

**2024
EDITION!**

FACULTY & STAFF ACADEMIC CONFERENCE TIPS

NDSU

OFFICE OF TEACHING AND LEARNING

These tips are taken from breakout sessions at the 2024 Faculty & Staff Academic Conference. References and citations for data or statistics listed here can be found in the videos that will be posted on our YouTube channel at www.youtube.com/c/ndsuoatl.

Research & Creative Activity Services: From Proposal Development to Intellectual Property

1. To reach the right person to answer your questions, get to know RCA staff and the services each unit provides. These emails can also be used for questions. Ndsu.researchdev@ndsuoatl.edu, ndsuoatl.businessdev@ndsuoatl.edu, ndsuoatl.research@ndsuoatl.edu. Find a staff contact list at https://www.ndsu.edu/research/about_rca/contact/
2. Learn the acronyms - The Research Development (RD) office is for pre-pre-award support, Sponsored Projects Administration (SPA) office is for pre-awards, Innovation & Economic Development office is for industry relations, NDSU Research Foundation (NDSURF) is for intellectual property access and Strategic Research Initiatives (SRI) is for large, multi-disciplinary efforts or federal relations.
3. Sign up for an Orcid ID which is your personal "Digital Persistent Identifier." It will seamlessly amalgamate your publications when needed for NSF, NIH Biosketches. <https://orcid.org/signin>
4. Sign up and get to know ScieNCv – a new, required formatting for sponsored project Biosketches and Current and Pending Support documents <https://www.ncbi.nlm.nih.gov/sciencv/>
5. Novelution is NDSU's proposal development & tracking software. Your proposals must be routed and signed off through Novelution https://www.ndsu.edu/research/for_researchers/novelution/
6. RCA publishes a newsletter twice per month during the academic calendar which contains stories about successful researchers, tips and tricks for grantwriting, information about Limited Submissions, finding funding, and federal regulation changes. Read or at least skim the newsletter to see what's new and required.

Admission Overview & Diverse Student Recruitment

1. Know how your program/department compares to NDSU's top competitors and be able to highlight differentiating factors.
2. Be able to share the value of your program/department with a variety of populations
3. Develop experiential activities for recruitment events. These hands-on elements give prospective students a tangible sense of what studying in your program will be like and showcase the practical skills they will develop.

Recruiting Graduate Students: Tips For Faculty

1. Consider the following ideas for finding prospective graduate students. 1) Update your program website 2) Mention your program when you give presentations 3) Host a virtual open house 4) Ask for student recommendations from colleagues in your field 5) Encourage your own undergraduates to apply 6) Recruit at conferences 7) Advertise on Google ads or social media.
2. Responding to prospective students who are already in the "recruitment funnel" is highly effective. Admitting students in a timely matter is *the* most effective recruitment tool.
3. Be sure your prospective students are able to easily find deadlines, admission criteria, and application requirements on your program web page and in the catalog? A holistic admissions process is considered best practice and typically yields more underrepresented students.

Human-Driven Generative AI & Authentic Assessment Design

1. Remember the many limitations of GenAI outputs.
2. Review and revise all of the GenAI outputs.
3. Use the effective prompting framework, including role, task, and requirements to get the best output.

Being a Good Partner to TCUs and Tribal Communities: An Indigenous Perspective

1. When considering working with TCUs and/or Tribal Communities, remember to have early, often, and transparent communication with them. Trust takes time to build and they, as a stakeholder in your proposed partnership, should have an equal voice in the proposal design and implementation process. Contact them before your "pen hits the paper" and write them in as a partner with predefined activities and budgets.
2. Each TCU and Tribal Community is unique in its culture, people, and practices. Each bring a different perspective and strength to the table. Each community also has different challenges, so understanding the needs and strengths by having meaningful conversations should be a priority.
3. Become familiar with data sovereignty as it applies to research within Tribal Communities before approaching a conversation about a potential partnership. Do your part to educate yourself on the diverse cultures, norms, and regulations as it applies to what you will be proposing.

Encouraging Academic Honesty In The Age of AI

1. AI Detectors: Violate FERPA and are proven inaccurate.
2. Instructional Design Center & Office of Teaching & Learning can help you develop alternative assessments.
3. Communicate clearly your expectations regarding use of generative artificial intelligence, both in the syllabus and verbally.

CCAST Support For AI-Related Research & Teaching

1. Discuss AI needs with CCAST. If you plan to make use of CCAST HPC resources for AI research and education, set up a time to talk with us about your needs. If you plan to use CCAST in the classroom, let us know your needs a semester in advance so we can make sure you have the resources prior to the start of your course.
2. Participate in CCAST HPC training programs. HPC skills are essential for conducting AI-related research at scale. Develop these skills by participating in our training programs offered every fall, spring, and summer semester. CCAST training programs are open to all faculty, staff, & students at NDSU, and collaborators at other institutions.
3. Contact CCAST Support for help. Adapting existing AI workflows to run on HPC clusters can be difficult and is a frequent source of frustration for AI researchers. CCAST staff have substantial experience deploying AI/ML software for HPC, and we are here to help. Review our Knowledge Base articles and tutorials on AI/ML and email us at ccast.support@ndsu.edu if you're having trouble getting AI codes to run properly.

Best Practices in Course Materials

1. The NDSU Bookstore is here to help with all your course material needs!
2. If digital course materials work well for your course, save your students money with NDSU's Inclusive Access program.
3. The NDSU Bookstore supports faculty academic freedom and affordable course materials for all students.

Giving Engaging Presentations

1. Prior to giving a presentation, identify your intention. What exactly do you want to accomplish with this presentation?
2. Now identify the actions you will use to accomplish your intention. For example, I will (action:) excite my audience so they will (intention:) discuss my research with their colleagues.
3. Practice your presentation. If you tend to be nervous when presenting, practice in front of others. Actors spend about one hour practicing for every minute they perform in front of an audience.

Event Planning 101

1. It will help you avoid conflicting events if you pick your date and time based on the Campus Events Planning Calendar.
2. Work with Event Services on the details.
3. Use myNDSU to promote and market your event.

Moving Your Technologies/Ideas From Lab To Market With I-Corps

1. Get Out of the Lab: By going out and talking to your potential customers and end users, you will gain a stronger understanding of the daily problems they experience and how your project could help alleviate those issues.
2. Keep an Open Mind: You may think you know exactly who will use your research, but you will be surprised when you go out and interview people. By keeping an open mind and listening to your interviewees, you can gain a much stronger understanding of their needs and areas that your research could grow.
3. Utilize Your Resources: Recognize the various networks and channels you have available to you, and put them to good use to find stakeholders to talk to. Is there a trade show or conference coming up? Attend it and gain some great perspectives from others working in your field.

The Art of Recruitment: Creative Strategies For Recruiting Prospective Students

1. During recruitment events, offer a broad description of the program. Highlight key aspects such as curriculum structure, specializations and unique features like dual degrees or certifications. This helps prospective students understand the full scope of what your program offers and how it aligns with their career goals.

2. Include experiential activities, such as interactive workshops, lab demonstrations, or simulation exercises, in your recruitment events. These hands-on elements give prospective students a tangible sense of what studying in your program will be like and showcase the practical skills they will develop. This can be particularly engaging and help differentiate your program from others.
3. Utilize current students and alumni to participate in recruitment efforts. They can share their personal experiences, achievements, and insights, making the program more relatable and accessible. Featuring "cool" students and successful alumni in these events or on your digital platforms can inspire prospective students and provide real-world examples of the program's impact on career paths and professional success.

Managing Conflict With Emotional Intelligence

1. You have innate emotional intelligence AND you can improve it.
2. Emotional intelligence focuses on both personal competencies and social competencies.
3. There are multiple intelligences and they are complex.

Unlocking Success: Maximizing the Power of Generationally Diverse Teams

1. When collaborating with a generationally diverse group, it's crucial to reflect on your own assumptions and biases. Consider how generational stereotypes might unconsciously shape the way you interact with others.
2. To foster a truly cohesive team, focus on finding a shared purpose that everyone can rally around. This collective goal will channel the team's diverse passions into effective collaboration.
3. Make it a point to share your expertise openly and be equally eager to learn from the expertise of others. Remember, everyone brings unique skills and talents to the table. By fully embracing and leveraging this diversity, your team can achieve more robust and innovative outcomes.

Artificial Intelligence in Application

1. If you are going to use software, be sure to check for FERPA Compliant Software.
2. Although there are many benefits remember that it is a suspension of reality.
3. Be creative!

Starting the Difficult Conversation

1. When preparing for a difficult conversation, be sure to start with you first.
2. Take time to prepare or think about what you will say during your conversation.
3. Create an environment where everyone is talking.

All About The Center For Accessibility and Disability Resources (CADR)

1. Learn about different processes that The Center for Accessibility and Disability Resources supports students and staff.
2. Gain knowledge on the framework of Universal Design for Learning.
3. Gather some insight on quick and fast ways to create an accessible classroom looking through the lens of Universal Design for Learning.

Why "Laziness" Might Be A Myth

1. The next time you notice you may be frustrated with a student, it may be helpful to reflect on if you are blaming them as a person or the situation.
2. How might you use your knowledge of intrinsic motivation to both design your class and better understand student behavior?
3. The presence of co-creation and shared responsibility for learning can be a deeply motivating learning environment for students.

For more information or assistance, contact:

NDSU Office of Teaching and Learning
701-231-7015 | ndsuo.tl@ndsuo.edu
www.ndsu.edu/otl/faculty_resources/getting_started