



NEW FACULTY ORIENTATION

Getting Started...

August 8, 2018



University
of Windsor

A photograph of a lush green forest. In the foreground, there is a field of yellow wildflowers. The background is filled with tall, thin trees with dense green foliage. The lighting is bright, suggesting a sunny day.

Opening
Myrna Kicknosway
Elder in Residence,
Faculty of Law



Welcome to Windsor! Introductory Remarks

Jeffrey Berryman
Acting Provost and Vice-President, Academic
Douglas Kneale
Interim President



The Top 5 Things I Learned About Teaching This Year

Drew Marquardt

Department of Chemistry and Biochemistry

Course Design Confidential

Erika Kustra

Centre for Teaching and Learning

Drew Marquardt



Course Design Planning



1. Planning a Course: Students

Who are your students?



2. Planning a Course: Goals

What are your goals for your course?



Planning a Course

Goals: What are your goals for your course?

- What matters most for you?
- What will be meaningful for your students?
- What is the role of the course in the program?



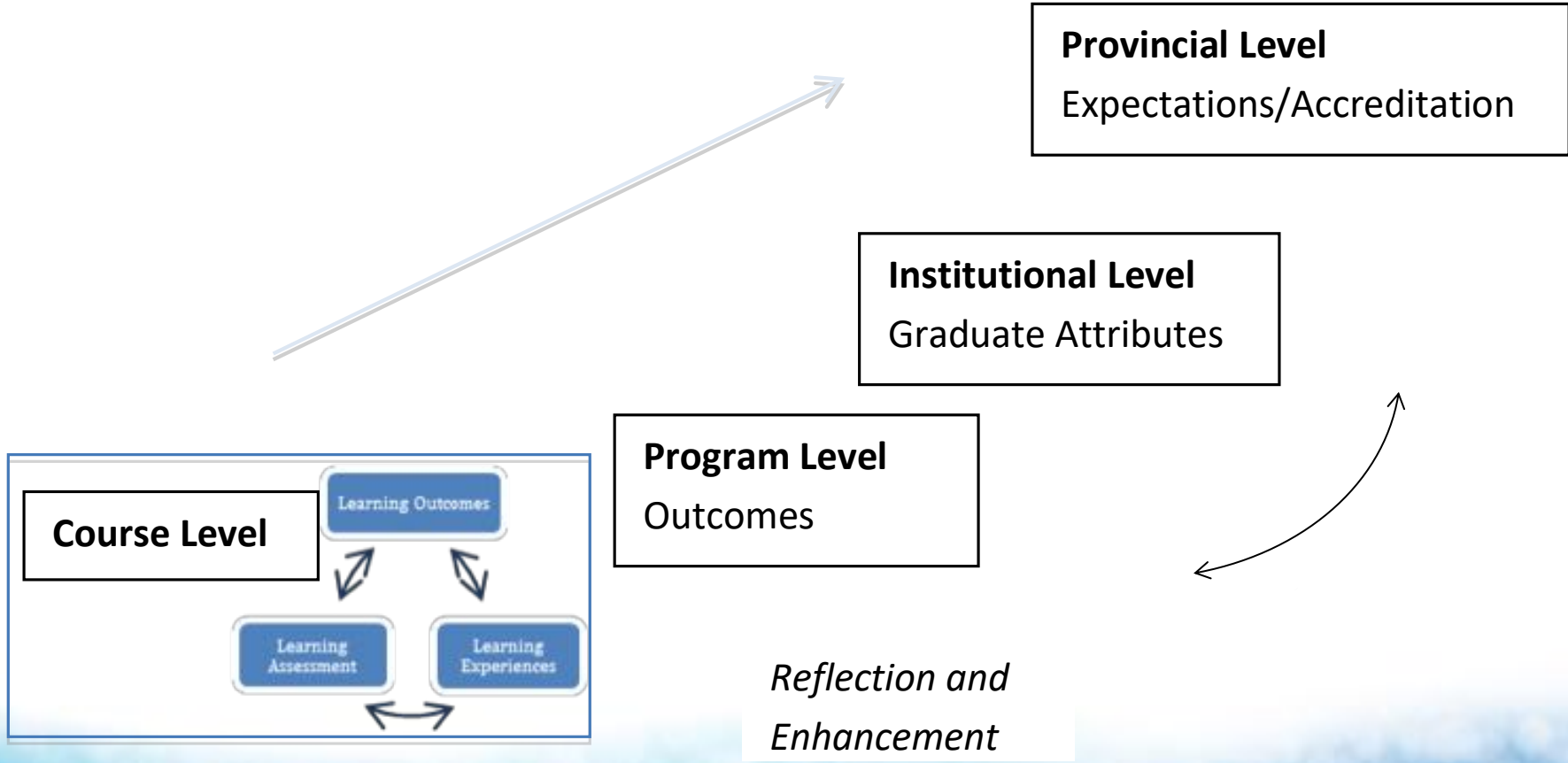
Curriculum or Program

An **intentionally designed** and scaffolded pathway through learning

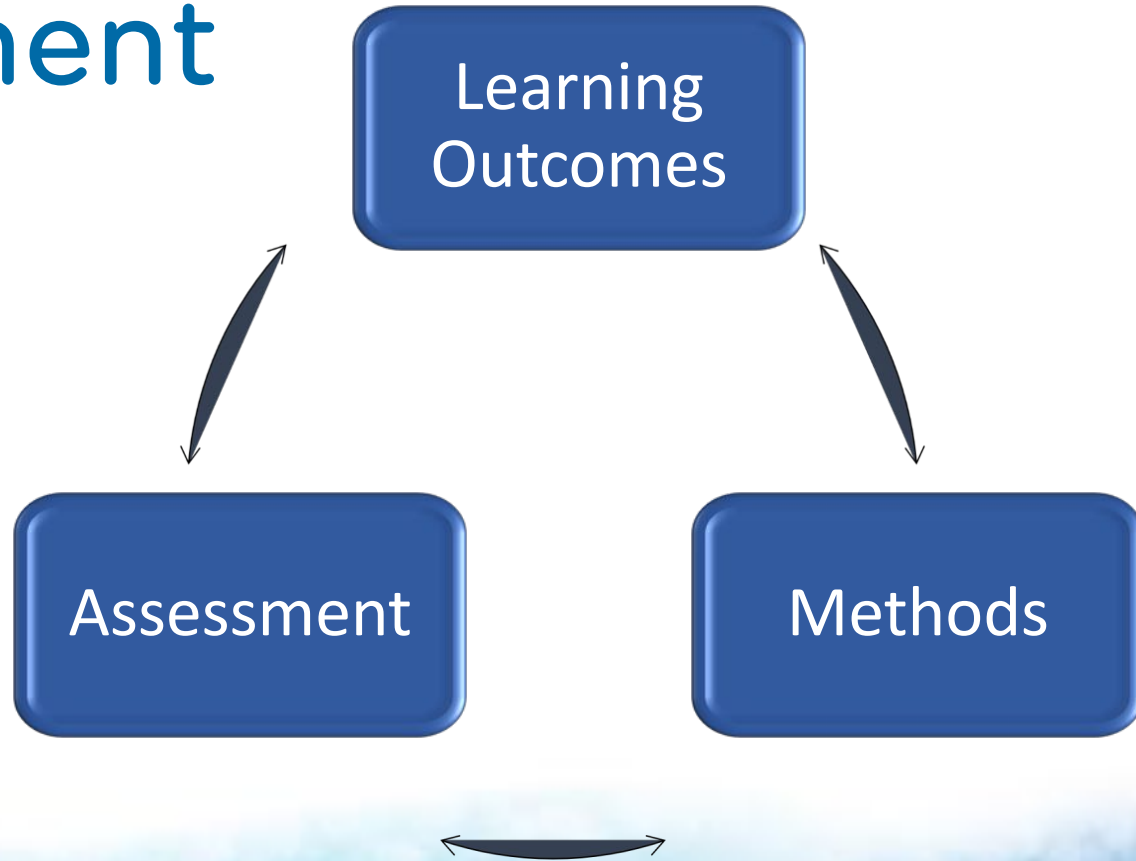
(Curriculum 2020)

Your courses are part of something bigger!

<https://ctl2.uwindsor.ca/cuma>



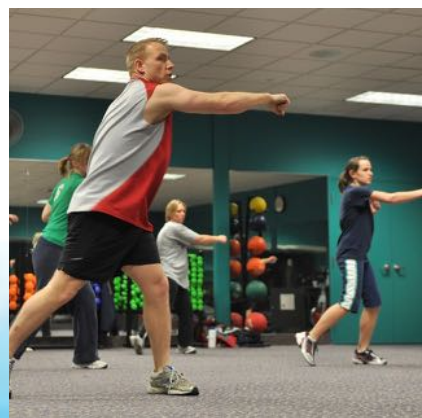
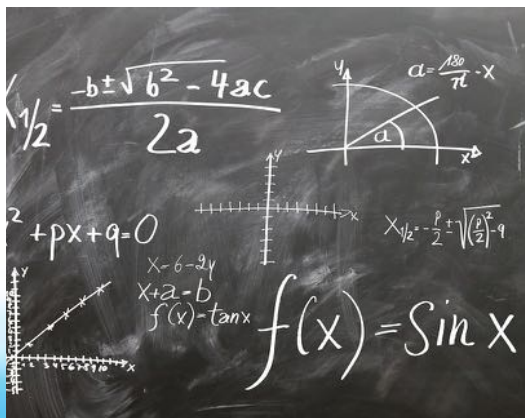
Alignment



3. Planning a Course: Methods

Teaching and Learning Activities

What will help your students learn?



Active Learning Methods

What methods have you tried or seen that get students involved in learning?

- Think individually.
- In pairs, exchange ideas.
- Share a few back with the group.



Methods

Summer Series

ON TEACHING AND LEARNING

ENGAGE

AUGUST 14-16, 2018



CENTRE FOR
TEACHING AND LEARNING

ctl.uwindsor.ca/summerseries

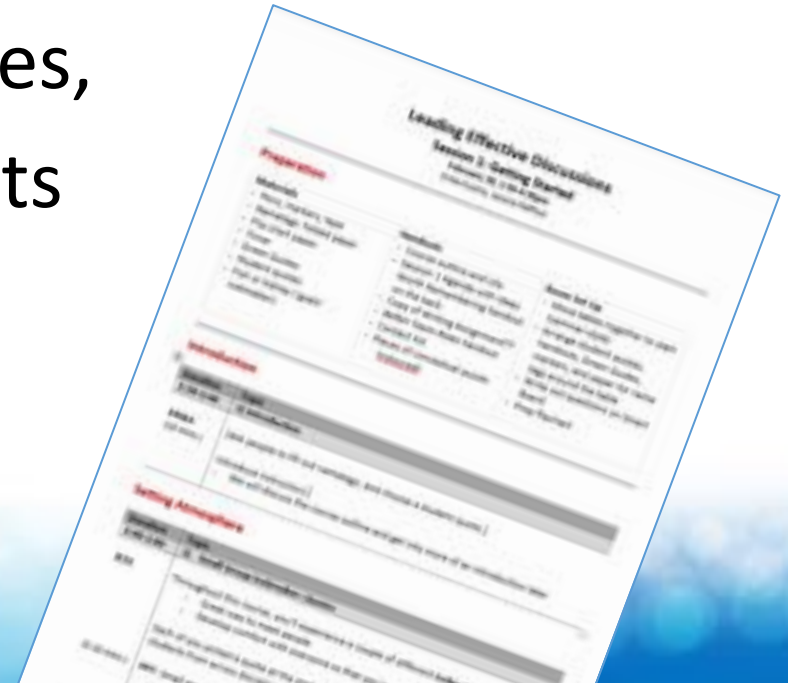
4. Planning a Course: Assessment

How will you know your students have learned?

	RUBRIC LEVELS OF ACHIEVEMENT			
DOMAINS	Fail	Poor	Good	Excellent
Critical Analysis	Lacking critical analysis			

5. Lesson Planning

- Increase success by intentionally planning
- Connect learning outcomes, methods, and assessments
- Many approaches
- Samples available



5. Communicate to Students

Syllabus

How will you communicate the course design and expectations to the students?

- Checklist and policies



Questions?

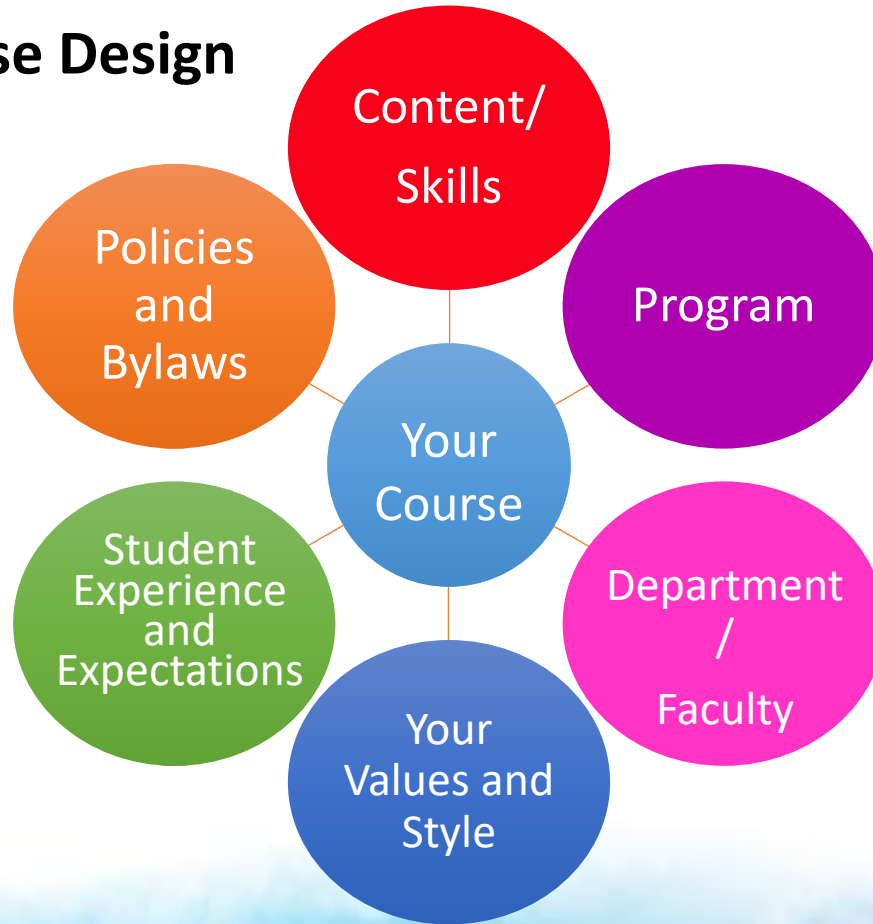
Ask the team at the Centre
for Teaching and Learning!

ctl@uwindSOR.ca

kustraed@uwindSOR.ca

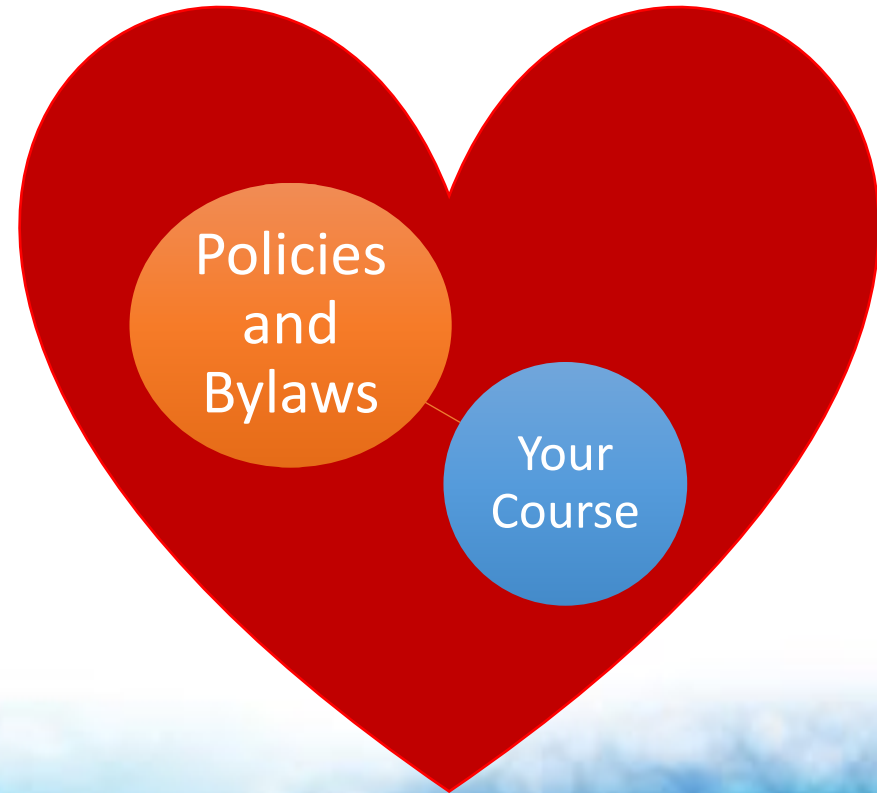


Factors in Course Design



Learning to Love Bylaws and Policies

- Consistency
- Fairness
- Agreed-upon procedures
- Authoritative source
- Based on experience
- Democratically governed practice
- Room to manoeuvre
- **YOUR TIME**



Instructor Challenge: Key Bylaws for Your Hip Pocket

Renée Wintermute
University Secretary



A man with a beard and a backpack is shown in a forest, looking upwards with a thoughtful expression. The background is a dense, green forest.

Your Regulatory Wilderness Moments...

Senate Bylaws

Senate Policies

Provost's Guidelines

Collective Agreements

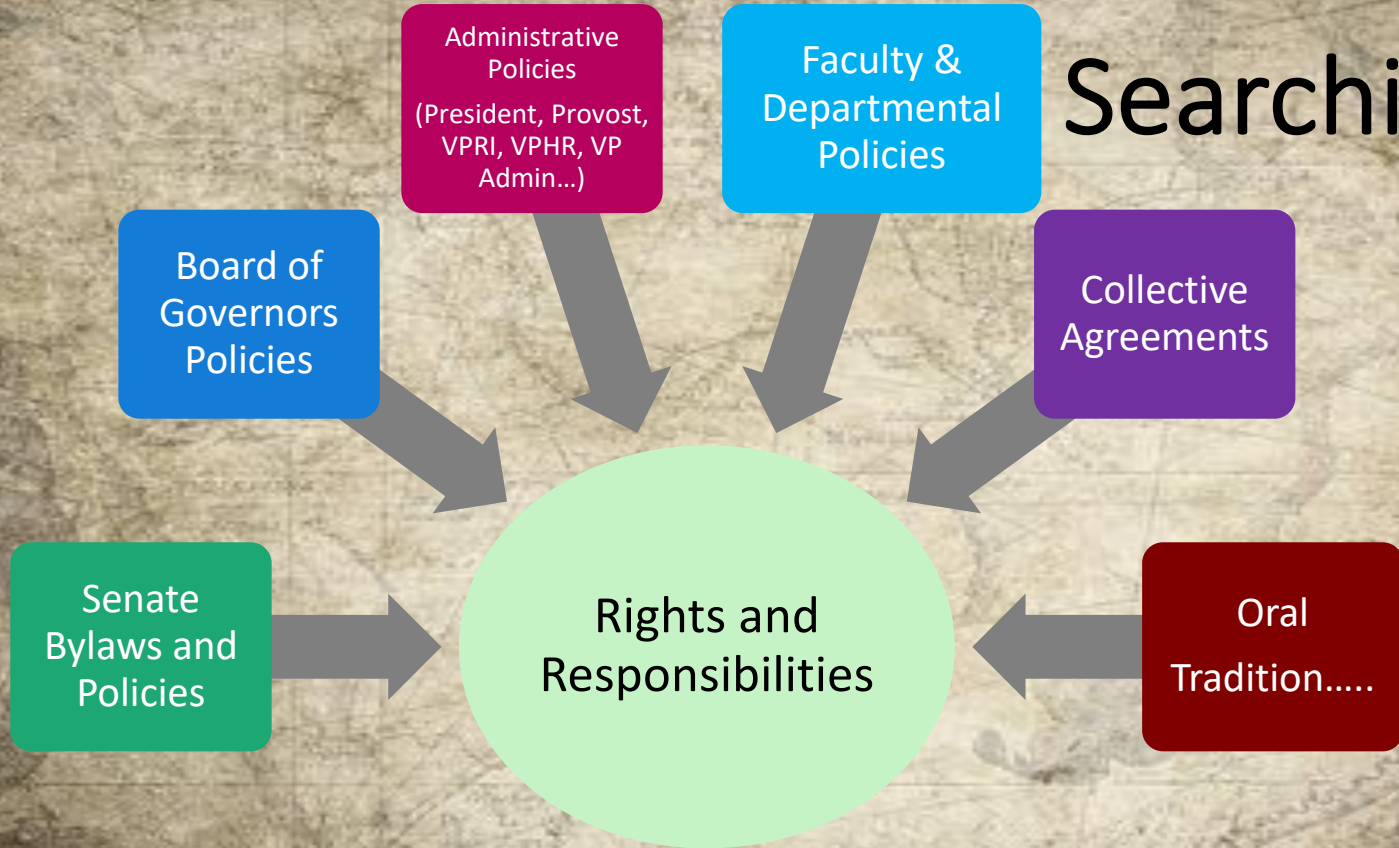
Human Resource Policies

Finance Policies

Research Ethics Policies

Board Policies

Searching....



Finding!

<http://www.uwindsor.ca/faculty/recruitment/315/policies-procedures-bylaws>

Today's Focus: Senate Bylaws and Policies (with a smattering of others...)



Senate Bylaws and Policies

- Bylaw 31: Academic Integrity
- Bylaw 51: Academic Evaluation Procedures
- Academic Accommodation for Students with Disabilities
- Conduct of Exams and Tests
- Grading and Calculation of Averages
- Graduate Studies Policy on Plagiarism
- Medical Notes from Regulated Health Care Professionals
- Plagiarism-Detection Software
- Reading Week and Semester Lengths
- Research Involving Human Research Participants Guidelines/Research Ethics Board
- Student Code of Conduct
- Student Evaluations of Teaching (SET) and Mandatory Administration of SET

Administrative Policies/Guidelines

- Procedures for Addressing Student Non-Academic Misconduct
- Policy on the Use of Digital Learning Resources for Instructional and Assessment Purposes
- Policy on Intimate Personal Relations
- Religious Accommodation Guidelines for Students

Board Policies

- Board Policy on Sexual Misconduct
- Behavioural Intervention Plan
- Student Code of Conduct

Faculty Collective Agreement

- Articles 5, 35

Challenge #1: Course Planning

Using the bylaws and policies links provided (p. 55), and the Learner-Centred Syllabus checklists (p. 26 ff.), figure out what you CAN and CAN'T include in your syllabus.

Check your email for online links.

Course Syllabus Must Haves

- All procedures determining final grade (caution: check bylaw 51 for restrictions)
- Dates of activities affecting final course grade
- Missed test/make-up policies
- Plagiarism & plagiarism prevention software
- Standardized conversion scale
- Any other matters mandated by U, Senate, Faculty or Department policy



**SENATE
BYLAW 51**

More Course Syllabus Must Haves

- Office hours
- Student Evaluation of Teaching procedures
- Use of Digital Learning Resources for Instruction and Assessment

**COLLECTIVE AGREEMENT
SENATE POLICIES
BOARD OF GOVERNORS**

Tricky Bits

Mostly No.

Exceptions: practica, placements, and internships where attendance an element of professionalism. (see your Head).

You CAN grade participation, with specific explanation of what is being assessed.



Attendance as
a grade?

Tricky Bits

Mostly No.

Exception: if it is part of a set of routine, weekly tests integral to the teaching/learning process. Must be approved by Dean and listed in course syllabus.



Final assignment due last week of term? *

*Undergraduate, not including Law and Education

Tricky Bits

Mostly No.

No evaluative procedure can be worth more than 50% of the final grade. In rare cases, the Dean may grant an exemption. For DE courses, Dean may allow that students must pass the final to pass the course. Approved exemptions must be stated in syllabus.



Final exam 70%
of the final
grade?*

*Undergraduate, not
including Law and
Education

Tricky Bits

Mostly No.

At least 20% of marks must be provided to students before Voluntary Withdrawal deadline. Exemptions can be approved by Dean, then explained in syllabus.



All assessments due after November 20?*

*Undergraduate, not including Law and Education

Tricky Bits

Yes, within limits.

- 10% of lowest domestic tuition cost for 3-credit course
- 20% or less of course grade
- Assessment tool can't be bundled with textbook
- Deans can approve higher limits.
- Specific text to include in syllabus



Require students to pay for online tutorial program?

Tricky Bits

Yes, *if* you include that information in your syllabus



Run student essays through U's plagiarism detection program, Safe Assign?

Tricky Bits

Yes, in exceptional circumstances. *But*, students who can't make it have to be accommodated with an alternate evaluation equivalent in terms of type, format and level of difficulty.



Schedule
midterm on
Saturday
(outside of
Reading
Week?)

Tricky Bits

No.
No evaluations
during reading
weeks.*



Schedule
midterm on
Saturday
DURING reading
week?

* Exceptions for two
weekend-only programs.

Tricky Bits

No.

- No spot quiz can be worth more than 2%.
- Total for all spot quizzes cannot exceed 5%
- Number of spot quizzes and value of each must be included in syllabus.



15% of grade
for spot or
pop quizzes?

Tricky Bits

Yes, up to the end of the second week.

- After that, can only be altered for compelling administrative or instructional reasons
- Two weeks' notice to students
- Procedures for determining grades cannot be changed after first two weeks.



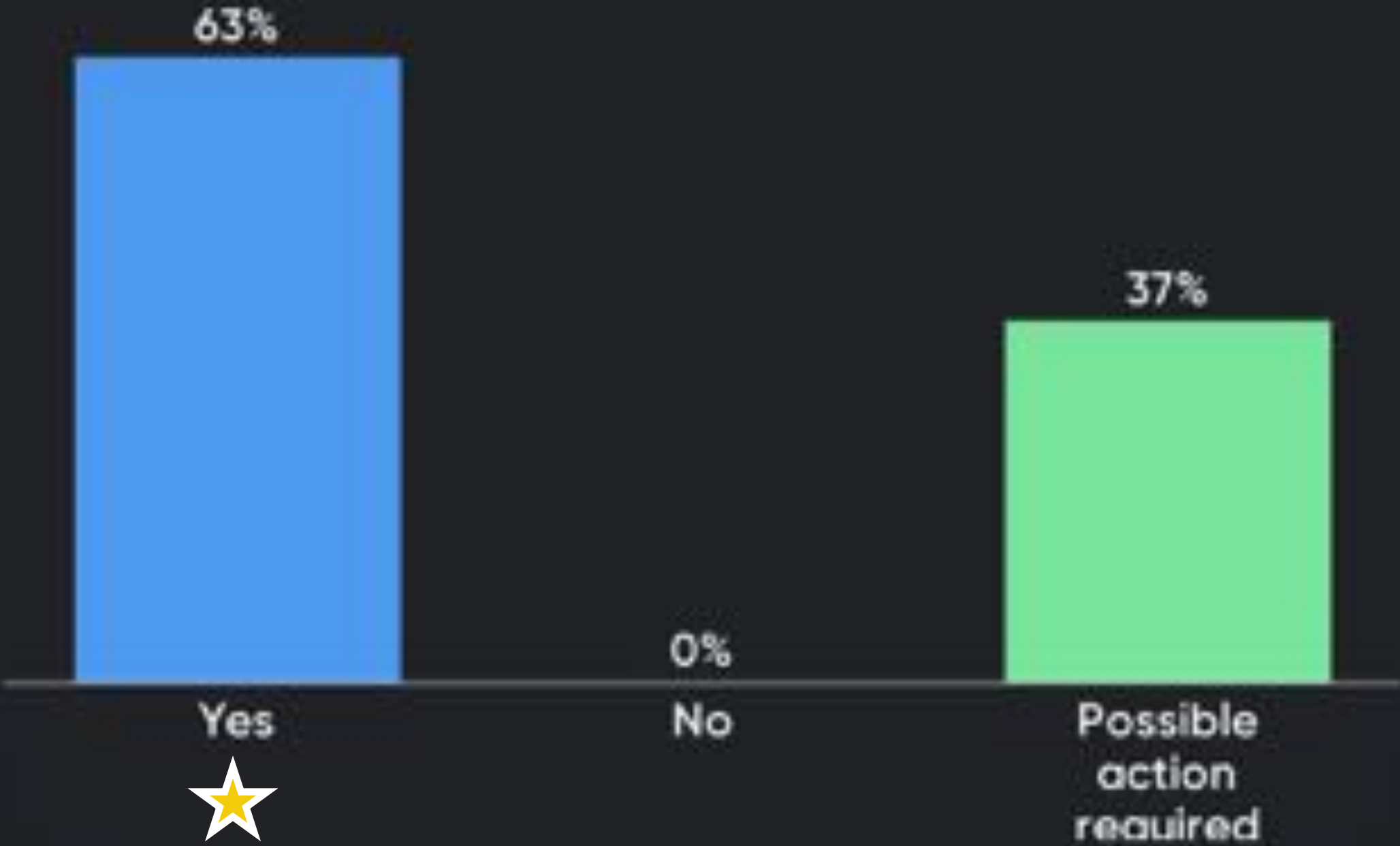
Change to syllabus once I've met students?

Student Rights, Responsibilities, and Special Requests

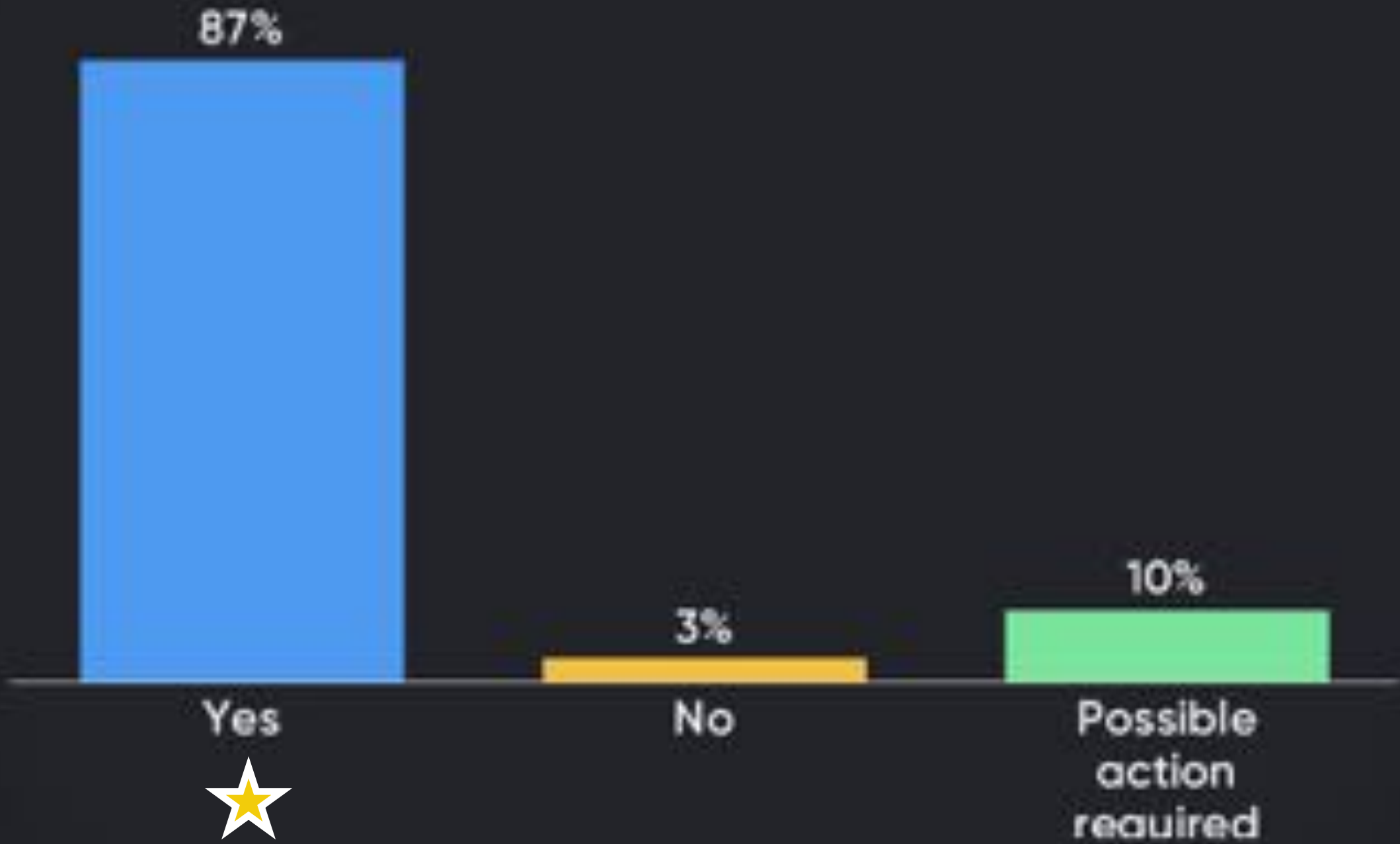
Action required?

- Go to www.menti.com and use code 21 26 32 to vote

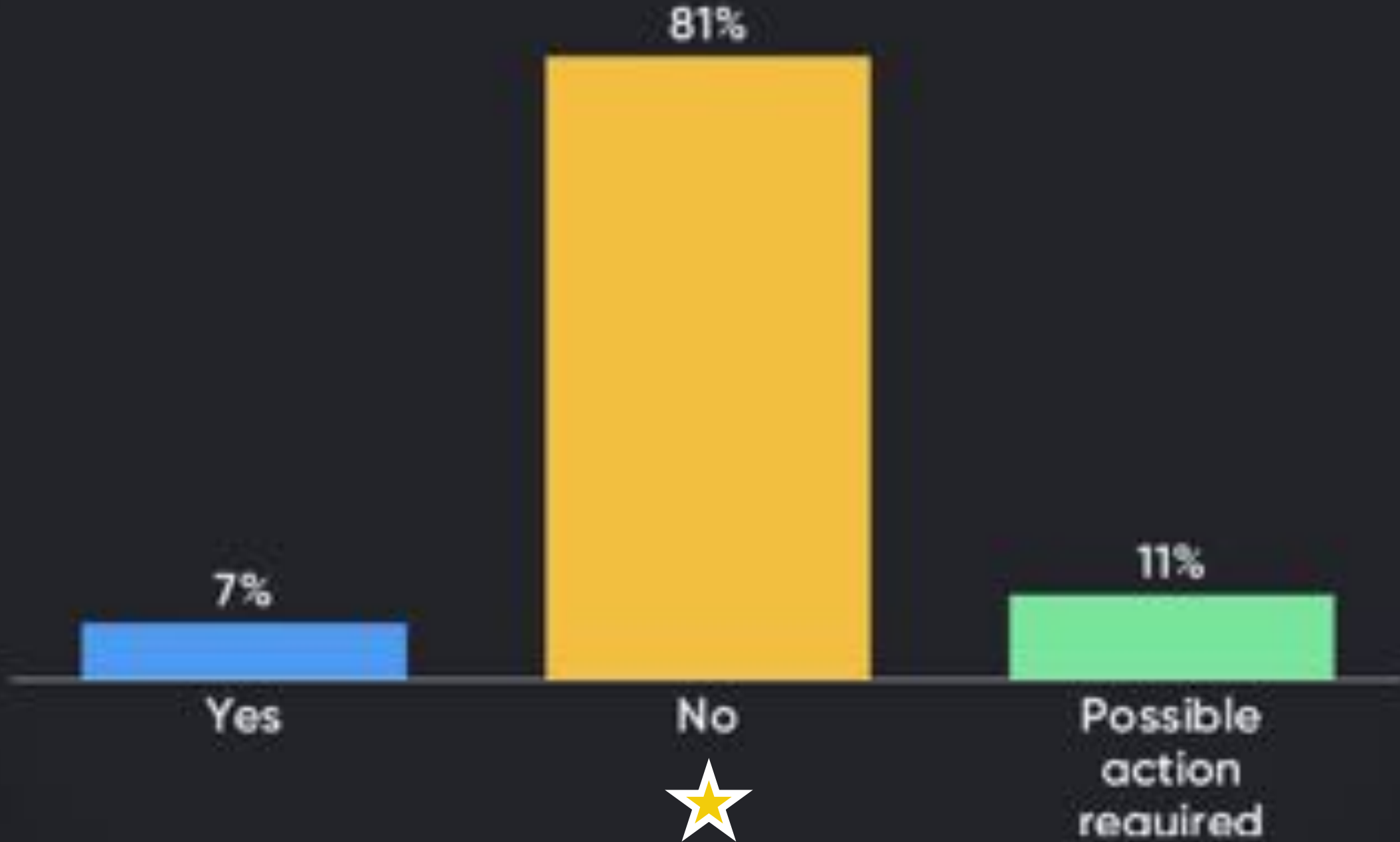
A student presents you with a registered educational accommodation related to a learning disability. Is action required?



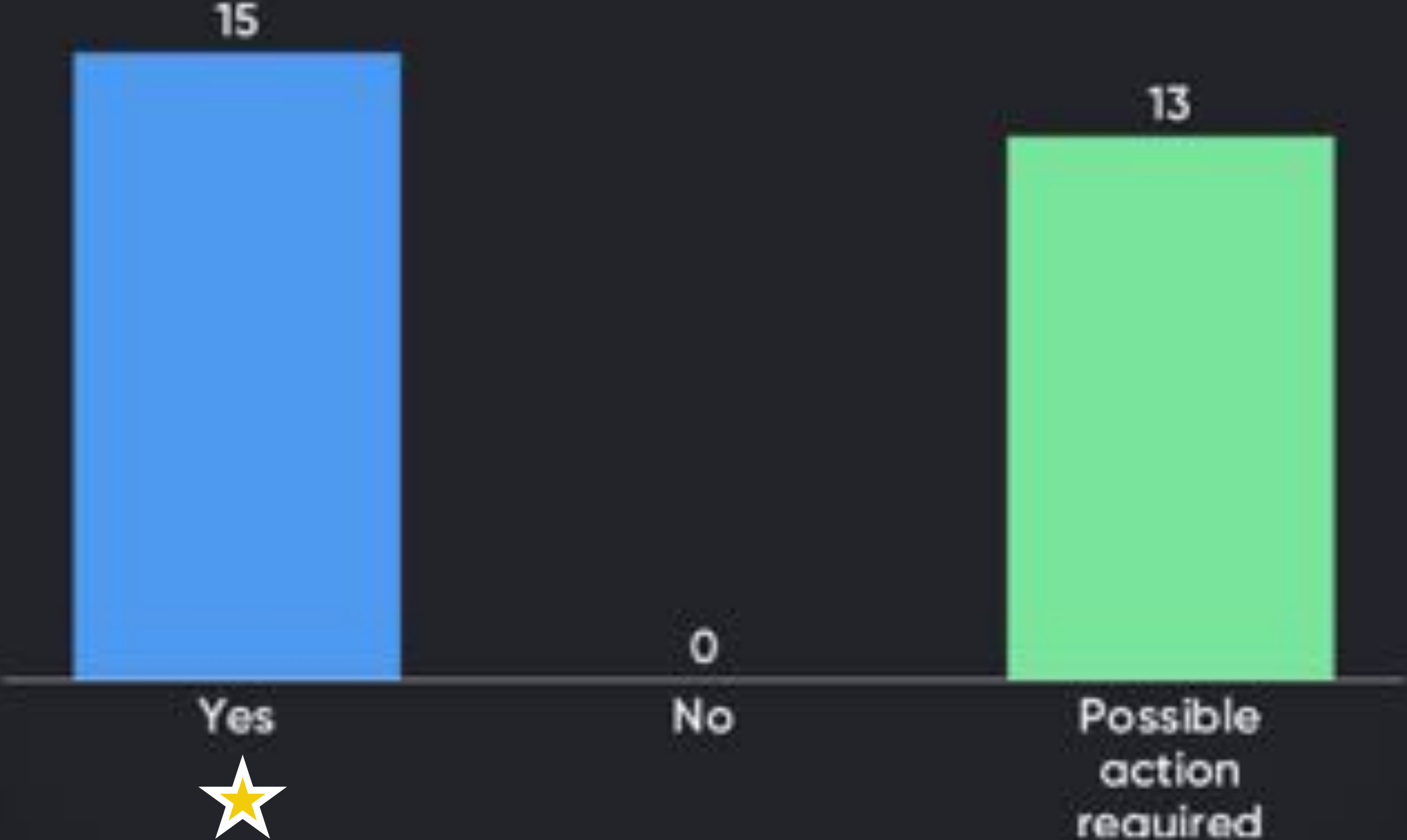
A student says they want an appropriate accommodation because they have three final exams scheduled within the same 24 hours. Action required?



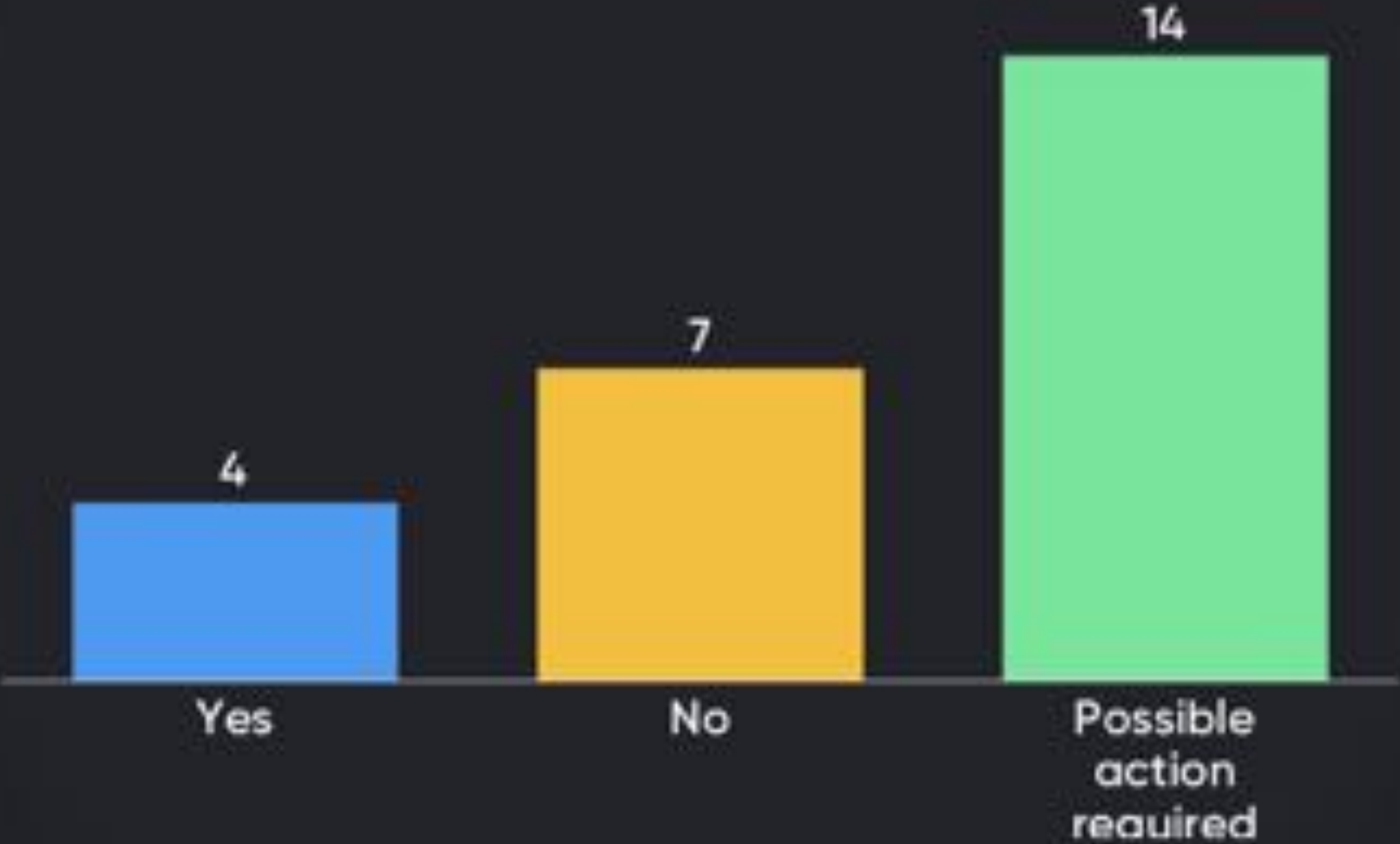
A student tells you she can't come to labs because she's working. Action required?



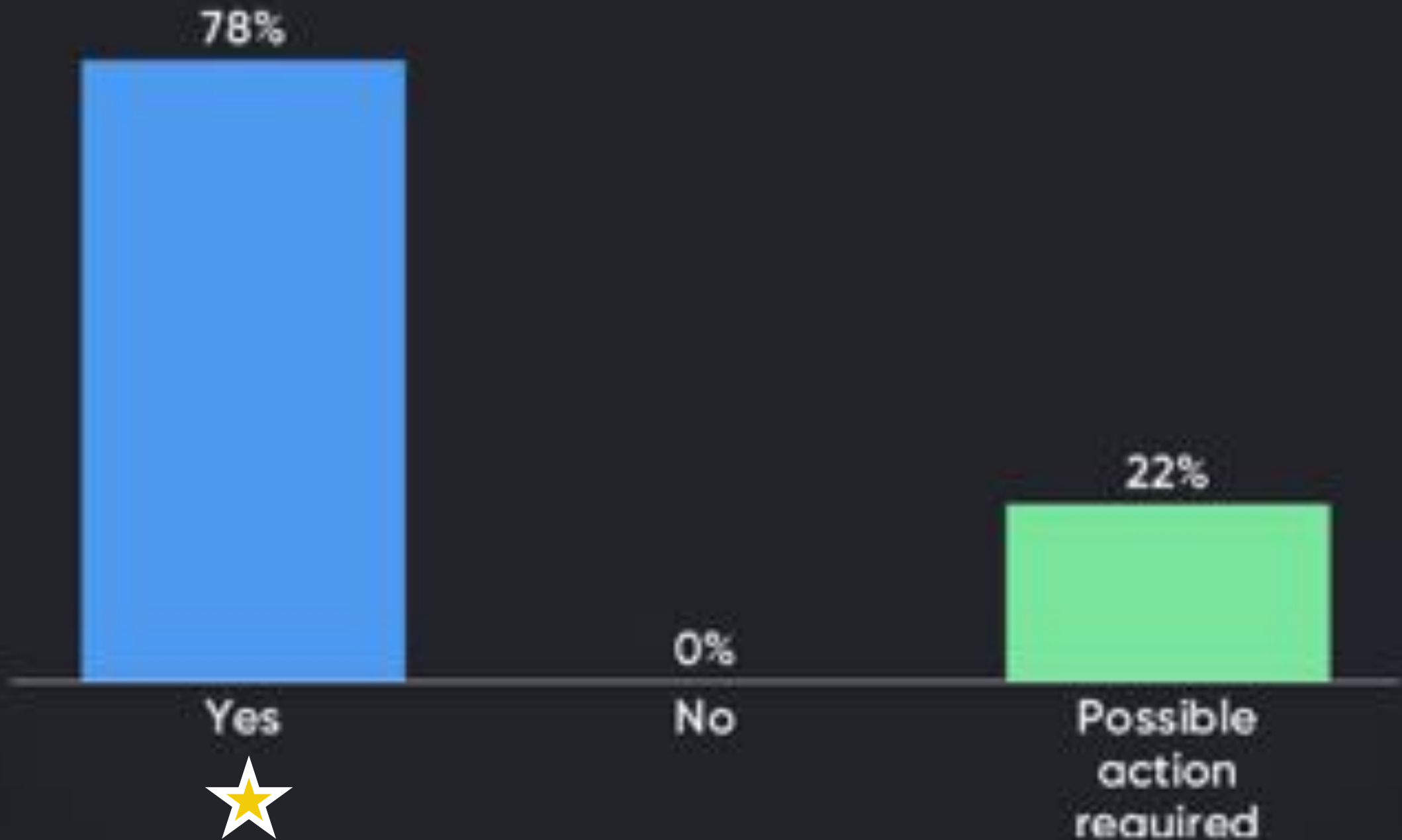
A student needs an extension based on extenuating circumstances. Action required?



A student does not submit an assignment. The student claims it was emailed to you. Action required?



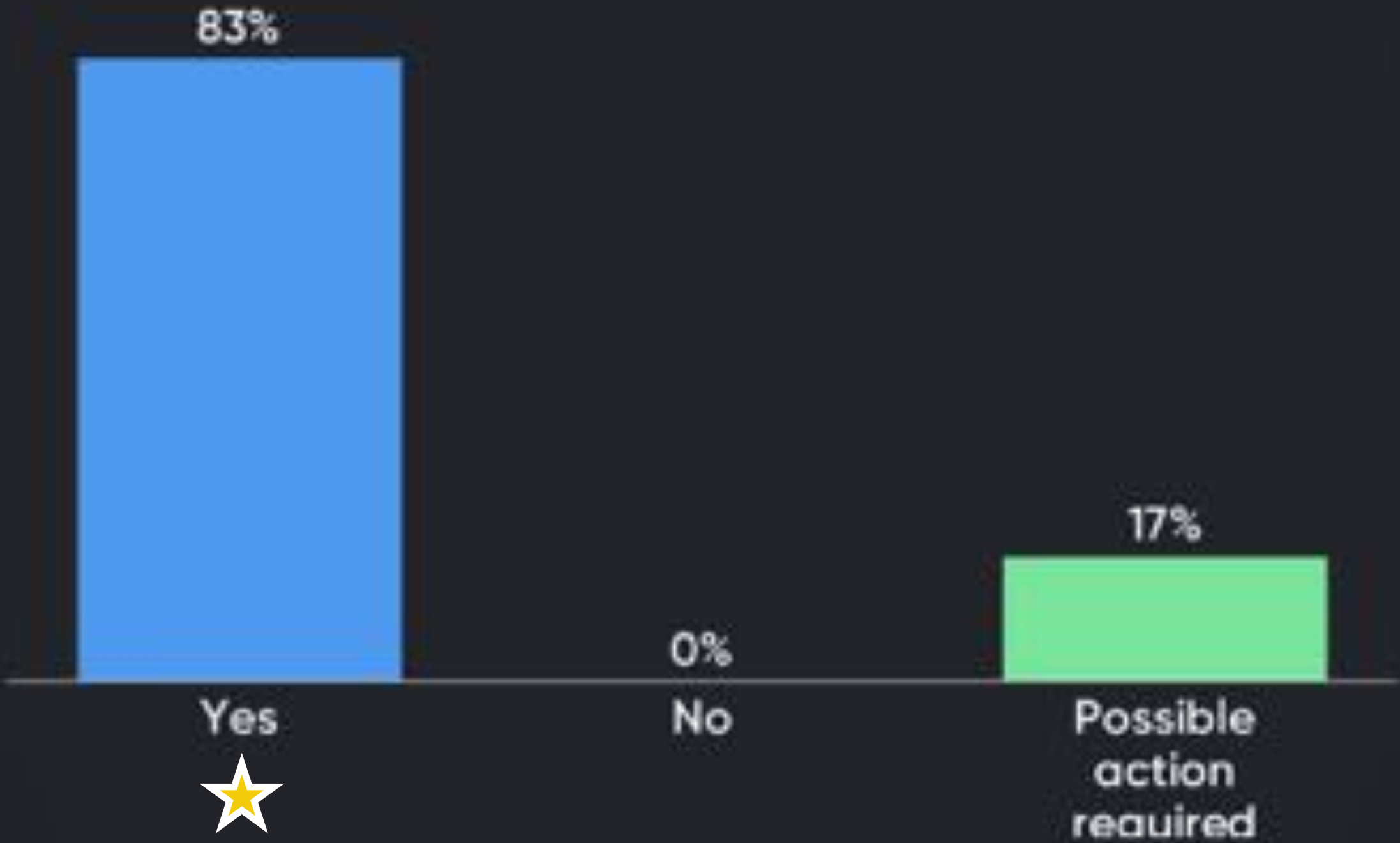
A student wants to drop the course and is seeking your advice. Action required?



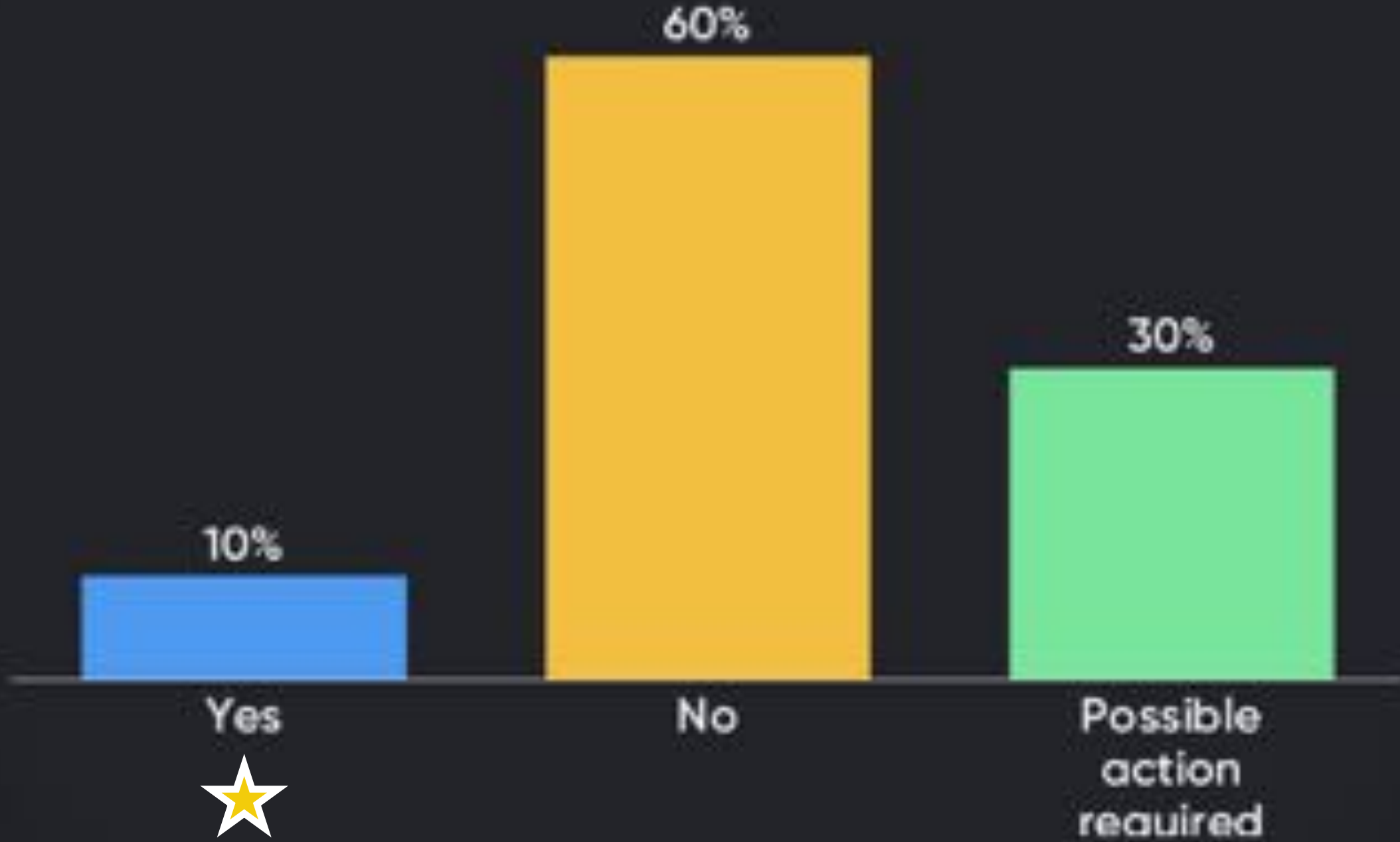
A student wants to take your course next semester but doesn't have the prerequisite. Is action required?



A student wants to pray in accordance with his or her religious commitments during an exam. Is action required?



A student tells you her midterm exam mark is unfair. Is action required?



Complex Student Matters

The situations described in section C are complex and no matter how experienced, getting expert help for these is probably best.

For each of the situations, who might you contact?

Even Trickier Bits - Getting Help

- Disclosure of sexual violence
- Concern over possibly depressed student
- Paper contains plagiarized material
- Racist statements in class

Lightning Round

For section D –

Best guess, what do you think the rules are?

Instructor Conduct, Rights and Responsibilities Relating to Teaching

- Course description alterations
- Other people's teaching materials
- Use of student essays in research paper
- Forced course changes
- Returning student assignments
- Instructor/GA/student relationships
- Student Evaluations of Teaching
- Curving grades
- Type, format, difficulty of make-up exams

GETTING HELP

- 50/50?
- Poll the Audience?
- Phone a Friend?

Your Phone-A-Friend Helplines



TENURE AND PERMANENCE

- CINDY WILLS
OFFICE OF THE PROVOST



BYLAWS AND POLICIES

- MARIA GIAMPUZZI
- RENEE WINTERMUTE
- ALISON ZILLI
- CAROL PERKES
UNIVERSITY SECRETARIAT



COLLECTIVE AGREEMENT

- IVA GENTCHEVA
OFFICE OF THE PROVOST



RESEARCH SUPPORT

- TANYA BROGAN
OFFICE OF RESEARCH AND
INNOVATION SERVICES



YOUR ASSOCIATE DEANS AND HEADS

Launching Your Research

Heather Pratt, Executive Director, Research and
Development

Office of Research and Innovation Services

UWINDSOR RESEARCH

NEW FACULTY
ORIENTATION 2018



University of Windsor

Strategic Research Plan: Four Grand Challenges



Healthy Great Lakes



Understanding Borders



Viable, Healthy & Safe Communities



Sustainable Industry





Healthy Great Lakes

- Advance and communicate fundamental knowledge of Great Lakes science;
- Develop technologies that improve water quality and biota health;
- Contribute to a culture that values and prioritizes activities that enhance the health of the Great Lakes;
- Understand and help develop the policies and regulations to safeguard the Great Lakes;
- Mitigate and adapt to the effects of natural and societal impact to the Great Lakes and lead remediation efforts in the Great Lakes region and beyond; and
- Train highly qualified personnel who will become next-generation scholars and leaders.





Sustainable Industry

- Collaborate with multi-sector industrial stakeholders to help build sustainable industries;
- Mobilize knowledge and technologies to collaborating industry partners;
- Accommodate and facilitate the collaboration with participating industrial partners to support developing next-generation ideas and products;
- Provide business and technical advice to industries on a collaborative basis; and
- Train highly qualified personnel who will become next-generation industrial entrepreneurs, leaders, scientists and engineers.



Understanding Borders

- Understand issues;
 - logistical, economical, societal, human, cultural, political, legal and trade, associated with borders and border-crossing;
- Understand and support the development of policies, regulations and best practices that will facilitate border crossing;
- Develop the science, technology and engineering that will facilitate safe and secure border crossing, including that of knowledge, goods, certifications, regulations and people;
- Train highly qualified personnel who will become next-generation scholars and leaders; and
- Understand and support bi-national coordination of environmental and emergency management in border regions.



Viabile, Healthy & Safe Communities

- Explore and understand the social, economic and health conditions that will lead to VHS communities;
- Advance knowledge about the lives of designated groups and diverse people, not only of problems, but also of strengths and resiliencies to maximize the health of people and the vibrancy of communities;
- Advance the humanities, arts, social and natural sciences, technologies and engineering that will enhance our community;
- Build synergy from various stakeholders and sectors that will enhance the above goals; and
- Train HQP who will become next-generation social and technological entrepreneurs, scholars & leaders.



Office of Research & Innovation Services (ORIS)



Office of Research & Innovation Services (ORIS)

The Office of Research and Innovation Services staff members provide services in:

Research Funding

- Identifying funding sources and research opportunities for faculty;
- Providing information about funding sources, programs, deadlines, application material, regulations and policies;
- Acting as liaison with funding agencies on behalf of researchers;
- Reviewing applications for research grants to ensure consistency with the agency's conditions and the University's policies;
- Assisting in the development, submission and tracking of grant proposals and contracts.



Office of Research & Innovation Services (ORIS)

Research Funding *continued...*

- Providing assistance to faculty in structuring budgets of research proposals;
- Establishing research accounts with Research Finance;
- Administration of internal competitions for research support;
- Organizing and conducting workshops to assist in writing and preparing proposals;
- Maintenance of statistics on research funding at the University of Windsor;
- Publicizing opportunities and research related events to the University research community.



Office of Research & Innovation Services (ORIS)

Research Partnerships and Technology Transfer

- Assist in developing collaborations with industry and community organizations to bring new ideas and technologies into our region;
- Research Contract and Agreements, legal reviews;
- Providing advice and assistance pertaining to intellectual property matters, technology transfer and commercialization;
- Filing and maintaining IP/Patents that have been assigned to the University of Windsor;
- Identification of funding sources to further develop technology;
- Identification of industry receptors to license technology to.



Research Requiring Certification

University of Windsor resources available to researchers requiring certifications or approvals in order to conduct research include:

Research Ethics Board (REB)

- Oversees all matters pertaining to Research, funded or not, that involves human participants/subjects

Animal Care Committee (ACC)

- Oversees all matters pertaining to research, funded or not, that involves animals

Research safety Committee (RSC)

- Oversees all matters pertaining to biosafety, radiation, x-ray, laser and laboratory safety at the University



ORIS Contacts

Office of Research and Innovation Services

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University of Windsor
Windsor, ON | N9B 3P4
www.uwindsor.ca/oris



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UWindsor Research & Innovation

Promoting and supporting Research, Scholarship and
Creative Activity

More Info: www.uwindsor.ca/oris



Introducing Your Research!

- Brief introduction
- Random order →
- **One minute!**



Up Next...

- Research Lunch
- Campus Tour
- UWinSite Finance Workshop (Alumni Hall)
- Blackboard Learn Workshop (Erie Hall G125)
- Provost's Reception (Odette 123)



Up Next...

- Research Lunch
- Campus Tour
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- Provost's Reception (Odette 123)



Up Next...

- Research Lunch Now
- Campus Tour 2 pm
- UWinSite Finance Workshop (Alumni Hall) 2pm
- **Blackboard Learn Workshop (Erie Hall G125) 2 pm**
- Provost's Reception (Odette 123) 4 pm



Up Next...

- Research Lunch Now
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Tomorrow: Your Campus Networks

Location: Centre for Engineering and Innovation (CEI) 1100

Breakfast: 8:30 am

Session: 9:00 am



Network Lunch

We've invited faculty and administrators from your Faculties to host faculty-specific tables at lunch today with the idea that you might have questions about research in your own Faculties.

Please feel free to join your Faculty cohort, if you would like to.