



Adobe® FormsCentral & Clark Atlanta University

CLARK ATLANTA UNIVERSITY Center of Excellence for Faculty Development

Summer Technology Enrichment Program (STEP) Application
July 26-29, 2011

Application Deadline: May 18, 2011
Apply today to reserve your seat! Space is limited.

Description

STEP III is a four-day instructional technology training program that consists of a series of dynamic workshops to assist faculty members in enhancing the level of student engagement and interaction in the classroom.

Items Needed

Fall semester syllabus

Contact Information

Name: _____
 Department: _____
 E-mail: _____
 Office phone: _____
 Mobile phone: _____

CLARK ATLANTA UNIVERSITY Center of Excellence for Faculty Development

CEFD After Travel Report

Please submit this form within seven (7) days of travel completion.

Contact Information

Name: _____
 Department: _____
 E-mail: _____
 Phone: _____

Are you a faculty or staff member?
 Faculty
 Staff

Conference Information

Conference Name: _____
 Travel Destination: _____
 Trip Dates: _____

Please discuss three benefits gained from this conference.

Innovative university leverages Adobe FormsCentral to reliably engage faculty with digital forms

Clark Atlanta University (CAU), formed in 1988, has a rich tradition of academic excellence stemming back to the mid-1800s, when its parent institutions—Atlanta University and Clark College—were first founded. Since then the university has strived to be on the leading edge of academic technology by continually adopting best-in-class software, and training its faculty and students in the best professional practices.

To further promote these practices, the Center of Excellence for Faculty Development adopted Adobe FormsCentral to offer faculty members advanced learning opportunities, technology and innovation seminars, and resources for in-class multimedia experiences. "It's our job to not only offer technology learning and training opportunities to the faculty, but also to show them good examples of how to use technology to make their lives easier and be more effective," says Candyce Jefferson, instructional media and support specialist at CAU. "Adobe FormsCentral provides us the platform to do both."





"FormsCentral has enabled us to more effectively use our staff and resources. We've reduced document distribution times, eliminated our reliance on paper, and allowed our staff to work on higher-value activities—all while getting better response rates than with paper forms."

Working smarter, not harder

Previously, CAU's Center of Excellence for Faculty Development primarily relied on time-consuming processes to create and distribute forms to register faculty for training, seminars, and media equipment checkout. Hard-copy forms were created and distributed via faculty mailboxes—and center staff was left waiting to see if and when forms would be returned via interoffice mail.

"FormsCentral has enabled us to more effectively use our staff and resources," says Jefferson. "We've reduced document distribution times, eliminated our reliance on paper, and allowed our staff to work on higher-value activities—all while getting better response rates than with paper forms."

In addition to gains in productivity, efficiency, and audience response, Adobe FormsCentral has helped take the frustration out of forms creation. "In about five to ten minutes, without using a manual or help menus, I was able to create our first online registration form," explains Jefferson. "It is an extremely intuitive tool that provides the functionality we need for all of our online forms."

Adobe FormsCentral also provides CAU with robust capabilities for data collection and distribution that enable staff to more easily and accurately manage media distribution and faculty events—without the constant shuffling of papers. "It's been a game-changer to be able to post all of our forms and registration documents to our website—it just makes communication clearer and easier between faculty and our department," says Jefferson. "We constantly find new uses for FormsCentral and look forward to using all the new features as Adobe keeps adding to the already powerful solution."

For more information

<https://formscentral.acrobat.com/welcome.html>



Adobe

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