

IDEA PAPER #36

NOVEMBER 1999



APPENDICES

APPENDIX A

FACULTY ANNUAL REPORT OF INSTRUCTIONAL EFFORTS

This report provides you an opportunity to reflect upon your teaching and its effectiveness. Your answers will provide a context which will assist those who review your instructional efforts to make more valid judgments about effectiveness and more helpful suggestions for improvement.

I. Course Assignments

For each course that you taught during the past year, provide the following information:

- A. Context.
 1. Characterize the audience (enrollments; level and ability of students; student interests/goals).
 2. Describe the relationships between this course and other courses in the department's curricula or in other departments.
- B. Objectives.
 1. Identify major and minor objectives of the course.
 2. Provide a rationale for each and, if appropriate, a rationale for excluding other objectives.
- C. Instructional Strategies
 1. Identify the instructional strategies employed (e. g., lecture; assignments to class teams; laboratory assignments; computer exercises; etc.) and the approximate percentage of time which each required.
 2. Describe the rationale for each strategy (your reasoning as to why the strategy was selected over alternatives).
 3. Your assessment of the strengths and weaknesses of each strategy.
 4. Your intentions with respect to revising strategies.
- D. Instructional Materials
 1. Readings
 - a. Identify assigned reading materials.
 - b. Describe your rationale for choosing these over alternative readings.
 - c. Analyze the strengths and weaknesses of these readings.
 2. Non-reading instructional materials or projects.
 - a. Identify other (non-reading) instructional materials or projects; note which of these you created.
 - b. Describe the rationale for these non-reading materials or projects.
 - c. Analyze strengths and weaknesses of non-reading materials or projects.

E. Assessment of Student Achievement

1. Describe methods used to assess student achievement on each objective.
2. Evaluate the strengths and weaknesses of each assessment method.
3. Judge the degree to which each objective was achieved.
4. Describe the standards you employed in assigning grades.
5. What changes are needed in procedures for assessing student achievement?

II. Instructional Improvement Activities

- A. Classroom Research
 1. If you have engaged in any classroom research activities, describe these.
 2. What results were obtained?
 3. How have these results affected your teaching?
- B. Collaborative Improvement Efforts
 1. Describe collaborative efforts with colleagues to improve instruction.
 2. Evaluate the strengths and weaknesses of these efforts.
 3. How have these efforts affected your teaching?
- C. Workshops/Conferences Directed to Instructional Improvement
 1. What instructional improvement workshops/conferences have you attended during the past year?
 2. Describe the length and focus of each workshop/conference.
 3. Evaluate the strengths and weaknesses of each.
 4. How has this experience affected your teaching?
- D. Other Improvement Efforts
 1. Describe other efforts you have made to improve.
 2. Evaluate the effectiveness of these efforts.
 3. How have they affected your teaching?