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MEMORANDUM

To: Eric Darsow

From: Jeffery Thomas
        Dean of Academic Affairs

Date: May 7, 2019

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 all you do to work with our students and community. You are very innovative in the classroom and your students are clearly engaged. I am very appreciative of your work in the community. I know that you are sometimes impatient with the system, but hang in there, it'll get better. Keep up the good work....Jeff

c: G. Mullin-Sawicki