University of Toronto

OFFICE OF THE VICE-PROVOST, STUDENTS

TO: Committee on Academic Policy and Programs

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DATE: November 30, 2004 for December 8, 2004

AGENDA ITEM: 6

ITEM IDENTIFICATION:
Office of Teaching Advancement Activities, 2003-04

JURISDICTIONAL INFORMATION:
The Committee receives for information the annual report of the Office.

PREVIOUS ACTION TAKEN:

HIGHLIGHTS:
In January 2002, the Office of Teaching Advancement (OTA) was established by the President and Provost in order to support and recognize teaching in all of its forms the University of Toronto.

The work of the OTA has continued during the past academic year to follow the original vision for the office in ensuring that the UofT is recognized locally, nationally and internationally as among the best teaching and research universities. The enclosed Annual Report outlines the activities for the year including inauguration of new programs; updates on the Teaching Assistant's Training Program, Turnitin.com administration; reinforcing the profile of the University to peer institutions and professional organizations.

FINANCIAL AND/OR PLANNING IMPLICATIONS:
There are no new/additional financial resources required.

RECOMMENDATION:
For Information

Office of Teaching Advancement Activities, 2003-4
Report to the Academic Programs & Planning Committee

The work of the Office of Teaching Advancement (OTA) has continued during the past academic year to follow the original vision for the office in ensuring that the UofT is recognized locally, nationally and internationally as among the best teaching and research universities. The emphasis on the duality and interrelation of teaching and research has now become part of the culture of the university, and for this we are grateful. The core function of teaching has been recognized in a number of ways which locate it at the heart of what we do: the Provostial Guidelines on the Assessment of Teaching for Promotion and Tenure, and the divisional guidelines that follow from this document, have made explicit our commitment to achieving excellence in teaching and suggest reasonable metrics for assessing that excellence; the imminent creation of the Academy of Teaching, to parallel the rank of University Professor, will celebrate our stellar teachers exactly as the designation of University Professor recognizes our research stars; and the extremely wide consultation sought from OTA by divisions, departments and individuals who wish to improve the delivery of their courses reflects the deep commitment and sincere interest in the mission of the OTA.

Our programs and services operate in many ways, often interdependent, and with wide appeal. The 2003-4 OTA Workshop Series scheduled 18 sessions attended by over 400 registrants; and in 2004-5 we have expanded our offerings to include 36 sessions (to date we have run 11 workshops, with an attendance of almost 400). Our workshops and special events are customized to specifically meet the needs of our colleagues and we continue to collaborate regularly with faculty, staff and student offices from across the university to ensure that needs are being met. We participated in many university wide committees and meetings to ensure that teaching is fully integrated into our common enterprise; and I have personally met confidentially with individual faculty members to discuss whatever difficulties they might have encountered in teaching or supervision or to suggest ways that good teachers might perform even better in the classroom. The OTA has also been involved for the past two years with the central orientations for new faculty (stipendiary and part-time, tenure stream, and mid-career), assuming the leading role in 2004.

This past year saw the inauguration of new programs as well. A need recognized simultaneously by the Office of the Vice-President and Provost and the OTA was the need for language, presentation and cultural accommodation training for faculty. As the UofT becomes a leading international university, we have begun appointing faculty from outside Canada; our *Teaching in the Canadian Classroom* program is designed in part to assist non-native speakers of English to teach effectively in an English-speaking environment. Individual consultations, small group sessions and workshops provide faculty with the opportunity to discuss teaching issues and identify strategies that will help to improve their presentation and communication skills. Also, we learned from individual consultations that some of the problems encountered in the classroom resulted from lack of experience with the culture of Canadian students, particularly in areas of accessibility and communication. Our *Teaching in the Canadian Classroom Program* is designed to help acclimatize new colleagues to the Canadian environment and develop their teaching skills as quickly and effectively as possible.

In addition, OTA inaugurated its publications series by printing documents in simple format which address the fundamental teaching issues we discuss in our workshops. A list of these pamphlets is attached. We have found that simple, easily accessible reference documents reinforce what our colleagues have learned from our activities and provide an easy point of contact with our office. These printed documents are also all available on our website, maintained with great skill by our Programs Coordinator, Amy Baier. Our website has been so successful that other Canadian universities have requested using it as the basis for their faculty development communications instruments. The web site includes a growing list of teaching related resources for faculty, and catalogues those available in our Office's Resource Centre. In addition, it continues to highlight the successes of our faculty, recognizing their teaching achievements.

Certain specific functions are managed by OTA. In particular, the Assistant Director, Pam Gravestock, administers the UofT site licence for Turnitin.com, a leading plagiarism deterrent and detection program. Although this is time consuming, it provides both a service and an opportunity to connect with our colleagues over a fundamental matter of teaching: academic integrity. Indeed, academic integrity has become a major issue and one which we increasingly build into our work to ensure that a degree from the UofT will always be held in the high regard it deserves. The Assistant Director is currently working on an initiative to educate faculty, students and teaching assistants about academic integrity and the university's academic code. To raise awareness of this issue existing information and documentation is being collected and will be mounted on one central web site. Furthermore, OTA has been involved in matters of copyright, especially in the delivery of course materials and on line sharing of licenced resources. We have been functioning as a clearing house for questions and a referral service for legal issues associated with the university use of copyrighted material in teaching.

The Teaching Assistants' Training Programme (TATP) reports directly to OTA. The three directors of the TATP have worked very hard again this year to produce a practical and lively series of events as well as its certificate program for teaching assistants. TATP shares some sessions with OTA, such as a workshop on the TA/supervisor relationship. In the past year TATP on its own initiative has introduced teaching assistant teaching awards, with three awarded in the spring. The quality of the nominations and the process of adjudication serves as an excellent barometer of the effectiveness of TA training and the commitment of our most junior colleagues to the profession.

In the original mandate of the office, OTA was to work with its peer institutions and professional organizations to reinforce the profile of the office outside the UofT. To achieve this, the OTA was represented at the national *Society for Teaching and Learning in Higher Education* (STLHE) meeting in Ottawa, the *International Consortium of Educational Developers* (ICED) annual conference in Ottawa, *The Teaching Professor Conference* in Philadelphia and the The ReInvention Center Conference, *Integrating Research into Undergraduate Education: The Value Added* in Washington D.C. The ability to share our experiences and provide leadership in the area of faculty development with our peer institutions constitutes an important function for OTA. The UofT must be seen to advertise - even evangelize - its deep commitment to teaching excellence, if we are to attract and retain the best students and the best faculty. We at OTA sincerely hope that the reputation of the UofT will universally be seen as built on the dual,

integrated functions of teaching and research. To this end, we are in the process of submitting a tri-campus proposal to host the 2006 meeting of the *Society for Teaching and Learning in Higher Education*'s annual conference.

OTA has achieved this level of activity and success with a complement of 2.5 FTEs (with our Programs Coordinator joining us only in January 2004). I wish to take this opportunity to recognize and thank the Assistant Director, Pam Gravestock, and the Programs Coordinator, Amy Baier, for their commitment, hard work and dedication. It would have been impossible to achieve our goals without their hard work and exemplary skills. I also want to acknowledge the large number of colleagues who freely give of their heavily mortgaged time to lead our workshops and participate in our events: we are greatly in their debt.

Respectfully Submitted,

Kenneth Bartlett
Director

2004-2005 Workshops Series

29 January	*Turnitin.com Workshop* (with Pam Gravestock)
11 February	*Using Turnitin.com at UofT* (with Pam Gravestock and Amy Baier)
25 February	*Facilitating Intercultural Competence* (with Jane Freeman)
26 February	*Integrating Courseware Tools and Seminar Teaching* (with John Browne)
27 February	*Teaching Effectively with Cases* (with David Dunne)
2 March	*Course Design* (with Susan McCahan)
11 March	*Designing a Great Syllabus* (with Marty Wall)
18 March	*Designing Effective Online Learning Resources* (with Ferdinand Krauss)
22 March	*TSpace: Extending and Enabling Research & Teaching* (with Rea Devakos and Leslie Chan)
31 August	*First Class Strategies* (with Marty Wall)
29 September	*The Impact of Canadian Copyright Law on your Teaching* (with Carole Moore and Steve Moate)
6 October	*Responding to Students' Written Work* (with Margaret Procter)
12 October	*Discussion Teaching Techniques* (with David Dunne)
14 October	*Improving Undergarduate Research for Greater Academic Integrity* (with Sara McDowell, Jenny Mendelsohn, Cris Sewerin)
18 October	*Helping Your Second-Lagnuage Students – and Everyone in the Process* (with Margaret Procter and Elaine Khoo)
21 October	*Detecting Plagiarism with Turnitin.com* (with Pam Gravestock)
25 October	*Designing Multiple Choice Exams* (with Marty Wall)
28 October	*Time Saving Strategies* (with Linda Murphy-Boyer and Amy Baier)
1 November	*TSpace: Extending and Enabling Research & Teaching* (with Rea Devakos)
4 November	*Information Commons Services for Faculty* (with Ihor Prociuk)
10 November	*Designing an Inclusive Curriculum* (with Teresa Dawon, Cleo Boyd and Tina Doyle)
11 November	*Developing a Web Presence: First Steps* (with Linda Murphy-Boyer and Amy Baier)
18 November	*Working with Students with Disabilities* (with Janice Martin and Mahadeo Sukhai)
22 November	*Designing Effective Assignments* (with Margaret Procter)
25 November	*Facilitating Intercultural Competence* (with Jane Freeman)
29 November	*Strategies for Increasing Clarity: A Workshop for Non-Native Speakers of English* (with Jane Freeman)
20 January	*(Very) Large Class Teaching* (with Marty Wall)
26 January	*Using Assessment to Enhance and Empower Learning* (with Cleo Boyd)
1 February	*Integrating Research into the Classroom* (with Gillian Fenwick)
3 February	*Teaching Effectively with Cases* (with David Dunne)
7 February	*Creating a Teaching Portfolio* (with Teresa Dawson)
10 February	*Teaching Culturally Diverse Texts* (with Daniel Justice and Sara Silah)
24 February	*iWrite: Software for Showing Students What You Want* (with Margaret Procter and Robert Luke)
28 February	*Course Design* (with Susan McCahan)
7 March	*Designing a Great Syllabus* (with Marty Wall)
17 March	*Teaching Small Seminars* (with John Browne)
13 April	*Designing Effective Assignments* (with Margaret Procter)
TBA	*Understanding Learning Disabilities (LD) and Attention Deficit Hyperactivity Disorder (ADHD)* (with Janice Martin)

Office of Teaching Advancement

Special Events

5 December	Instructing Librarians: Techniques for Improving & Documenting Your Teaching
12 December	Teaching Session for the Faculty of Dentistry
22 January	New Academic Administrator's Training
28 January	Engineering Teaching panel for New Faculty
5 March	The Large Class Experience (with Dave Farrar, Ken Bartlett, and student panel)
23 March	Meeting with Faculty of Information Studies
26 March	Turnitin.com Presentation for UofT Registrars
13 April	Preparing a Teaching Portfolio, Faculty of Engineering event
14 April	Innovative Teaching and Technology (ITT) Conference
29 April	Students at Risk -- Student Affairs Conference
30 April	Academic Integrity/Academic Code Event for Deans
3 May	Professional Development Event for Wycliffe faculty (RCAT/OTA)
26 May	Copyright Presentation by Carole Moore et al
11 May	Turnitin presentation at TKF.04
26 July	ODA meeting at Victoria University re: UID
23 September	Academic Administrators Training Session
24 September	TA-Supervisor Relations: Your First Meeting (with the TATP and Ken Bartlett)
13 October	Turnitin Training Session for Department of Geography
21 October	OTA Session on Teaching at UTM
12 November	TA Dilemmas and the Ethics of Teaching (with the TATP and Pam Gravestock)

2004 New Faculty Orientations

31 August	Orientation Session for Part-Time, Sessional and Stipendiary Instructors
2 September	New Faculty Orientation (full-day session for new tenure-stream faculty)
8 September	Orientation Session for New Mid-Career Faculty

Conferences

30 January	Educational Developers' Caucus (EDC) Meeting at Ryerson
20-23 May	The Teaching Professor Conference (Philadelphia)
12 May	TechKnowFile (TKF) 2004 Conference (University of Toronto)
16-19 June	Society for Teaching and Learning in Higher Education (STLHE) Conference (Ottawa)
21-23 June	International Consortium for Educational Development in Higher Education (ICED) Conference (Ottawa)
18-20 Nov.	Integrating Research into Undergraduate Education: The Value Added (The ReInvention Center Conference, Washington, D.C.)
22 October	Educational Developers' Caucus (EDC) Meeting at Ryerson
15 November	Universal Instructional Design Session at Ryerson University

Committee Memberships

Educational Advisory Committee
Faculty Developers Group
Faculty Support Services Group
New Faculty Orientations Planning Committee
RCAT Advisory Committee
Web Space Committee
Universal Instruction Design Committee

Consultations with Faculty/Representatives from the following Departments, Divisions and or Offices

Accessibility Services
Engineering, Faculty of
Dentistry, Faculty of
Economics, Department of
Faculty Relocation
Family Care Office
Governing Council
History, Department of
Innis College
LGBTQ
Ombudsperson
Public Affairs
Resource Centre for Academic Technology
Theology, School of
Graduate Studies, School of
Social Work, Faculty of
Strategic Computing, Office of
Student Activity Council (SAC)
Student Affairs
Student Services
Teaching Assistants' Training Programme
Transitional Year Programme
University of Toronto Library
University of Toronto at Mississauga
University of Toronto at Scarborough
Victoria University
Writing Support
Wycliffe College
Zoology, Department of

Other Activities

19 January	Expansion of the Office of Teaching Advancement, Amy Baier joins the OTA as Programs Coordinator
2 February	Launch of the *Great Teaching* section on the OTA web site
20 April	Turnitin.com surveys sent out (faculty users)
13 May	Teaching Assistants' Training Programme training session
14 July	*Copyright FAQs for University of Toronto Instructors* updated and posted on OTA web
20 July	Expansion of the OTA web site – Teaching Resources added
27 August	Office of Teaching Advancement Publication Series launched:

- *Teaching and the University of Toronto: A Resource for New Faculty*
- *Turnitin: An Electronic Resource to Deter and Detect Plagiarism at the University of Toronto*

22 September Office of Teaching Advancement Publication Series – new publication launched

- *Copyright FAQs for University of Toronto Instructors*