

Agenda

Chair: *Colleen Gingerich

Vice Chair: *Joanna Sheppard

Committee:

* Kseniya Garaschuk	* Maple Melder Crozier	* Claire Hay	* Anna Wauthy
* Hannah MacDonald	* Adrianna Bakos	* Samarjit Dhillon	* Sandra Smith
* Golfam Ghafourifar	* Eddie Campbell	* Diane Cruickshank	Mary Saudelli
* Jan Oosterhof-Contant	* Helen Twentymen	Navneet Sidhu	Michelle Johnson
Maureen Wideman	Gordon Jang	Everett Igbowa	*voting member

1. ITEMS FOR ADOPTION

- a. Agenda – Mar 12, 2019
- b. Approval of minutes – Jan 15, 2019

2. ONLINE QUALITY ASSURANCE WORKSHOP – Everett Igbowa

3. TLC REPORT – Maureen Wideman

4. REPORTS (as available)

- a. Pro-D Report – Michelle Johnson
- b. RAC Report – Joanna Sheppard
- c. ETS Report – Gordon Jang

Next meeting: April 9, 2019

- offer digital resources for online for Indigenous students

b. Digital Showcase Events

Showcase what faculty can do and encourage faculty to come out and support their colleagues by offering badges, door prizes, food, credits towards course releases, and CCR. It could also be tied with professional development plans.

c. Basic Coding, Computational thinking/training workshops

This would be helpful for faculty and would give them a little bit of knowledge of coding. Callysto is an app that walks you through little bits of coding, design thinking and computational skills and this is the program students in gr. 5 – 12 are using.

d. Instructor Responsibilities

Think of ways of making faculty aware of the UFV policy and faculty handbook on responsibilities.

5. REPORTS

a. Pro-D Report – Michelle Johnson

Our keynote speaker this year is Duncan Wardle, former Head of Innovation and Creativity at Disney, and a contract has been written up. We have invited the cities of Chilliwack, Abbotsford and Mission to join us for the day and this will help pay for the speakers costs. The day consists mainly of a large workshop on creative design from 8:30 am – 2 pm facilitated by Duncan to be held in Evered Hall. Lunch is free for attendees and a wine/beer social will follow at 3:30 pm. We hope to see you all there!

b. RAC Report – Joanna Sheppard

No report at this time.

c. Online Report – Gordon Jang

Want to learn Kaltura, a video repository in Blackboard that allows you to upload audio and video into your online course? Send an email to online@ufv.ca to request your personal tutorial!

6. ASC – Sandra Smith

a. Track Tutoring – A system for instructors to encourage their students to access tutoring (see pages 4-5)

b. Faculty Request – <https://www.ufv.ca/asc/faculty-requests/> Faculty can submit their requests for different types of services that the ASC offers including:

- ✓ Bring your class to the ASC for an orientation
- ✓ In-class orientation presentations
- ✓ Faculty office hours can be conducted at an ASC location
- ✓ Contribute resource materials to ASC
- ✓ Tracked tutoring

Adjourned 3:45 pm.

Next meeting, Mar 12, 3 pm – 4:30 pm, B121

Information for UFV Faculty and Staff about Tracked Tutoring at the Academic Success Centre

What is Tracked Tutoring?

Students who receive tutoring almost always self-identify as needing help, usually ask for help later in their course/assignment work than is optimum, and generally have just one tutoring session. Students who use tutoring services more frequently or earlier tend to do better. The Academic Success Centre has set up a system called Tracked Tutoring to help instructors encourage students to access tutoring services and reward them for doing so.

How Tracked Tutoring Works:

Details about tutoring sessions at the ASC are held in confidence. Faculty members who would like to know which of their students are or are not being tutored would not be able to get that information. With Tracked Tutoring, students are informed on their syllabus or assignment instructions that any tutoring they receive in connection with that course or assignment will be reported to their professor. The benefit to the student (x% of grade, bonus points, etc) is also communicated. Sometimes, the instructor makes accessing the tutoring services optional, and that information is included. Over the time period designated by the faculty person requesting Tracked Tutoring, the ASC monitors the tutoring appointments each student has and prepares a report for the instructor.

To set up Tracked Tutoring, instructors need to:

- Ensure that the syllabus or assignment instructions contains information about the purpose and process of Tracked Tutoring
- Fill out and submit the form on the ASC website: <https://ufv.ca/asc/faculty-requests/>

To assist instructors in making these preparations, the ASC has created some boilerplate text that can be added to documents as needed.

Please note that the tutoring is tracked only for the specific course or assignment – a student might be getting tutoring for another course or another assignment, but that information would be excluded from the report the ASC provides the instructor.

Boilerplate for Tracked Tutoring

Instructors are welcome to tweak the wording of these samples to suit their purposes as long as two key elements are maintained: (1) that access of tutoring services will be reported to the instructor; (2) the benefit to the students of accessing tutoring services. If an instructor would like to consult with the ASC on wording, they are welcome to do so.

1. Sample to insert in **Syllabus** for **semester-long** tracking:

Tracked Tutoring at the Academic Success Centre

To support your out-of-class learning this semester, part of your grade for this course will come from the tutoring you receive at UFV's Academic Success Centre (face-to-face or online) <https://ufv.ca/asc/>. Each time you have a tutoring session for help with this course's material, your

tutor will ask whether the appointment is for Tracked Tutoring; if you say yes, then the tutoring appointment will be included in a report to me near the end of the semester. The ASC will tell me how many tutoring appointments you had during the semester but will not report the specific details of each appointment. At the end of the semester, these tutoring appointments will comprise [X amount of final grade]. If you do not want your tutoring appointments included in this report, you can say “No” when asked if the session is for Tracked Tutoring; by doing so, you will forgo any of the course grade associated with using UFV’s tutoring service.

2. Sample to insert in **assignment** instructions for **assignment-specific** tracking:

Tracked Tutoring at the Academic Success Centre

To support your learning this semester, part of your grade for this assignment will come from the tutoring you receive at UFV’s Academic Success Centre (face-to-face or online) <https://ufv.ca/asc/>. Each time you have a tutoring session for help with this assignment, your tutor will ask whether the appointment is for Tracked Tutoring; if you say yes, then the tutoring appointment will be included in a report to me when your assignment is due. The ASC will tell me how many tutoring appointments you had during the assignment preparation but will not report the specific details of each appointment. These tutoring appointments will comprise [X amount of assignment grade]. If you do not want your tutoring appointments included in this report, you can say “No” when asked if the session is for Tracked Tutoring; by doing so, you will forgo any of the assignment grade associated with using UFV’s tutoring service.