

MEMO

DATE: July 28, 2015

From: Teresa Dawson, Director and Cynthia Korpan, LTC Professional Development Programs and TA Training Manager, Learning and Teaching Centre

To: The CES Faculty Advisory Committee chaired by Sarah Blackstone, Advisor to the Provost, Special Projects

Re: Teaching Assistant Course Experience Survey Proposal

The CES Faculty Advisory Committee has given us a mandate to develop and implement a teaching assistant (TA) Course Experience Survey (CES) form and associated processes (MOTION passed on May 27, 2015).

In what follows we outline the steps we recommend.

Proposed scope

- Develop and implement a CES form, which is directly relevant to the roles, responsibilities and duties associated with TA work at UVic.
- Questions should be learning outcomes driven, including connecting to the university learning outcomes and/or departmental program outcomes.
- Use the CES reports to provide formative and summative assessment for the teaching of TAs at the University of Victoria.
- Develop processes for providing support for TAs in improving their teaching in formative ways by request.
- Some additional flexibility should be provided by allowing for additional questions unique to individual academic units and/or contexts.
- Reliability and validity testing will be conducted on the questions just as for the faculty version.

Please note: the scope of our mandate does **not** include negotiating how the CES results will be used in union contracts for TAs (e.g. in hiring or rehiring or disciplinary contexts).

Approach

1. Send this proposal document to the CES Faculty Advisory Committee for feedback and input.
2. Survey all academic units to determine the current processes of evaluating TAs being used on campus and attain copies of any extant forms being used to evaluate TAs.
3. Constitute a committee with (suggested) membership composed of the following:
 - Teresa Dawson, Director of Learning and Teaching Centre (Chair)
 - David Capson, Dean of Graduate Studies (or designate)
 - Shawn Curé, LTC Systems Support Coordinator
 - Cynthia Korpan, LTC Professional Development Programs and TA Training
 - Two teaching Assistant Consultants (TACs), including the TAC International Focus
 - CUPE 4163 Union Representative
 - Clifton Dildy, Registrar Information Systems
 - UVSS Undergraduate Representative
 - GSS Graduate Representative
 - Three Graduate Advisors from diverse departments

Terms of Reference and Timeline

Steps	Description	Dates (TBD)
1	Discuss Terms of Reference with committee	Summer 2015
2	Identify goals for CES assessment instrument	Academic year 2015-16
3	Consult widely beyond committee	
4	Develop form as required	
5	Develop processes for administration and implementation of form using the current CES program (eXplorance Blue) and in conjunction with the registration database (Banner)	
6	Bring proposed form and implementation timeline to CES Faculty Advisory Committee for feedback and advice.	
7	Take to VPAC for review and approval	
8	Bring proposed form and implementation timeline to Senate Committee on Learning and Teaching, Grad Studies (and others as appropriate). Obtain necessary approvals.	
9	Designate a small internal working group to implement a pilot in a volunteer department	Academic year 2016-17
10	After pilot: i. Report back to committees and refer other issues to other appropriate committees and experts as applicable (e.g. role of new form in CUPE 4164 rules and procedures) ii. Make any necessary adjustments	
11	Full implementation	Fall 2017