

WATERLOO | ENVIRONMENT

Environment Teaching Fellow

FIRST REPORT TO THE FACULTY OF ENVIRONMENT GENERAL ASSEMBLY: MAY 5, 2014
(COVERING ACTIVITY PERIOD SEPTEMBER 2013-MAY 2014)

Special acknowledgement to: Scott Anderson, Mark Groulx, Maria Legault, members of the ENV TLC, Donna Ellis and CTE Staff

The Faculty of Environment's Teaching Learning Committee ENV-TLC met monthly on the first Friday of every month from Sept-April and held two retreats (facilitated by CTE staff). Membership: ML McAllister (ENV Teaching Fellow), S Anderson (ENV/CTE Liaison), M Groulx (PhD student, School of Planning; Teaching and Learning Associate), B Doberstein (GEM), L Johnson (PLANNING), J Lynes (SEED), J McLevey (CKI), MC Brisbois & Natalia Melynychuk (PhD student, ERS), D Armitage (ERS), Aidan Turley (ERS), Vikram Hardatt (ESS V.P. Education). Previous members included M. Legault, K. Gaudreau, C. Woudsma, E. Jernigan, R. Gorbet

Long-term objective: The Faculty of Environment will be known on campus and externally for its innovative approach to integrative, experiential teaching/learning and research. The primary mandate of the Teaching Fellow is to assist instructors and professors to be most effective as teachers. (See Attachments)

Goals: 1) introduce a widespread ethos of mentorship, peer teaching, and collaborative teaching/learning approaches, 2) facilitate the engagement of faculty in discussions and initiatives to foster effective teaching and learning outcomes, with specific reference to environmental education, and 3) encourage integrative, experiential and innovative teaching approaches.

MENTORSHIP

- Held frequent meetings with tenured and untenured professors, instructors and met with almost all of the new faculty members to discuss teaching portfolios and teaching challenges (Totals: individual meetings with 56 tenured and tenure-track faculty members with respect to topics related to faculty teaching; of that total number, 31 of those faculty members were there for teaching assistance. In addition, many new instructors came for individual appointments and/or attended workshops (approximately 30 individuals). The number of meetings held with individual faculty members or sessionals seeking assistance ranged from 1-7 with the most typical being 3-4 meetings each with follow-up email communications. The TF also attended several course final project and capstone presentations/events from different departments, as well as other teaching-related events (university-wide and by Environment)
- Reviewed and commented on four LITE grant applications
- Conducted peer evaluations of several untenured faculty members; this included individual meetings with faculty members, classroom visits and discussion of curriculum for both summative and formative purposes

FACILITATE THE ENGAGEMENT OF FACULTY IN DISCUSSIONS AND INITIATIVES TO FOSTER EFFECTIVE TEACHING AND LEARNING OUTCOMES, WITH SPECIFIC REFERENCE TO ENVIRONMENTAL EDUCATION

TLC greenTEA seminars and meetings:

- **Outside the Lecture Hall**"- (P. Johnson-GEM; R. Shipley-PLAN; C. Rose-SEED: November 5, 2012; 20 participants)
- **Social media comes to class** workshop (L. Carson-CKI; S. Nepal-GEM; M. Morton-CTE: March 8, 2013; 30 participants)
- **TLC Teaching roundtable workshops** at the Grad House for all ENV faculty members – 31 participants (C. Woudsma-Planning; D. Ellis-CTE; Scott Anderson- ENV/CTE; Brent Doberstein-GEM Derek Armitage-ERS; M.Morton-CTE; J. Lynes-SEED; ML McAllister; M.Legault April 29, 2013: 31 participants)
- **3 New instructor workshops** (August 7, 2013/December 9, 2013) – ML McAllister and Scott Anderson; ranging from 5-15 participants)
- **Management to Mentorship: Working Effectively with Grad Students and Tutorial assistants** (J. Andrey, J. Clapp, T. Karrow-November 6, 2013)
- **Technology and the ENV Classroom: A Workshop on Simple Techniques to Enhance Your Classes:** (M. Morton (CTE); discussant S. Anderson: March 9, 2014: approx.. 22 participants)
- **Teaching Demonstration Event** (B. Doberstein, R. Kelly, K. Plaisance; April 7, 2014: 34 participants)

Grad student townhalls – organized by grad students, led by M. Groulx and Kyrke Gaudreau, Members of the TLC (PhD and Master's) March 18 and 22– CTE facilitated the event. Result: Grad students (Student Teaching Excellence Committee) produced report [**A Learning Environment: Student Perspectives on Teaching and Learning \(STEC Report\)**](#) 2013

<<http://greentea.uwaterloo.ca/env-student-teaching-and-learning-committee-stec-report/>>

Documents and Surveys

- Released *greenTEA Faculty of Environment Unofficial Handbook*, Spring 2012 created by Maria Legault, updated August 2013, second edition Fall 2013 (**See Attachment**)
- Launched and maintained *green TEA (Teaching. Environment. Action) Faculty of Environment website* and twitter account <http://env-blogs.uwaterloo.ca/green-tea/> in order to offer resources that enhance teaching and to showcase teaching.TLC Learn site and greenTEA webpage maintained by Teaching Learning Associate (first created by M. Legault and edited, updated and maintained by M. Groulx). Records, minutes and reports maintained on Learn website
- Base-line survey administered (ie: needs assessment) of untenured faculty members and instructors (Winter 2013)



- Undergraduate survey: What constitutes teaching excellence in a professor/course? (survey completed; results to be compiled over summer 2014)
- **Forthcoming: Faculty survey to evaluate ongoing-role of Teaching Fellow and Teaching Learning Committee (Fall 2014)**

TF and/or TLC Policy recommendations

- Development of teaching performance guidelines for purposes of annual performance reviews and tenure and promotion and for the development of teaching portfolios (approved by senior admin team; summer consultation process with faculty units) **(See attachment)**
- Recommended use of policy that sabbaticals be used in part for purposes of strengthening teaching performance, particularly in cases where teaching could be strengthened
- **New instructor/sessional policy (passed by senior administration to be circulated in the fall 2014 and New Faculty Teaching Awards to be introduced; summer consultation process with faculty units)**

Forthcoming initiatives:

- **New instructors' workshops early September 2014 with S. Anderson;**
- **new tutors' workshops early September 2014;**
- **fall 2014 greenTEA seminar: *Deep Thinking And Learning: Sustainability Begins With Oneself*: (S. Singh D. Armitage); J. Lynes; and**
- **Summer: e-portfolios pilot to integrate student learning and curriculum**
<https://uwaterloo.ca/centre-for-teaching-excellence/events/eportfolios-uwaterloo>
<http://new.livestream.com/itmsstudio/events/2868058>

Ongoing discussions: graduate methods courses/ universal design (consultation with R. Padacz); inclusive teaching approaches for international students (consultation with F Mao and H Lin); work-life balance for students and faculty – health and wellness

Teaching Fellow Professional Development and University-level Activities:

Presented with other UW TFs/CTE at the EDC conference, Feb 2013; Chaired a session at the 2013 UW OND Conference (including A.Roy, J. Andrey, M. Seasons), Attended Teaching Professor Conference May 30-June 1 2013 and Professor Technology Conference October 4-6 2013, presented at 2014 OND Conference with K Antony-AHS ; Chaired September UW Welcome Orientation to new faculty members across campus; Monthly meetings with other Teaching Fellows chaired by AVP Mario Coniglio; Very close on-going consultation with the CTE to coordinate efforts and to garner advice on teaching-related matters and policies; attendance at various CTE sponsored workshops and events.

Reporting: The Teaching Fellow regularly consults with, and reports to, senior ENV administrators including the Dean (every 6 weeks-2 months) as well as Associate deans and units heads particularly with respect to events, policy matters, and activities. She also consults with UW administrators on matters that relate to cross-campus teaching considerations.