CIS 610 Teaching Effectiveness
Fall 2011  Week 5

Caveat: These summary notes are posted to provide an overview of class topics and discussions. The nature of real-time, face-to-face interaction precludes complete replication outside of the original setting; class notes posted at this web site are general outlines rather than complete transcripts of classroom events.

Agenda -

Check in
Topic – Office Hours, finish discussion
Logistics - projects, midterm feedback
Topic – Teaching assessment – midterm feedback
Break
Topic – Teaching effectiveness program guest

Topic - Office hours, finish – your best hints and mine:
• post o.h. – website, whiteboard, etc. and honor them
• schedule o.h. before assignments are due and/or in computer lab
• encourage students to come to office hours
• before and after class can work as informal office hours (arrive early, schedule official hours after class)
• do the homework before holding o.h. so you are ready to help
• you could have additional examples and materials ready
• a friendly greeting is a good idea; oh are more informal than class
• you may be able to talk to multiple people with the same q at once
• hold topical/review office hours in a classroom or meeting area
• sensitive issues should not be handled electronically
• personal problems refer to counseling, etc. – see resources page
• set boundaries for outside of classroom time – email, blogs, etc.
• you may want to consider online office hours, blogs, screencasts...be careful to consider pedagogy with ed. tech. – learning/interest/useful(these can be project ideas – not blogs, and screencasts for a particular class, i.e., something that can be reused)
Assessing teaching and learning – give and get feedback on student learning, then “close the loop”, i.e., use the results to improve teaching which hopefully leads to better student learning.

**TOPIC – Assessing Teaching – Midterm Feedback**

Decide what you want to assess – different from end of term evals – I like to keep it short for me, students, class time – ideas at TEP website and TT 52

Let students know how you will use the feedback - I share the summary with the class – use now, use later, no-op (why)

Out-of-class v. in-class feedback – latter gets better participation, takes time, may be missing some students

Outside help with feedback is available from TEP – TEP guest will talk about classroom observations and videotaping