

Terry L. Ettinger

From: Lindsay Bridges Coco <lcoco@uga.edu>
Sent: Tuesday, December 13, 2016 2:59 PM
To: Terry L. Ettinger
Subject: Re: Mid-Semester Formative Evaluations at the University of Georgia

Hi Terry,

I understand!

In the immediate debriefing session, the consulting CTL person talks through any changes the faculty member thinks initially they may want to make. For many faculty members, just talking through it and then trying it seems to be all the support they need. Some faculty though request a teaching observation (http://www.ctl.uga.edu/teaching-classroom_observations), where after they try implementing the changes, they might have a TO to get more feedback on how implementation is working. Sometimes it's the same CTL person who conducts both the MSFE and TO, and sometimes it's a different person so that the faculty member can gain a couple of different perspectives through feedback.

We also offer Faculty Learning Communities (<http://www.ctl.uga.edu/flc/current-flcs>) which serve as a conduit for faculty to find a teaching and learning issue they are interested in (perhaps something that came up through the MSFE) and explore it with other faculty members from across campus. One idea might be if faculty in your area are interested in a particular pedagogy, for example the flipped classroom, then you could gather once a month to discuss techniques, resources, and implementation. We archive all of our speaking series events here that are available online for anyone to use: <http://www.ctl.uga.edu/pages/archive> I think Vanderbilt might actually do something similar: <https://cft.vanderbilt.edu/blog/podcasts/> and VA Tech as well: <http://www.cideronline.org/podcasts/pastpodcasts1.cfm>

I also wonder, since you mentioned that there is not a lot of teaching support on your campus, if a group of you came up with a topic you were interested in and felt that you had exhausted all of the collegial support on campus that you could, if you could contact various Centers for Teaching and Learning and see if a staff or faculty member might be willing to have a conversation with you all virtually to share practices. Kind of like we are doing with the MSFEs.

Those are just some thoughts off the top of my head...happy to chat more....

Lindsay

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From: "Terry L. Ettinger" <tlettinger@esf.edu>
Date: Tuesday, December 13, 2016 at 9:31 AM
To: Lindsay Bridges Coco <lcoco@uga.edu>
Subject: RE: Mid-Semester Formative Evaluations at the University of Georgia

Good morning, Lindsay,

I've had a chance to ponder just a bit on your materials and will certainly take you up on a conversation (and with a couple of faculty, too) shortly after the first of the year.

In the meantime, however, one immediate question I have is once faculty have the feedback in hand, what kinds of services/support does UGA have in place to assist in making changes, enhancements, etc. that participating faculty may request?

I ask because we're such a small institution that we literally have no instructional support – at all! Therefore, I'm thinking about what kind of collegial support we might be able to offer faculty that want to undertake this process. I'd hate to work with a group of us that's interested in experimenting with this, but once the evaluation is provided, how can we support each other to implement enhancements.

Thanks again for your consideration and thoughts. I've shared these materials with a couple of my colleagues and they're very interested in pursuing this type of endeavor.

Terry

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From: Lindsay Bridges Coco [mailto:lcoco@uga.edu]
Sent: Monday, December 12, 2016 3:11 PM
To: Terry L. Ettinger
Subject: Re: Mid-Semester Formative Evaluations at the University of Georgia

Hi Terry,

Thanks for your patience in awaiting my response.

I assume that you have seen the MSFE process description on our website, but if not, here it is: <http://www.ctl.uga.edu/pages/mid-semester-formative-evaluations1> The request form at the bottom is managed through Qualtrics and an email to me is triggered when someone requests one. I then manage who takes what request among those of us in the CTL who do these. For smaller classes, usually around 50 or less, only one of us goes. For larger classes over 50 we usually take a GA with us, or if it's a very large lecture, up to 6 or 7 of us go to assist in distributing forms, collecting, managing the feedback process, etc.

I've attached several things:

- The individual and group feedback forms. Same questions, but they complete the individual feedback first and then the group forms.
- A loose facilitator script for how the process is run.
- Template text for a cover letter and feedback form that we provide the faculty member in a debrief one on one meeting.

A few items to note:

- For graduate TAs, we have a group of graduate students trained in how to do this. Those requests either go to our Assistant Director of TA Development or one of their peers who are trained.
- Each faculty member has to make their own request. For example, if a Dean calls and wants one conducted for a faculty member who may be challenged in the teaching arena, we are happy to work with that faculty member, but the faculty member still has to make the request.
- The feedback letters are only provided to the faculty member, not to department chairs, etc. If the faculty member chooses to share the letter in their dossier for P&T or with their Dean etc then that is their prerogative. But we at the CTL keep that information confidential and will only share with the faculty requester.

This is a bit of background. I'm happy to have a fuller discussion on the phone or through Skype/Zoom etc. If you would still like to pursue that, please send me some possible times. I can also see if I can find a faculty member or two willing to discuss. Tomorrow is the last day of finals here, grades are due on December 19th, and spring classes begin on January 5th to give you an idea of timeline for us. I will be in the office until December 21st and will return on January 3rd.

Best,
Lindsay

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From: "Terry L. Ettinger" <tlettinger@esf.edu>
Date: Monday, December 5, 2016 at 12:48 PM
To: Lindsay Bridges Coco <lcoco@uga.edu>
Cc: "C. Edward Watson" <edwatson@uga.edu>
Subject: RE: Mid-Semester Formative Evaluations at the University of Georgia

Lindsay,

Thank you very much for your prompt reply.

I look forward to learning more about your efforts at UGA.

Terry

P.S. – Stay warm down there – it’s currently a toasty 38F here in Syracuse at the moment!

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From: Lindsay Bridges Coco [<mailto:lcoco@uga.edu>]
Sent: Monday, December 05, 2016 12:38 PM
To: Terry L. Ettinger
Cc: C. Edward Watson
Subject: Re: Mid-Semester Formative Evaluations at the University of Georgia

Hi Dr. Ettinger,

Thanks for reaching out. I would be more than happy to share forms and the process with you, and, have an online conversation (and see if I can find a faculty member or two who would be willing to contribute their perspective). I’m currently out of the office attending a conference, but I will get back in touch later this week with more information.

Best,
Lindsay

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From: "Terry L. Ettinger" <tlettinger@esf.edu>
Date: Monday, December 5, 2016 at 11:45 AM
To: Lindsay Bridges Coco <lcoco@uga.edu>
Subject: Mid-Semester Formative Evaluations at the University of Georgia

Good morning, Dr. Coco,

In an article ("[How One University Encourages Innovation in Teaching](#)") in this morning's online edition of the Chronicle of Higher Education I learned of your "Mid-Semester Formative Evaluation" program.

I believe this "low-risk" strategy for improving teaching could be very effective here at the SUNY College of Environmental Science & Forestry and would be very interested in learning more about the process.

Is there documentation associated with this program that you could share with me and other members of our Committee on Instructional Quality and Academic Standards? I'm also hopeful that it might be possible to arrange for an online conversation between you and possibly a couple of UGA faculty that have gone through the process and several of us here at SUNY ESF at some point between the end of the fall semester (December 16th here at SUNY ESF) and the beginning of the spring semester (January 17th here)?

Thank you very much for your consideration. I look forward to hearing from you at your convenience.

Best wishes,

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