesol 2016, and AUC-BUE Staff Development Exchange workshops.

Nora Khalil is an English Teacher with 15 years of teaching experience in teaching Academic English and Critical thinking. She is working on her Masters in Literature. She has participated in many conferences and workshops conferences including NileTesol 2016, and an AUC-BUE Staff Development Exchange.

Nesreen Fakhr and Nora Khalil

Tackk

Tackk is a straightforward way to design a one-page web site to combine all the media you need for a flipped lesson. Insert videos, photos, audio and almost anything else you can think of to create a place where your students can access content online, all in one place.

The session will focus on:

a. Ways to use Tackk.

b. How to create an account?

c. How to create a new Tackk?

d. Tackk options.

e. Where to find your Tackks?

Participants should preferably bring with them a mobile device – tablet, iPad, iPhone, etc. However, a tablet or iPad is preferred.

Sophie Farag

Inclusive learning and differentiation for special needs: practical ideas for the classroom

Inclusive learning gives equal opportunities to all students and requires the teacher to address the individual needs of each student, including those with special needs. However, this can prove challenging for the teacher. This session gives tips to inclusive practices and practical ideas to differentiate tasks in a classroom to allow learners with varying needs to reach their full potential.

Sophie Farag is a senior instructor II and director of the Intensive English Program (IEP) in the Department of English Language Instruction (ELI) at the American University in Cairo (AUC). She received her MA in Teaching English as a Foreign Language (TEFL) from AUC, and has been teaching in the ELI for over 20 years. She has published papers and given presentations in a number of areas, including mentoring new teachers, teaching pronunciation, using technology in the classroom, and working with students with special needs.

Farag participated in a course and workshops on inclusive learning in the UK and Egypt, and has given presentations on the topic of supporting students with special needs at AUC and at the 2016 IATEFL conference. She has been liaising with the AUC Office of Support for Students with Disabilities for several years to support IEP teachers who have students with special needs in their classrooms.

Dr. Fady Morcos

Gamifying your Classroom

Games can be an effective tool for integration of concepts and attitudes within a complex landscape. Integration of game mechanics and game-thinking techniques to non-game platforms has recently gained grounds in multiple domains, including Teaching and Education. Today's classrooms face major problems around student motivation and engagement. Game-thinking techniques can greatly enhance student experience and boost their engagement. Adding a "game layer" to a syllabus, course policies, workload, grading system, and learning material can generate products that are very engaging and influential to both the player (student) and the developer of the gamified experience. This hands-on workshop will engage participants in applying various

gamification techniques that could promote active learning, and enhance student interest and engagement.

Dr. Fady Morcos is an Associate Professor of Practice at the American University in Cairo, with a joint appointment between the School of Sciences and Engineering and the Center for Learning and Teaching. He is currently the course director for Scientific Thinking, a freshman core course focusing on critical thinking, scientific literacy, and the scientific human endeavour of understanding our origins. He has over 7 years of multidisciplinary higher education teaching experience, having taught in physics, aerospace, critical thinking, design thinking, game design and entrepreneurship, at the University of Texas at Austin, The American University in Cairo and Zewail City for Science and Technology. Fady is a huge advocate of human-centered design, with particular application to education and social innovation. His teaching philosophy is a student-centered approach, focusing on student engagement and active learning. Fady holds a B.Sc. and MSc. degrees from the University of Southern California, in Space Mission Design, and a PhD. in Astrodynamics from the University of Texas at Austin. He is also a recipient of NASA JSC Exceptional Software Award, and NASA Space Act Award for Innovative and Creative Development.

Dr. Hoda Mostafa
Technology to support good practice in undergraduate education
Many faculty members are familiar with Chickering & Gamson's Seven Principles of Good Practice in Undergraduate Education. This interactive workshop explores possible ways of integrating technology into our teaching to better enable us to achieve good practices, including ways of enhancing communication, encouraging active and cooperative learning, providing timely feedback and addressing diverse ways of learning.
Participants should bring with them any mobile device – iPhone, tablet, iPad etc.

Dr. Hoda Mostafa is an Associate Professor of Practice and the Associate Director of the Center for Learning and Teaching at the American University in Cairo (AUC). She has co-developed and teaches the course Creative Thinking and Problem Solving at a freshman level. She also teaches a Core Scientific thinking course and directed this course initiative from 2011-2015. As part of

her role she has actively contributed to the Freshman Program (FP) re-design at AUC and chairs the committee on new course design in the FP with a special interest in developing interdisciplinary courses.

At the Center for Learning and Teaching, she contributes to developing and facilitating professional development workshops for faculty and teaching assistants. She collaborates with faculty across AUC on pedagogy and assessment as well as innovation in teaching and learning technologies, integrating creative thinking, critical thinking and scientific thinking into primary level higher education and the workplace.

Dr. Ahlam Othman

Educanon

Educanon, now Playposit, is a great pedagogical tool that allows you to personalise your instruction and create interactive activities using premade videos on Youtube, or any videos you make/ customise and upload to YouTube. It allows you to embed multiple choice and reflective pause questions to check students' understanding and give instant feedback. If you are using a blended learning approach, then Educanon activities will be very useful especially that they can easily be integrated into Moodle and students can be auto logged into Educanon. Students in the Advanced English Module have found such activities very helpful because in the flipped approach they are required to watch instructional videos online and Educanon activities are more engaging than traditional videos that make them passive recipients.

Dr. Ahlam Othman has a Ph.D. in English Comparative Literature from Al-Azhar University and two MA degrees: one in English Literature from Al-Azhar University and the other in TEFL from the AUC. She has taught English language, Literature and translation at Al-Azhar University for 15 years. She has also developed a Communicative Islamic Curriculum for Al-Azhar students. She is currently the Advanced Module Leader at the BUE and is responsible for redesigning the module using the flipped approach. Her research interests are Curriculum Development, E-learning, CALL, Corpus Linguistics, Second Language Acquisition and Comparative Literature.

Professor Talat Refai

PowerPoint tips to create awesome lectures

The purpose of this session is to present my Power Point experience and the tips, steps and methods that I took and learnt to improve the quality of my lectures over the years. I also hope to show, how PowerPoint can be a highly potential tool to create lecture slides that can attract and inspire the students. It is to be mentioned that my Power Point Lectures are being used by many colleagues in several countries.

Talat Refai is a Professor of Engineering Mechanics and Head of the Basic Science Department and Preparatory Year Director at the British University in Egypt. He obtained his BSc Degree in 1967 from the Faculty of Science, Ain Shams University. In 1975 he was granted a scholarship from the Catholic University of America (CUA) to obtain both the MSc degree, (1978), and the PhD degree, (1980). During his study he was assigned to aid in teaching physics, mathematics, and mechanics to science, nursing, and engineering students in addition to doing research work. From 1980 to 1981 he worked as a research assistant at Iowa State University, Ames, Iowa, USA on an energy project funded by NASA. During his service at Ain Shams Faculty of Engineering, Dr Refai held several responsibilities such as; Vice President of the Faculty exam and time tables office (1984-1992), designing the first computer programme to manage prep year exam control work (1987-1988), Coordinator of the faculty of engineering student union (1992-1995), President of the prep year exam control (1995-2008), Member of the supreme council for Universities committee for promoting associate professors and professors in the fields of Engineering Physics and Mathematics (2001-2006). In 2006 he assumed the title of emeritus professor of Engineering Mechanics. In 2008 he joined the BUE as a full staff member.

Dr. Sami Salama

Team Building

This workshop will focus on:

a. Groups, teams and networking.

b. Lessons from nature.

c. Characteristics of high performance team.

d. Team cohesiveness and team conflict.

Dr. Sami Salama

Effective presentation skills for delivering lectures and tutorials

This workshop will focus on:

a. What is presentation and skills?

b. What are the benefits of presentation?

c. Why sometimes presentation is ineffective?

d. Presentation tips

e. Pitfalls of presentation.

Dr. Sami Salama

Communication and interpersonal skills

This workshop will focus on:

a. Five Basic Axioms of Communication.

b. Communication model.

c. How to develop communication.

d. Avoiding communication errors.

Dr. Sami Salama

Stress management

This workshop will focus on:

a. Defintions…Sources of stressors.

b. Factors influencing work stress and work pressure.

c. Keeping stress under control.

d. Dealing with stress.

e. How to manage stress.

Dr. Sami Salama has a B.Sc. from Cairo University (Faculty of Science, Chemistry Department), an MBA from City University in London, a Master of Philosophy granted from Maastricht School of Management in Netherlands and a PhD in Business Management and Economics. This is in addition to many training courses attended with renowned institutes like IMD (a Harvard affiliate)

and scholars such as Dr. De Bono in Lateral Thinking which had given Dr. Sami strength of confirming both academic and executive backgrounds.

Dr. Salama's experience, being specialised in Organisation and Human Development, Counseling and Coaching, extends to preparing and conducting academic, experiential and on-the-job training programs in the fields of management, sales, marketing, and human behavior to both public and private sector groups from reputable institutions in Egypt. His scope of services and training extends also to the international arena like Cyprus, Lebanon, USA, and Singapore. This is in addition to the training experience he exercised during his work in the multinational companies throughout the Middle East and Africa including Pakistan. During these years Dr. Sami had the opportunity to exercise preparing organization restructuring and re-engineering, human resource activities, business plans, marketing plans, strategic plans, budgets, feasibility studies, and marketing audits and surveys for many companies in Egypt and throughout the Middle East in national, multinational and international companies.

Dr. Salama offered training to different entities like the American Embassy in Cairo and its Consulate in Alexandria, the Canadian Embassy, British University in Egypt, the Egyptian Ministry of Education, the International Management Institute and many other private sector companies like Edita, Ford Egypt, Yugo Misr, Vodafone, Bavaria, Mintra, etc… The organisation also tailor-made courses based on the different requirements of every organization.   Dr. Salama also so published a book titled "Farewell to Failure" in Arabic.