



University
of Windsor



NEW FACULTY
ORIENTATION


DAY 3:

*Course Design,
Policy, and Sharing
Your Research*

WEDNESDAY JULY 28, 2021



Day 3 Overview

- Course Design Confidential
 - Instructor Challenge: Key Bylaws for Your Hip Pocket
 - Making Your Research Matter
 - Sharing Your Research and Scholarship: One Minute Elevator Pitches
- 



Course Design Confidential

Erika Kustra, Dave Andrews

Countdown for Course Preparation

NFO Guidebook pg. 54

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?



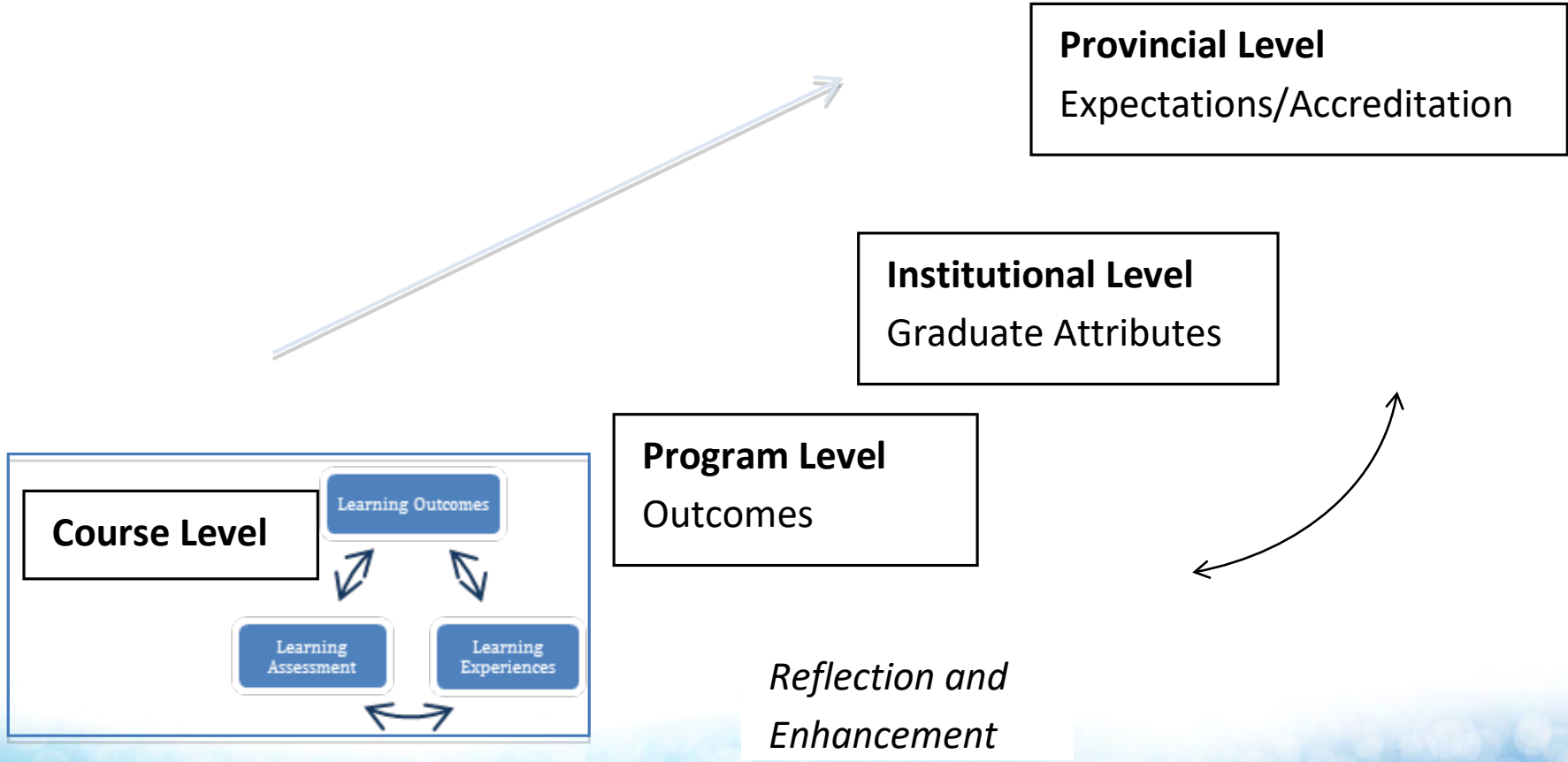
Curriculum or Program

An intentionally designed and scaffolded pathway toward and through learning

(Curriculum 2020)

Your courses are part of something bigger!

CuMA: <https://www.uwindsor.ca/ctl/474/curriculum-mapping>



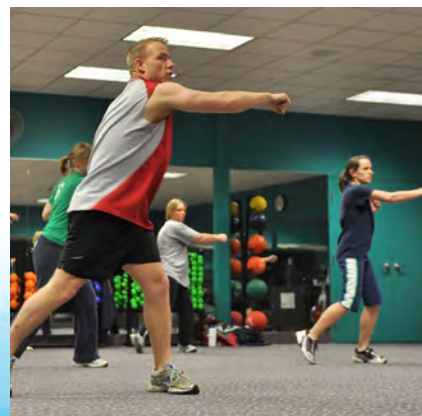
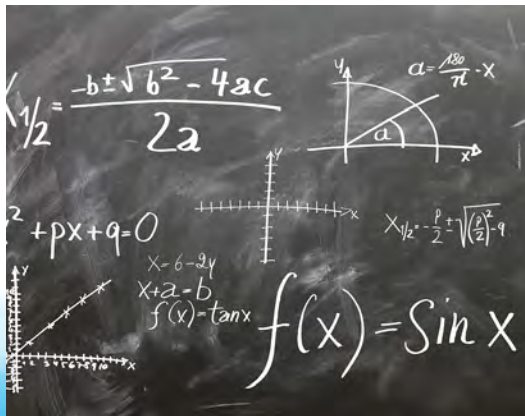
Alignment



NFO Guidebook
pg. 56

3. Planning a Course: Methods

What will help your students learn?



Active Learning Methods

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

NFO Guidebook pg. 70-71

Methods

Online

Synchronous: instructors and students meet at the same time

Asynchronous: the interactions and learning activities between instructors and students do not occur at the same time

HyFlex - course is designed to provide choice to students - choosing between F2F and online (during COVID, must pre-register)

Teaching Online Resource: <https://uwindsor.ca/teaching-online/>

NFO Guidebook pg. 62 and 75

4. Planning a Course: Assessment

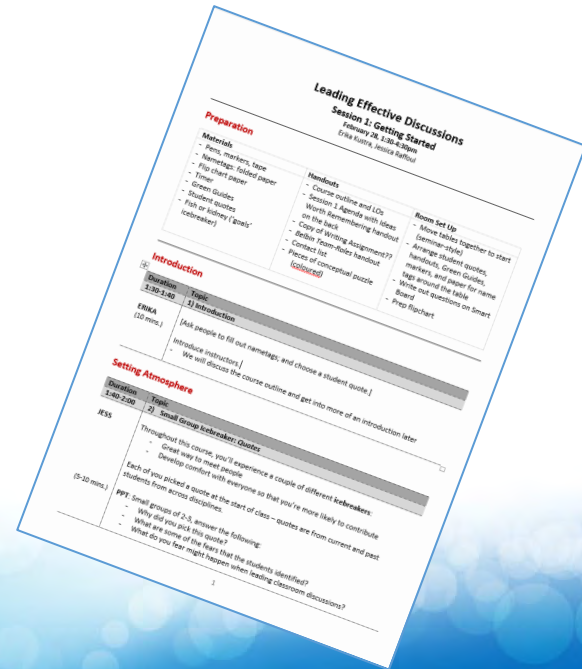
How will you know your students have learned?

	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

NFO Guidebook pg. 65



6. Communicate to Students

Syllabus

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

- Checklist and policies

<https://www.uwindsor.ca/ctl/501/syllabus>





Questions?

Ask the team at the Centre for Teaching and Learning!

ctl@uwindsor.ca | kustraed@uwindsor.ca

Factors in Course Design



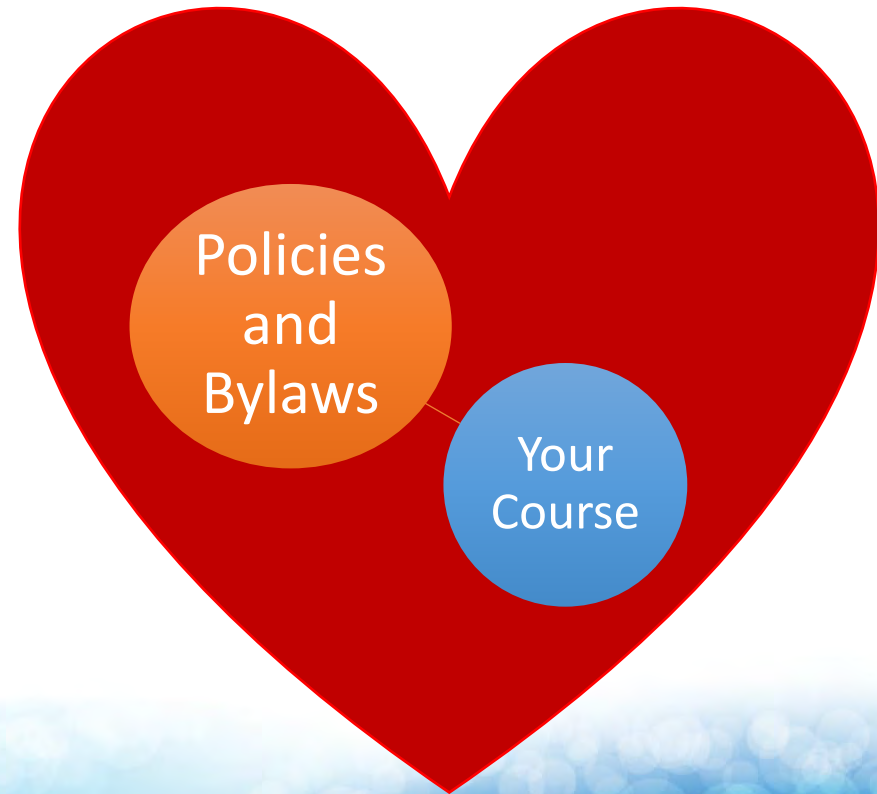
Instructor Challenge: Key Bylaws for Your Hip Pocket

Renée Wintermute
University Secretary



Learning to Love Bylaws and Policies

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





Your Regulatory Wilderness Moments...

Senate Bylaws

Provost's Policies

Senate Policies

Collective Agreements

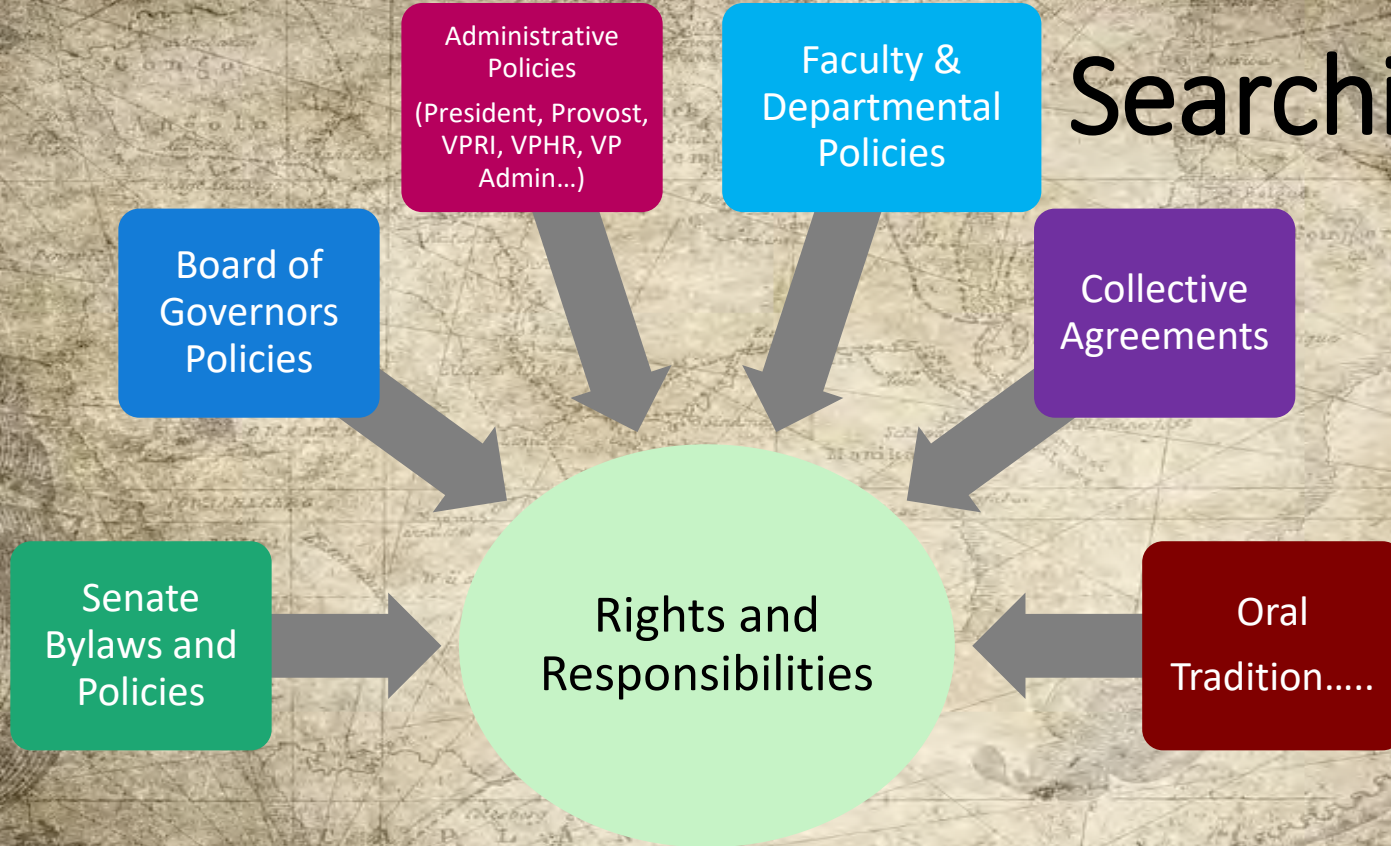
Human Resource Policies

Finance Policies

Research Ethics Policies

Board Policies

Searching....



Finding!

www.uwindsor.ca/policies

<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 32: Procedural Irregularities and Discrimination Regarding Academic Instruction, Academic Evaluation and Academic Grade Appeals
- Bylaw 54: Undergraduate Academic Evaluation Procedures
- Bylaw 55: Graduate 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 Humans (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

Figure out what you CAN and CAN'T include in your syllabus, using:

- the bylaws and policies list (Guidebook p. 77)
- The University Policy Database
www.uwindsor.ca/policies
- The Learning-Centred Syllabus and Bylaw checklist
<https://www.uwindsor.ca/ctl/501/syllabus>

Check your email for online links.

Challenge #1: Course Planning

Example - Go to your Worksheet:

A. Course Planning – Creating Your Syllabus

You need to write your course syllabus to be distributed by the first day of classes. [Bylaw 54](#) (2.1-2.2) (Undergraduate) and [Bylaw 55](#) (1.1-1.2) (Graduate) set out the minimum requirements for your course syllabi. [Bylaw 54](#) (2.3-2.10) and [Bylaw 55](#) (1.3-1.6) also set out rules and conditions around academic evaluations, which are to inform your course syllabi. In addition to specific requirements, the bylaws stipulate that the course syllabus must include any other matters as mandated by University, Senate or Faculty policy. Office hours are to be included in the course syllabus as per the [Faculty Collective Agreement 5:25\(j\)](#).

Refer to the bylaw/policy sections provided, as well as the Learning-Centred Syllabus Checklist (Undergraduate) and the Learning-Centred Syllabus Checklist (Graduate) (created by CTL in consultation with the University Secretariat) to respond to the following questions.

NB: Bylaws and policies often refer to first-entry undergraduate programs, which means all undergraduate programs, with the exception of Law and Education. Law and Education are second-entry undergraduate programs.

1. Can I include attendance as a grade in my undergraduate course? (Bylaw 54, 2.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe. Explain:
2. Can I have a final assignment due the last week of	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Maybe. Explain:

Challenge #1: Course Planning

Example: Can I include attendance as a grade in my course?

www.uwindsor.ca/policies



University
of Windsor

HOME SEARCH ▾

Tools

Policy on Admin Policies
Policy Template (WORD)

Quick Links

Senate Bylaws

University Bylaws & Policies



Search In:

Policies



All Fields



Add

Challenge #1: Course Planning

Example: Can I include attendance as a grade in my course?

www.uwindsor.ca/policies

HOME SEARCH ▾

Search Results Show: Policies (7)

Searched everywhere for '(University_of_Windsor_Central_Policies.AllText:("Bylaw 54"))'. 7 matches were found. 1-7 are shown.

Select **All** None Page << 1 >> View 50 items Sort by Status (A to Z)

Refine Search Results

Type

- Bylaw (4)
- Policy (3)

Status

- Superseded (5)
- Active (2)

Office with Administrative Responsibility

- University Secretariat (7)

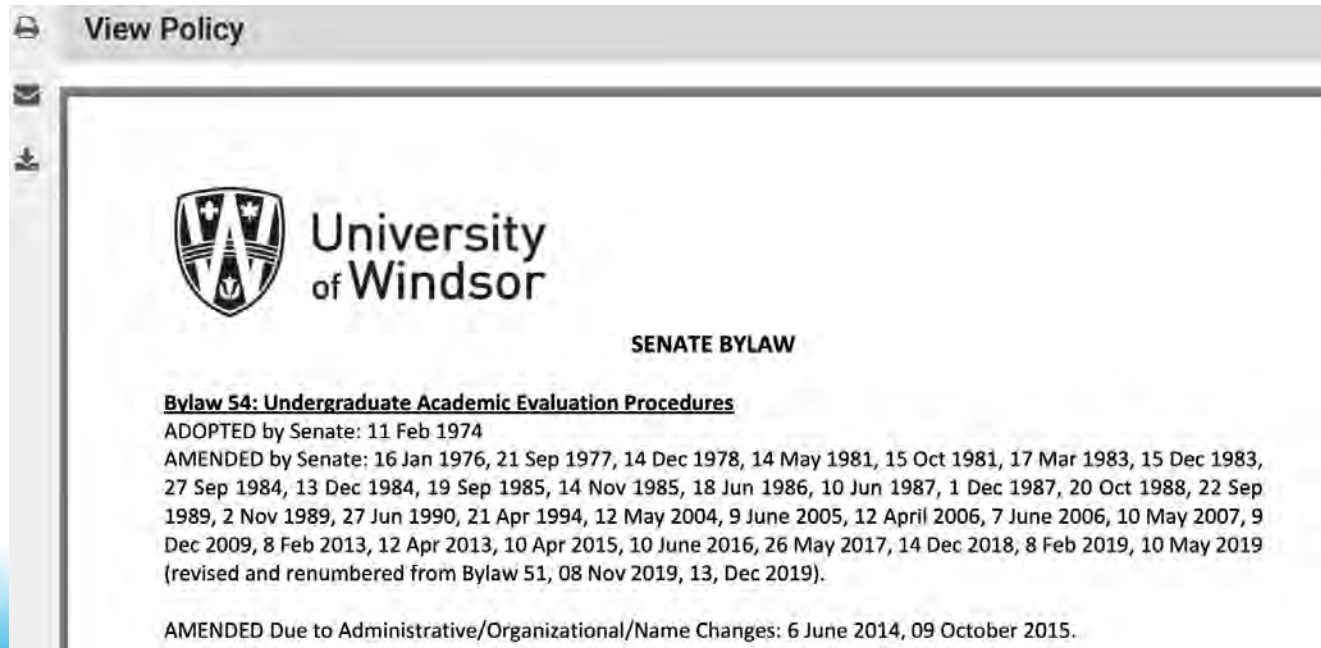
Policies

- Covid 19 Emergency Academic Plan**
Active
Administered by: University Secretariat
Approved by: Senate
- Undergraduate Academic Evaluation Procedures**
Bylaw 54
Active

Challenge #1: Course Planning

Example: Can I include attendance as a grade in my course?

www.uwindsor.ca/policies



The screenshot shows a web browser window titled "View Policy". The page features the University of Windsor logo on the left, which consists of a shield with a cross and a book. To the right of the logo is the text "University of Windsor". Below the logo and name, the text "SENATE BYLAW" is centered. Underneath, the text "Bylaw 54: Undergraduate Academic Evaluation Procedures" is displayed. This is followed by a list of dates: "ADOPTED by Senate: 11 Feb 1974" and "AMENDED by Senate: 16 Jan 1976, 21 Sep 1977, 14 Dec 1978, 14 May 1981, 15 Oct 1981, 17 Mar 1983, 15 Dec 1983, 27 Sep 1984, 13 Dec 1984, 19 Sep 1985, 14 Nov 1985, 18 Jun 1986, 10 Jun 1987, 1 Dec 1987, 20 Oct 1988, 22 Sep 1989, 2 Nov 1989, 27 Jun 1990, 21 Apr 1994, 12 May 2004, 9 June 2005, 12 April 2006, 7 June 2006, 10 May 2007, 9 Dec 2009, 8 Feb 2013, 12 Apr 2013, 10 Apr 2015, 10 June 2016, 26 May 2017, 14 Dec 2018, 8 Feb 2019, 10 May 2019 (revised and renumbered from Bylaw 51, 08 Nov 2019, 13, Dec 2019)". At the bottom, it states "AMENDED Due to Administrative/Organizational/Name Changes: 6 June 2014, 09 October 2015."

Challenge #1: Course Planning

Example: Can I include attendance as a grade in my course?

www.uwindsor.ca/policies

HOME SEARCH ▾



View Policy



2.4 The procedures for the grading of class participation should be clearly stated to students in the written information specifying the procedures for the determination of final grades. When class participation is included in the final grade, the proportion of the marks awarded for class participation must be reasonable in all circumstances, and in all but exceptional instances, shall not amount to more than 20% of the final grade. In the case of courses where students are placed in field settings (such as practica, co-op placements, internships, clinical and field placements), where the basics of professional behaviour form a core component of the learning outcomes, attendance requirements may be imposed by the program area.

2.5 [Other Evaluation Procedures](#)

Challenge #1: Course Planning

Figure out what you CAN and CAN'T include in your syllabus, using:

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- The University Policy Database
www.uwindsor.ca/policies
- The Learning-Centred Syllabus and Bylaw checklist
<https://www.uwindsor.ca/ctl/501/syllabus>

Check your email for online links.

Course Syllabus Must Haves

- All procedures determining final grade (caution: check bylaws 54 and 55 for restrictions)
- Dates of activities affecting final course grade
- Missed test/make-up policies
- Plagiarism & plagiarism prevention software
- Standardized grading scale
- Any other matters mandated by U, Senate, Faculty, or Department policy



**SENATE BYLAW
54 and BYLAW
55**

More Course Syllabus Must Haves

- Office hours
- Student Evaluation of Teaching procedures
- Use of Digital Learning Resources for Instruction and Assessment
- Information on the last day to voluntarily withdraw from the course
- TIP: Set expectations on email response time

**COLLECTIVE AGREEMENT
SENATE POLICIES
BOARD OF GOVERNORS**

Tricky Bits



Attendance as
a grade?

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



Final
assignment
due last week
of term?

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



Final exam 70%
of the final
grade?

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 only, students can be required to 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



All assessments
due after
November 17?

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 17?

*Graduate and Undergraduate (not including Law and Education)

Tricky Bits



Require students
to pay for online
tutorial
program?

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



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

Tricky Bits

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



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

Tricky Bits



Schedule
midterm on
Saturday
(outside of
Reading
Week?)

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



Schedule
midterm on
Saturday
DURING 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



15% of grade
for spot or
pop quizzes?

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



Change to
syllabus once
I've met
students?

Tricky Bits

Yes, up to the end of the second week of classes.

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



Change to syllabus once I've met students?

* Undergraduate. For Graduate, changes ok with consent of majority.

Student Rights, Responsibilities, and Special Requests

Action Required?

Action Required?

A student presents you with a registered educational accommodation related to a learning disability.
(Registered with Student Accessibility Services)

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

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

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

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

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

A student needs an extension based on extenuating circumstances.

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

A student does not submit an assignment, though the student claims it was emailed to you.

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

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

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

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

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

A student wishes to pray in accordance with their religious commitments, during an exam.

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Action Required?

A student tells you her midterm grade is unfair.

1. **Yes**, Action Required
2. **No**, Action Not Required
3. **Possible** Action Required

Even Trickier Bits: Getting Help on 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?

Who To Contact?

A student discloses an experience of sexual violence to you.

1. Dean/Associate Dean/Head of Department
2. AVP, Student Experience
3. Sexual Misconduct Response and Prevention Officer
4. Student Counselling Centre and/or Assessment and Care Team
5. All of the above


Who To Contact?

I have a student whom I believe is seriously depressed.

1. Head of Department
2. AVP, Student Experience
3. Student Counselling Centre
4. Assessment and Care Team
5. All of the above

Who To Contact?

Is that paper plagiarized?

1. Associate Dean/Dean
 2. Head of Department
 3. University Secretary
 4. All of the above
- 

Who To Contact?

I have a student that keeps making racist statements in class.

1. Associate Dean/Dean
2. Head of Department
3. University Secretary
4. All of the above

Lightning Round

For section D –

Best guess, what do you think the rules are?

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I alter the description of a course I've been assigned to teach?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I see or use the materials developed by another colleague for a course I've now been assigned to teach?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I use student assignments and feedback in a research paper?

1. Yes
2. No
3. Maybe


Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can another instructor require me to change my course, when it is not a section of a multi-section course?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I have students pick up their assignments outside my office?

1. Yes
 2. No
 3. Maybe
- 

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I ask my GA out on a date?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Is it ok for my GA to go out on a date with one of her students?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

I've received an envelope with blank course evaluations in my mailbox. Must I administer these to my students?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Must I curve my grades if directed to do so by the Head/Dean?

1. Yes
2. No
3. Maybe

Instructor Conduct, Rights and Responsibilities Relating to Teaching

Can I make a make-up evaluation harder than the original?

1. Yes
2. No
3. Maybe

GETTING HELP

50/50?

Poll the Audience?

Phone a Friend?

GETTING HELP

~~50/50~~

~~Poll the Audience~~



Phone a Friend



Your Phone-A-Friend Helplines

TENURE AND PERMANENCE

- CINDY WILLS
OFFICE OF THE PROVOST

COLLECTIVE AGREEMENT

- IVA GENTCHEVA
OFFICE OF THE PROVOST

RESEARCH SUPPORT

- NUSAIBAH HUSAIN
OFFICE OF RESEARCH AND
INNOVATION SERVICES

BYLAWS AND POLICIES

- RENEE WINTERMUTE
- ALISON ZILLI
- DANNY ANGER
- YVONNE ARNOWITZ
UNIVERSITY SECRETARIAT

YOUR ASSOCIATE DEANS AND HEADS

**Phone a Friend Helpline
Guidebook: p. 22**

The background of the slide is a photograph of a calm sea under a clear sky. The sky transitions from a deep blue at the top to a soft orange and yellow near the horizon, indicating a sunset or sunrise. A small sailboat with a single mast and a small sail is visible on the horizon line, slightly to the left of the center. The water is dark blue with gentle ripples.

Break

Come back here at 11:00!