

MoSI Host Organizer Checklist

Overview:	Suggested Timing < MoSI	Activity
1. Deciding to host a MoSI	9~5 months	Complete application Find funding
2. Identifying local leader[s]/organizer[s]		
3. Choosing dates	5 months prior	ID MoSI trainers Reserve rooms Plan travel
4. Recruiting participants	2-3 months prior	
5. Planning Evaluation	1 month prior	
6. Arranging meeting spaces		
7. Arranging food/catering		
8. Acquiring supplies	1 week prior	Libre text, participant emails
9. Final Details		

1. Deciding to host a MoSI

Please use this [link](#) to access a FAQs sheet for the Mobile Summer Institutes to aid in making your decision to host a MoSI.

2. Identifying local leader[s]/organizer[s]

If you're perusing this checklist, then you're probably the local person / group of people leading the effort to bring a MoSI to your campus. Hosting/organizing a MoSI involves tasks such as securing funding, recruiting attendees, reserving rooms and catering, acquiring supplies, communicating with the MoSI training team and local participants, printing handouts, and general oversight. While this can be accomplished by a single person, having a co-leader or small organizational team is recommended. Typically, leaders/organizers have some experience with an SI in the past (alumnus, facilitator and/or workshop leader), but it isn't necessary to organize a successful MoSI on your campus.

3. Choosing dates

Optimal dates are going to differ by institution and population. To identify best dates for your campus, poll potential participants and facilitators and work with your academic calendar to identify three preferred weeks, typically during the summer, that work for your target audience. Once you've identified these dates, work with Michelle Withers (mwithers@binghamton.edu) to identify a MoSI training team (individuals trained to lead workshops and facilitate working groups during the MoSI) that is available during one of your dates. If you need external facilitators (individuals with SI experience who can facilitate working groups but do not typically lead workshops), we will help you explore options from surrounding institutions.

4. Recruiting participants

There are three types of workshops included in a MoSI: pedagogical training, facilitated strategic planning and administrator. Participants spend the majority of time in the pedagogy workshops with roughly a day devoted to strategic planning and administrator workshops. The

goal of the latter workshops is to facilitate changes in the local environment that support participants as they transform their teaching. Below are recommendations about who to recruit for each of these workshops.

We will provide email templates to recruit participants to each of the following MoSI workshops- pedagogy, strategic planning and administrator - and an application template for a Google form if you would like to use that method to keep track of applicants.

Pedagogy workshops: The goal of these sessions is to provide training for educators who wish to use evidence-based teaching practices to improve student learning. While the MoSIs began with a focus on STEM disciplines, they have been successful for audiences from varied disciplines and positions. Participants can be current and future faculty, teaching staff, and administrators from many disciplines. Because the active learning strategies employed by the MoSIs scale up to large audiences, the limit on the number of participants is determined by the size of the large, whole-group space and the availability of small breakout rooms and facilitators for the working groups. Working groups should be in the 4-7 size range.

Recruitment strategies:

- 1) Customize and send the recruitment email template to potential participants/departments directly.
- 2) Contact department chairs of target departments and ask for nominations/recommendations for participants from their department.
- 3) Customize and send the recruitment email template to department chairs or deans so that they can disseminate the email to potential participants.

Strategic Planning workshop - The goal of this session is to develop a plan to change 1-2 aspects of the local environment that will increase support for alumni of the pedagogy workshops as they transform their teaching. Recruit people with a mix of energy, passion, vision, agency and experience in driving organizational change. It is reasonable to invite participants who take part in the pedagogy portion of the MoSI, in addition to individuals who would be interested in and/or effective at promoting the initiatives that result from this session.

Administrator workshop - The goal of this session is to promote awareness and buy-in by administrators whose support and/or approval is necessary for the success of initiatives that result from the strategic planning session. Invite administrators who you deem would be the most helpful in supporting or advocating for the types of reform initiatives that you would like to have occur on your campus as a result of the MoSI. Any of the following would be appropriate to invite to the administrator workshop: department heads, deans and associate deans of the departments from which participants hail, in addition to administrators from the college of education, Vice Provosts of Academic Affairs and/or Faculty Development, Provosts, Presidents, any new administrators (they'll be around for awhile).

5. Planning Evaluation

The Summer Institutes evaluation team collects survey data from participants of all SI formats. We administer a pre-survey (one week prior), post-survey (the last day of the SI), and follow-up survey (6-8 months after the MoSI). If you need evaluation data for your campus, e.g. some schools provide data to administrators who support their MoSI, we offer two levels of service:

1. a standard evaluation report with responses to items on prior knowledge, satisfaction, and the strategic planning session; or
2. a custom evaluation report that includes extra survey items of your design which we will add to our survey. If you choose this option, we ask that you limit your survey questions to one page or 5-10 minutes of content.

While the second option is extra work for the evaluation team, we offer this service to avoid sending multiple surveys to participants. When participants receive more than one survey, response rates drop for all surveys. Our goal is to maximize response rates. So, if you plan to collect data, we ask that you choose the second option and combine your efforts with ours. Contact Michelle Withers (mwithers@binghamton.edu) and let her know 2-3 months ahead of the workshop and she will put you in contact with the SI evaluation team.

6. Arranging meeting spaces

The MoSI has two types of sessions: 1) large whole-group, interactive sessions that focus on the core elements and strategies of Scientific Teaching; and 2) small, facilitated group-work sessions that allow participants to develop teaching modules using Scientific Teaching approaches. For these sessions you need two different meeting spaces, one large whole-meeting space that will accommodate all participants simultaneously and a selection of smaller breakout spaces that will accommodate working groups of 4-7 participants. The large, whole-group meeting space should be equipped similar to a classroom with: a projector, speakers, white board/blackboard or large post-its, movable tables/chairs (smart classrooms are an especially nice setting for the large group space). The number of small breakout rooms available determines the number of working groups the MoSI can accommodate. If the breakout rooms are large enough, groups can double up without interfering with one another. It's best if the breakout rooms are close to one another and to the main room. If possible, having whiteboards and projectors in these rooms is great. Libraries can be attractive alternatives, if rooms within your home department are unavailable. Some institutions have opted for off-campus meeting spaces which can work well if your institution has access to them. These can have a positive effect on group cohesion by decreasing the temptation for faculty to go back to their office throughout the day.

7. Arranging food/catering

Since participants are local, you won't need to provide breakfast or dinner, but if your budget allows, we recommend catering lunch. This will keep participants on-site and less likely to drift back to offices/laboratories and the temptation to skip sessions. Simple lunches of salads and/or sandwiches are sufficient. If your budget allows, coffee/tea and snacks in the

mornings/afternoons are also nice (granola bars in the morning and/or simple snacks like, gummy bears, cereal bars, M&Ms, or pretzels, in the afternoon...go a long way).

8. Acquiring supplies

Supplies are relatively minimal for the MoSIs. Here are a list of the typical supplies needed: small and large post-its, name tents (can be cardstock or colored paper folded into name tents), name tags, markers, portable whiteboards, if possible, a polling system (we can demo whatever system your campus has adopted - iClicker, PollEverywhere... - if you get the training team access to the system).

9. Final Details

The week prior to the MoSI, your training team will reach out to remind you to:

- 1) Finalize MoSI participant booklet (we'll provide the template, you fill in participants information and customize the agenda)..
- 2) Print out printables (we will supply digital copies of all handouts for workshops).
- 3) Send the welcome email to participants (we will supply the template email and you can customize it with your dates, locations, etc) with the following the pre-MoSI task reminders, attachments (digital booklets, etc) and a link to the shared space (Google drive folder or LibreText page).
- 4) Forward evaluation requests to participants.