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