

Lakehead

UNIVERSITY

MEMORANDUM

TO: Karen Roche, Secretary of Senate
FROM: Batia Stolar, Chair
Senate Teaching and Learning Committee
RE: Report of the Senate Teaching and Learning Committee (STLC)
DATE: January 20, 2010

On Friday, December 11, 2009, the Senate Teaching and Learning Committee held a special meeting to update the materials related to the Contribution to Teaching Award.

The Committee agreed unanimously that an on-line version of the Nomination Form for the Contribution to Teaching Award be available to students, thereby allowing students who are not physically on campus to participate in the nominating process.

In order for the Committee to make its recommendations to the Vice-President (Academic) and Provost in time for the recipients of the Contribution to Teaching Award to be announced while students are still on campus, the Committee agreed to move the nomination deadline to February 15.

The forms advertising the award and the Nomination Form have been modified, updated, and distributed.

The Process for Selection of the Contribution to Teaching Award form was amended to reflect the following:

- the change in the nomination deadline;
- the submission of the old instrument (Student Satisfaction Survey of Courses) and the new instrument (Student Evaluation of Teaching at Lakehead University) used in the last four terms of teaching;
- the wording regarding the IDC;
- the emphasis on course content that is more inclusive, and the emphasis on having the course content match the course outline and expectations.

The Process for Selection form, as amended, is included below:

PROCESS FOR SELECTION CONTRIBUTION TO TEACHING AWARD

Amended ~~January 23, 2009~~ January 29, 2010

The Contribution to Teaching Award has been established to recognize high levels of teaching performance. Up to six awards are given annually.

Recipients of the Contribution to Teaching Award will be publicly recognized at Senate, and will receive a monetary award of \$100.00 each.

ELIGIBILITY

- a) All faculty members (full-time and contract) are eligible to be nominated, but they must have taught for at least four terms at Lakehead University (including the Orillia campus). Members currently on the Senate Teaching and Learning Committee are ineligible.
- b) A faculty member may receive only one award every three years.

NOMINATIONS

Nominations of faculty for an award are to be made by groups of at least five students prior to ~~March 4st~~ **February 15th**. The nomination involves completion of the nomination form and attachment of a letter from the nominating group summarizing the significance of the nominee's contributions according to the criteria listed below. (Note that nominees are not expected to meet *all* of the criteria, but should indicate how they meet as many of them as possible.) Eligible nominees will be notified by the Associate Vice-President (Academic).

Nominees will accept the nomination by submitting a teaching dossier (maximum of ten pages) prior to March 31st. The teaching dossier should include the following:

- A statement of teaching philosophy
- A summary table of ~~University student satisfaction evaluation scores~~ **the evaluation scores from the Student Satisfaction Survey of Courses and/or Student Evaluation of Teaching at Lakehead University** for each course taught in the last four terms of teaching supported by photocopies of the original course student satisfaction evaluation summary sheets for each course taught in the last four terms of teaching.
- Evidence as to how the selection criteria are met. (Note that nominees are not expected to meet *all* of the criteria, but should indicate how they meet as many of them as possible.)

Note: ~~Nominees who would like assistance with preparation of the above materials should contact the Instructional Development Centre: dir-
idc@lakeheadu.ca~~ **Nominees are encouraged to access resource materials available through the IDC and its website: idc@lakeheadu.ca**

SELECTION COMMITTEE

All voting members of the Senate Teaching and Learning Committee, with the exception of the Vice-President (Academic) & Provost, the Associate Vice-President (Academic), and the Director of the Instructional Development Centre, will form the Awards Selection Committee. The Committee will forward all recommendations to the Vice-President (Academic) & Provost.

CRITERIA FOR SELECTION

1. **Course Presentation**
 - Enthusiastic
 - Uses varying communication techniques
 - Motivates strong class performance
 - Inspires self-learning
 - Provides accessible material
 - Provides interesting material
 - **Course content and expectations are consistent with course outline**

2. **Enhancement of the Learning Experience**
 - Available to students outside class time
 - Relates discussion and class involvement to ~~lectures~~ **course content**
 - Promotes quality discussions
 - Incorporates sound evaluation methods
 - Promotes an interactive learning environment

3. **Reputation for Superior Teaching**
 - Delivers a maximum effort
 - Appears well organized
 - Provides leadership and innovation
 - Models the teacher as a learner:
 - i - Demonstrates humility
 - ii - Demonstrates open-mindedness
 - iii – Uses fairness in judgment

SUBMIT NOMINATIONS TO:

Chair, Senate Teaching & Learning Committee c/o Cathy Ridley
Office of the Vice-President (Academic) and Provost
UC 2007, 2nd floor, University Centre

Finally, the Committee would like to remind all Senators that the 2009 Lakehead University Distinguished Instructor Award ceremony will be held on Wednesday, February 3, 2010, from 4:00 – 6:00 pm, in the Faculty Lounge.

MOVE that Senate accept the report of the Senate Teaching and Learning Committee.