



## MEMORANDUM

**To:** Executive Committee of Faculty Council (September 15, 2015)  
Faculty Council (October 28, 2015)

**From:** Professor Lisa Romkey  
Chair, Teaching Methods and Resources Committee

**Date:** September 7, 2015

**Re:** Teaching Methods and Resources Committee Goals for 2015-16

## REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## PROCESS AND CONSULTATION

The committee goals for 2015-16 were created collaboratively by the members of the Teaching Methods and Resources Committee. The committee voted to approve the goals in September 2015.

## COMMITTEE GOALS

In addition to routine issues, such as managing the teaching award process, the committee has identified the following priorities for 2015-16:

### 1. Teaching and Learning Seminar Series

In collaboration with the Vice-Dean Undergraduate Office, and the Engineering Education Collaborative Program, the committee will sponsor a series of workshops (approximately one/month) for faculty and graduate students. This series will include topics such as "Writing Learning Outcomes", "Best Practices & Innovations in Engineering Education" and "Giving Good Feedback".

### 2. Teaching Awards

Minor updates will be made to the existing teaching award criteria, including a clarification of the Early Career Teaching Award criteria, specifying the number of reference letters required and adding language to encourage diversity within the nominee pool.

The committee will introduce a “First Year Teaching Award” to celebrate the achievements of our first year instructors.

### 3. Course Evaluations

With two full years of online course evaluations complete, the committee will provide the Faculty with an update on participation rates and interesting trends in the engineering course evaluation data.

At this time, online course evaluation rates are lower than the paper-based rates were prior to 2013. The committee will work with CTSI (Centre for Teaching Support and Innovation) to identify and share best practices for encouraging better response rates.

The TA evaluation form will be reviewed this year with the intention of creating a new form designed for easier feedback distribution. Opportunities for mid-course review will also be examined.

### 4. Academic Technology

The committee will formalize a process for piloting academic technology. With the variety of technologies available and the university’s growing requirements around the use of academic technology, this is a critical need for many of our instructors.

The committee will continue to support the university-wide academic technology renewal process, which will include providing feedback on the RFP for a university-wide course management system and participating in the proposal review process.

Finally, the committee will examine the need for computer-based testing in the Faculty, and if there is a need, develop a set of recommendations on the support (pedagogical, technical and facility related) needed for computer-based testing.

### 5. TA Training

New university requirements, paired with an ongoing need for best-quality training opportunities, have necessitated a review of current TA training practices. The committee will develop a set of recommendations for TA training in the Faculty. Ongoing training opportunities, such as “in-service” training and the use of TA mentors, will be considered.

## **PROPOSAL/MOTION**

For information.