



December 2021 Reset & Refresh

As we end the fall semester and begin looking forward to spring, let's take some time to reset our courses and refresh ourselves. This issue of the Inspired Teaching Newsletter features some ways to renew our mindsets and materials.

Featured Videos



The 10-Minute Guided Meditation will begin at 10:00 a.m.
Today's session is led by Dr. Carol Lewis
*Please keep ensure that your devices remain muted as to not disturb others.
If you have any questions you can type them in the chat box.*

UF HR Guided Meditations

These [guided meditation videos](#) were done in partnership with several UF Faculty to provide a resource to the campus community in times of need. Feel free to explore different styles of mediation. Each

session is roughly 10 minutes in length.

Strategy of the Month

Take a Break!

It may sound contradictory, but one of the best strategies for performing at our best is to **take breaks** from task and work responsibilities for a little while. These breaks can range from taking **5-minute microbreaks** as we transition from one activity to another, to setting a project down for a few days so we can look at it with fresh eyes. Here are additional articles that reinforce the refreshing effects of taking a break:

- Alammyan, A. (2020, October 27). The Science of Taking Breaks at Work to Help Boost Your Productivity. Mind Café. <https://medium.com/mind-cafe/the-science-of-taking-breaks-at-work-to-help-boost-your-productivity-ec3e1f47c818>
- Froehlich, M. (2021, October 21). Edutopia. <https://www.edutopia.org/article/5-quick-stress-busters-teachers>
- Gorvett, Z. (2019, March 12). The tiny breaks that ease your body and reboot your brain. Worklife. <https://www.bbc.com/worklife/article/20190312-the-tiny-breaks-that-ease-your-body-and-reboot-your-brain>
- Weir, K. (2019, January). Give Me a Break. Monitor on Psychology 50(1), 40. <https://www.apa.org/monitor/2019/01/break>



Prioritize Self-care

As you juggle the many responsibilities you have, both personal and professional, reflect on the impact of reserving 30 minutes of your day, at least twice a week, to

do something that is important for your well-being. If you find yourself saying, “I can’t neglect _____,” or “There’s no time for me to do something silly like _____, no matter how much I enjoy it,” consider identifying items that are “plastic,” “glass,” or “ghosts” –which ones you can afford to drop, which

ones you can't, and which ones don't need worrying about.

For example, [set boundaries](#) by establishing specific times during your week for teaching-adjacent responsibilities like office hours, consultations, grading assignments and providing feedback.

- Alexander, J. & Kelch, B. (2021, July 9). Self-Care Strategies for Faculty. Inside Higher Ed.

<https://www.insidehighered.com/advice/2021/07/09/academics-should-make-time-self-care-even-if-just-few-minutes-each-day-opinion>

- Freeman, C. & Clare, B. (2016). Avoiding Burnout: Self-Care Strategies for Faculty. Faculty Focus. <https://www.facultyfocus.com/articles/faculty-development/avoiding-burnout-self-care-strategies-faculty/>

- Mullikin, J. (2020, December 3) A New Way to Think About Work-Life Balance. Edutopia. <https://www.edutopia.org/article/new-way-think-about-work-life-balance>

Helpful Tip

Refresh Your Course Materials

Revising and releasing new editions of our content every year seems like a daunting task; however, there is guidance!

Streamline Resources

As innovative discoveries occur in our respective fields, we add new resources to the ever-expanding list of course materials for students to use in their studies. However, we don't purge these lists of resources that are no longer as relevant or current as often as we should. Eliminate excess resources which may make finding required course content cumbersome.

Use Student Comments as a Resource

While you explore new ways to refresh your course content, reread feedback from midterm and final [GatorEvals](#) student evaluations to identify where there may be gaps in resources to help them master course objectives. See which activities and materials resonated the least with students and which assignments may have been confusing. Use this data to decide if it's prudent to retire an activity that takes a lot of your time to facilitate but doesn't provide an equivalent result in student learning.

Pay Special Attention to Your Syllabus

In the hustle and bustle of updating course materials, it's easy to change the date on the syllabus and follow the same instructional plan from semester to semester. This practice can save time in a pinch, but in the long run it allows room for our syllabi to become stale and outdated. Take a critical eye to your course syllabi to find and replace language and resources that are no longer useful to students. Update activity due dates that are not consistent or in sync with the upcoming academic calendar then invite a colleague or a student (who has taken your course in the past) to read the syllabus for clarity and understanding. Additionally, check the [UF Syllabus website](#) for updated policies and links to resources for your students.

Retrieved from <https://www.facultyfocus.com/articles/course-design-ideas/refresh-your-course-without-too-much-pain-and-suffering/>

Did You Know?

Occupational Safety & Risk Management Offers Workspace Ergonomic Evaluations

The Office of Occupational Safety & Risk Management offers [Ergonomics services](#) to UF employees, students, and guests. Ergonomics seeks to



reduce physical stress on the body and reduce or even eliminate work-related musculoskeletal disorders (MSDs) by adapting workstations to fit individuals.

[In this video](#) Todd Morrone, Associate Director of Risk

Management Services, shares how you can apply ergonomic principles at your workstation by integrating neutral posture, fit, and task rotation (movement) into your daily work process to prevent discomfort and injury. If you believe you experience discomfort at work due to the way your workstation is configured, you can [request an evaluation](#).

Spotlight



Passport to Great Teaching Workshops

The [Passport to Great Teaching](#) workshops offered by the Center for Teaching Excellence are useful for acquiring new tips and strategies to refresh your teaching toolkit!

To view upcoming workshops, [visit the CTE events calendar](#) under the

Synchronous Events section and follow

the registration instructions in the event details. Filter events by category to search for topics that interest you. New workshops are added continuously, so be sure to bookmark the [CTE Events and Workshops webpage](#)!

December Workshops

More information and registration for all Passport to Great Teaching workshops can be found in the [Passport Portal](#). If you are unable to register for a workshop, please [create a Passport Portal account](#), then try registering again after you receive a confirmation email. For help navigating the Passport Portal, [view the user guide](#).

Passport to Great Teaching Workshop

Transforming Conflict

12.1.21 9:00 AM - 12:00 PM

Presented by Irma Alvarez

Conflict is part of our daily lives and can undermine our success unless we get better at using it effectively. As surprising as this might sound, we want conflict in the workplace; but it has to be the right kind of conflict. In this class you will learn how to build your conflict competence and transform conflict for improving decision-making, problem-solving and relationship-building at work. [Register for Transforming Conflict!](#)

Please Note: you must have a Passport Portal account to register for this workshop. [Create an account](#).

Passport to Great Teaching Workshop

Providing Effective Feedback and Evaluations

12.1.21 12:00 PM - 1:00 PM

Presented by Elisa Zenni

This faculty development session will provide participants with an opportunity to explore best practices for evaluating learners and giving effective feedback. Ample time for discussion will be integrated into the didactic presentation. Participants are encouraged to come with questions and to share their experiences. [Register for Providing Effective Feedback and Evaluations!](#)

Please Note: you must have a Passport Portal account to register for this workshop. [Create an account](#).



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