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MEMORANDUM

To: Eric Darsow

From: Jeffery Thomas
Dean of Academic Affairs

Date: March 5, 2018

Re: **TEACHING IMPROVEMENT PROCESS – PORTFOLIO**

Thank you for submitting your portfolio and reviewers' comments. This is a formal acknowledgement of your completion of Article X, Improvement of Teaching, Developing a Teaching Portfolio, as outlined in the 2014-2017 Collective Bargaining Agreement.

REQUIRED ITEMS:

- 1. Academic resume
- 2. One Course Outline—including departmental syllabus and course objectives.
- 3. Sample assignments
- 4. Sample of laboratory assignments
- 5. Samples of examinations and/or writing assignments
- 6. Summary of student survey
- 7. Evidence of professional growth since the last portfolio
- 8. Written assessments from reviewers
- 9. Information or involvement in assessment
- 10. Information related to enhancing equity and diversity
- 11. Service to the College and/or community
- 12. Statement of anticipated future professional growth activities and/or goals

OPTIONAL ITEMS:

- 1. Sample of handouts
- 2. Samples of unsolicited student letters and comments
- 3. Peer/professional observation and evaluation

COMMENTS:

Eric,
Thank you for your dedication to our students. I have very much appreciated your efforts in your first year here and I anticipate that you will continue to have a profound impact on the campus and our students. You have a very unique course outline, but make sure it has the required elements, such as Drop/Add, Title IX, etc. Otherwise, everything looks good.
Jeff

c: G. Mullin-Sawicki