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MEMORANDUM

To: Coral Sheldon-Hess

From: Jeffery Thomas
Dean of Academic Affairs

Date: August 20, 2020

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:

Coral, thank you for the energy and enthusiasm you brought to CCAC in your first year. It was a very unusual year and yet you were able to accomplish a great deal. I appreciate your comments on the SOSOs. That is a great attitude and will help make you an even better instructor.

c: G. Mullin-Sawicki