

# EXECUTIVE SUMMARY



## CTL

Centre for Teaching and Learning

# ANNUAL REPORT

## 2014-15

EXECUTIVE SUMMARY

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**Full Report:** <http://www1.uwindsor.ca/ctl/annual-reports>

# Centre for Teaching and Learning Annual Reporting to the Academic Policy Committee

## 1. EXECUTIVE SUMMARY (Full Report: <http://www1.uwindsor.ca/ctl/annual-reports>)

### A. Introduction

The CTL works in partnership with departments, faculty members, staff, and students to provide leadership and expertise in pedagogy, technology, and media production to enhance teaching and learning in support of the University's Strategic Plan.

### B. Goals and Objectives of Reporting Year

#### 1. *Provide an exceptional undergraduate experience:*

- a) Foster exceptional teaching and explore methods of enhancing a quality teaching culture on campus, directly impacting student learning across the institution
- b) Support multimedia initiatives and classroom technologies, with a particular focus on the Downtown Campus
- c) Launch and support Blackboard Learn (pilot) as the University's new learning management system
- d) Launch activities that strategically involve undergraduate and graduate students

#### 2. *Pursue strengths in research and graduate education:*

- a) Collaborate with the Office of Research and Innovation Services (ORIS) to support programs and initiatives that effectively integrate teaching and research
- b) Contribute to the enhancement of teaching and learning in higher education through research
- c) Contribute to a scholarly approach to teaching and evidence-based decision-making by supporting faculty engaged in the scholarship of teaching and learning
- d) Support GA/TA professional development in teaching

#### 3. *Recruit and retain the best faculty and staff:*

- a) Establish embedded and sustainable programming, networks, and communities of practice for faculty
- b) Provide and support media production facilities and innovative educational technologies
- c) Celebrate teaching excellence, and reward and value teaching in hiring, promotion, and tenure
- d) Support Faculty-level curriculum development, teaching initiatives, and accreditation
- e) Build capacity for distributed support of teaching and educational leadership

#### 4. *Engage and build the Windsor and Essex County community through partnerships:*

- a) Provide media production support for campus and community events
- b) Support the development of the Welcome Centre and Downtown Campus

#### 5. *Promote international engagement:*

- a) Use initiatives such as the International Faculty Development and the Visiting Fellows in Educational Development programs to foster international relationships and global perspectives, and to enhance the University's reputation

### C. Successes

- 23% increase in workshop participation, marking a total of 534 unique participants representing all Faculties
- Successfully launching Blackboard (pilot) in collaboration with IT and OOL
- 77% increase in learning space renovations and consultations, renovating 10 existing classrooms, designing six new classrooms as well as nine Downtown campus classrooms
- UWindsor educational leadership initiatives highlighted internationally through international conference and forum (over 250 participants)
- Supporting Faculty-level initiatives including Business and Engineering's Professional Accreditation
- \$1.5 million funding over 3 years (external and internal), with substantial dissemination of research findings for the University-wide initiatives
- Effective partnerships with units across campus, such as ORIS (undergraduate research), OOL (BB, Echo 360), IT (BB), HR (tracking training), Career Services (photography), Outstanding Scholars (UWill Discover), Facilities (classroom renovations), and Graduate Studies (GATA Network)

### D. Challenges

- Changes in organizational structure, i.e., amalgamation with the Faculty of Education for one year
- Growth in the number of multimedia-enabled classrooms as well as an increasing scope in services without an added budget

- Implementing the new learning management system, Blackboard
- Effectively assessing the impact of CTL services and support
- Regular water damage to basement facilities and classrooms continues to cause service, health, and safety issues

## 2. REPORT

### A. Area's Goals and Objectives and the University's Strategic Plan

The CTL's mandate is consistent with the educational goals and objectives identified in the University's Strategic Plan and Strategic Mandate Agreement, with particular focus on the undergraduate experience, pursuing research and graduate development of teaching, and recruiting and retaining the best faculty and staff.

#### *1. Provide an exceptional undergraduate experience:*

- Foster exceptional teaching and explore methods of enhancing a quality teaching culture on campus, directly impacting student learning across the institution
  - Worked with all faculty members across disciplines in some capacity
  - 23% growth in workshop participation: 1,170 registrants (534 unique individuals), representing all Faculties, attended 109 workshops and extended sessions for a total of 3,155 contact hours
  - Offered the University Teaching Certificate, providing sustained and systematic development of teaching
  - Strong CTL representation across campus, with staff sitting on 43 committees to support teaching and learning
  - Led an initiative involving eight Ontario Universities to develop a survey tool to examine teaching culture on campus, continuing the work funded by the Ministry
  - Enhanced teaching culture on campus by developing effective partnerships with units across campus, such as ORIS (undergraduate research), OOL (BB, Echo 360), IT (BB), HR (tracking training), Career Services (photography), Outstanding Scholars (UWill Discover), Facilities (classroom renovations), and Graduate Studies (GATA Network)
- Support multimedia initiatives and classroom technologies, with particular focus on the Downtown Campus
  - 77% increase in learning space renovations and consultations, renovating 10 existing classrooms, designing six new classrooms as well as nine Downtown campus classrooms
  - Installed a device (Fusion Server), which allows CTL technicians to troubleshoot classroom technologies remotely
  - Installed Echo360, an integrated system for capturing and sharing videos from lecture hall presentations as well as presentations prepared on an instructor's personal computer (in collaboration with OOL)
  - Over 12,500 videos have been uploaded to uView – the CTL-developed video catalog, submissions, and streaming system – which now allows mass uploading of files as well as video annotations
- Launch and support Blackboard Learn (pilot) as the University's new learning management system
  - Piloted Blackboard with CEPE and additional groups to test CLEW migration prior to campus-wide launch
  - Extensively developed training materials: 305 participants attended Blackboard training sessions
  - 100% of students registered at the University were enrolled in at least one course in CLEW, indicating that the LMS is an integral part of the learning experience impacting all students
- Launch activities that strategically involve and support undergraduate and graduate students
  - CTL members worked with 81 students as research assistants for teaching and learning projects, co-presenters for conferences (5), undergraduate research grant teams, UWill Discover Undergraduate Research Experience committee members (5), AV support students (8), engineering workstudy/co-op students (3), GATA Network coordinator (1), student volunteers in Windsor-Oakland conference (35), and GATAcademy (24)
  - Established a co-curricular process to recognize student volunteers who contributed approximately 15 hours or more for CTL events and projects

#### *2. Pursue strengths in research and graduate education:*

- Collaborate with ORIS to support programs and initiatives that effectively integrate teaching and research
  - Established strong links between teaching and research: 68% of SSHRC applications submitted between August and October 2014 referenced CTL/ORIS sponsored and/or promoted activities
  - Increased the number of opportunities for undergraduate students to engage in research by continuing the partnership with ORIS to offer URE grants
  - Co-developed and hosted the first annual UWill Discover Undergraduate Research Conference, with

Outstanding Scholars, and ORIS

- b) Contribute to the enhancement of teaching and learning in higher education through research
  - Received \$1.5 million (external and internal) funding over three years, with substantial dissemination of research findings for University-wide initiatives
  - Received recognition from the national group, *Academica Top Ten*, for the multi-institutional HEQCO-funded handbook on program-level learning outcomes assessment
  - Facilitated 51 scholarly presentations and invited talks
- c) Contribute to a scholarly approach to teaching and evidence-based decision-making by supporting faculty engaged in the scholarship of teaching and learning
  - Offered CLIF and travel grants: recipients noted that CLIF grants were “critical in helping them to build collaborative relationships with colleagues in their departments and develop their teaching agenda,” and “gave them the opportunity to shift their focus in teaching and learning and pilot test new methods and techniques”
  - Consulted with faculty from across disciplines on the scholarship of teaching and learning
  - *Leading Change in Teaching and Learning*, the Windsor-Oakland Conference, drew more than 250 participants from 18 universities and colleges across Canada and the US; 136 UWindsor members presented workshops, concurrent sessions, or posters demonstrating substantial growth in the scholarly contributions
  - Provided consultations and research regarding provincial and institutional policy (e.g., student evaluations of teaching)
- d) Support GA/TA professional development in teaching
  - 175 participants voluntarily attended GATAcademy, an orientation and professional development for teaching, hosted by the CTL and co-funded by FAHSS, Education, Engineering, Graduate Studies, Human Kinetics, Nursing, Science, and Business
  - Welcomed 438 total student participants in general offerings of CTL workshops and extended programs
  - Supported the GATA Network who facilitated workshops and mentoring circles; was nationally recognized and invited to present at a special pre-conference session at the annual conference of the Society for Teaching and Learning in Higher Education (STLHE); and collaborated with the Odette School of Business and the Office of Open Learning to create, *A Teaching Assistant's Guide to Online and Hybrid Learning*

### **3. Recruit and retain the best faculty and staff:**

- a) Established embedded and sustainable programming, networks, and communities of practice for faculty
  - Conducted thousands of individual and group consultations with instructors, staff, and students representing every Faculty on campus on topics related to teaching, curriculum, learning spaces, AV, etc.
  - Designed and hosted workshops, courses and half courses, the University Teaching Certificate, conferences, forums, and a book club
- b) Provide and support media production facilities and innovative educational technologies
  - Developed a custom application for the Office of the Provost and Vice-President, Academic, which facilitates the requesting and gathering of letters for promotion and tenure applicants
  - Designed a staff attendance tracking system developed for the CTL, and now adopted by the Odette School of Business, the Office of the Vice-Provost, International Development, the Department of Finance, Planning and Budgets, the Centre for Executive and Professional Education, the Office of Health and Safety, and the Office of the Provost and Vice-President, Academic
  - Created videos for use in public affairs and courses, including special projects such as Nursing Training Modules and a Peer Collaboration Network promotional video
  - Supported campus use of CTL facilities including a multimedia lab, two production studios, three sound studios, and two meeting rooms
  - Supported videoconferencing on campus, particular in Lambton Tower and MEB (calls increased by 35% from 2013-14, for a total of 154 hours)
  - Provided photography for campus and community events
- c) Celebrate teaching excellence, and reward and value teaching in hiring, promotion, and tenure
  - Welcomed over 200 University and community members at the Celebration of Teaching Excellence, and recognizing 26 individual honourees, UWindsor's 50<sup>th</sup> anniversary through the 50 winners of the University Alumni Award, recipients of CLIF and URE grants, and the University's Teaching Leadership Chairs

- Coordinated successful national awards including the Brightspace Innovation Award in Teaching and Learning and Canadian Association of Physics (CAP) Medal for Excellence in Teaching Undergraduate Physics
- d) Support Faculty-level curriculum development, teaching initiatives, and accreditation
  - Supported Faculties in their successful accreditation processes: staff worked with groups in the Odette School of Business and the Faculty of Engineering
- e) Build capacity for distributed support of teaching and educational leadership
  - Hosted, with the Office of the Provost, the second annual Forum on Educational Leadership, sharing results from PIF grant research with an international audience of more than 70 participants from 11 universities, enhancing Windsor's reputation as a leader in this area
  - Hosted the Windsor-Oakland Conference, *Leading Change in Teaching and Learning*, with over 250 participants, including 169 participants from the University of Windsor
  - Hosted and facilitated workshops on Educational Leadership, including targeted workshop for Deans and Heads with Dr. Geoff Scott, as well as a bookclub
  - Supported faculty undertaking projects to improve teaching and learning through CLIF and travel grants
  - Supported Teaching Leadership Chairs

#### **4. Engage and build the Windsor and Essex County community through partnerships:**

- a) Provided media production support for campus and community events
  - Production and photography staff supported community events including the Windsor Cancer Research Group and the CIS Track and Field
  - Supported 10 Convocation sessions; to reduce costs, staff replaced a camera position with two Pan-Tilt-Zoom robotic cameras, which will be used for the first time during the Fall 2015 Convocation
- b) Support the development of the Welcome Centre and Downtown Campus

#### **5. Promote international engagement:**

- a) Use initiatives such as the International Faculty Development and the Visiting Fellows in Educational Development programs to foster international relationships and global perspectives, and to enhance the University's reputation
  - Hosted five Visiting Fellows from China, Australia, US, and Canada for a total of 37 Visiting Fellows in nine years, all of whom continue to contribute to UWindsor's international profile
  - Welcomed 50 faculty members from China to the Faculty Development Program to gain a diverse intercultural experiences, innovative approaches to teaching and learning, and increased global understanding
  - Hosted guests from Tamagawa University in Japan interested in studying the benefits of implementing teaching dossiers; National University of Defense Technology (NUDT) in China for the Instructional Skills Workshop; and Higher Education Learning and Teaching Association of Southern Africa (HELTA) interested in learning more about the Centre's Visiting Fellows program as well as the University's Teaching Leadership Chair program and University Teaching Certificate

#### **B. Future Actions/Initiatives for 2015-2016**

1. Enhance support for early career faculty including UWindsor's 50 new hires
2. Collaborate to enhance effective approaches to evaluating teaching, integrated with hiring, tenure, and promotion
3. Enhance development of educational leadership
4. Host the international Educational Development Caucus Conference for international engagement
5. Commission and launch the second phase of the Downtown Campus (AV and educational technology)
6. Consult with campus stakeholders and universities to develop a minimum standards document for classroom multimedia at the University
7. Develop and find ways to fund a long-term strategic and cost-effective multimedia replacement plan that will meet the University's teaching and learning needs
8. Complete the campus-wide migration to Blackboard
9. Focus on assessing impact and using this information to enhance CTL services
10. Collaborate with the Provost to examine the organizational structure with move back to the Office of the Provost

### C. Recommendations for Senate consideration

- **Revise Policies:** The ending of the Turnitin licence agreement in fall 2015 and with the migration to Blackboard and an embedded plagiarism checking tool called SafeAssign require changes to the *Use of Turnitin.com Policy*. Recommendations are being developed in collaboration with the LMS Team and APC
- **Review the classroom multimedia replacement plan,** particularly in the context of new Downtown campus, and the need in three years to ensure an appropriate funding plan to replace equipment and ensure effective classroom learning experiences, review plan to support technology Downtown with personnel.

Future Actions Identified in 2013-14	Actions Completed in 2014-15
1. Continue to consult external stakeholders interested in sponsoring long-term classroom upgrades	<ul style="list-style-type: none"> <li>• Consulted with Law, Business, Education and Biology, as well as Social Work and Visual Arts for Downtown campus</li> <li>• Rooms 118, 120, 122, and 130 in Vanier Hall, Erie 1114, 1115, 1118, Odette 104, Education 1101, Biology 121 were renovated</li> </ul>
2. Commission and launch the first phase of the Downtown Campus	<ul style="list-style-type: none"> <li>• Consulted with the vendors, facilities, and faculty members to support the launch</li> </ul>
3. Develop a virtual tour of classroom learning spaces, and develop online tutorials for classroom consoles	<ul style="list-style-type: none"> <li>• Development of virtual tour postponed given the number of changes to campus and classrooms</li> <li>• Postponed online tutorials due to demand of other projects</li> </ul>
4. Continue to survey faculty, staff, and students about CTL programming and services	<ul style="list-style-type: none"> <li>• A survey was developed for AV services, and will be administered in 2015-16 reporting period</li> <li>• A PhD graduate thesis (East Michigan University) was initiated examining the UTC</li> </ul>
5. Review methods to help revise tenure and promotion	<ul style="list-style-type: none"> <li>• Research and surveys from the PIF grants were used as a basis to begin discussions about teaching evaluations</li> <li>• Contributed to Teaching Leadership Chair discussions about best practices for hiring, tenure, and promotion</li> <li>• Feedback from CTL members provided to By-law committee</li> <li>• Developed a custom application for the Office of the Provost and Vice-President, Academic, which facilitates the requesting and gathering of letters for promotion and tenure applicants</li> </ul>
6. Continue to enhance educational leadership initiatives	<ul style="list-style-type: none"> <li>• Hosted, with Office of the Provost the second <i>Annual Forum on Educational Leadership</i>, sharing results from PIF grant research with an international audience</li> <li>• Hosted the Windsor-Oakland Conference <i>Turnaround Leadership in Higher Education and Learning Leaders in Times of Change</i></li> <li>• Hosted and facilitated workshops on Educational Leadership, including targeted workshop for Deans and Heads with Dr. Geoff Scott, as well as a bookclub</li> <li>• CLIF and Travel grant support for those pursuing projects to improve teaching and learning</li> <li>• Supported Teaching Leadership Chairs</li> </ul>
7. Implement Blackboard Learn as a pilot for 2014-2015	<ul style="list-style-type: none"> <li>• Blackboard Learn piloted with CEPE in Winter 2015, and with early adopters in Summer 2015</li> <li>• Developed extensive online and face-to-face training and a communication plan</li> </ul>
8. Explore methods of enhancing a quality teaching culture on campus	<ul style="list-style-type: none"> <li>• Led an initiative with eight Ontario Universities to develop a survey tool to examine teaching culture on campus, continuing the work funded by the PIF</li> </ul>
9. Involve students in a more integrated fashion in the work of the Centre	<ul style="list-style-type: none"> <li>• CTL members directly worked with over 81 students, as: research assistants, co-presenters, UWill Discover Undergraduate Research Experience committee members, AV support students, engineering workstudy/co-op students, GATA Network, student volunteers in conferences and events</li> </ul>