

# Annual Report

## Centre for Teaching and Learning

April 16, 2007  
Kamloops, BC

117044

## *Annual Report*

### *Centre for Teaching and Learning*

Thompson Rivers University established the Centre for Teaching and Learning on May 1, 2006.

The mandate of the Centre is

- ❖ To establish a supportive learning environment for faculty to explore, practice, and reflect on effective and innovative approaches to teaching and learning.
- ❖ To support exploration and integration of new technologies by faculty.
- ❖ To provide research and scholarship training.
- ❖ To facilitate opportunities for faculty to develop and/or enhance their leadership and administrative skills.
- ❖ To foster collaboration and communication among faculty.

#### **Budget and Staffing**

The Centre is manned by a .75 co-ordinator and has \$100,000 budget with funds secured from a special TRU student fund; the Comprehensive University Enhancement Fund (CUEF). This fund covers the .75 of the salary costs and all the expenses of the Centre. The co-ordinator is appointed for a two year term from January 1, 2007 until Dec 31, 2008.

The Centre coordinator currently reports to the Chairperson of Education and deals directly with the Vice-President Academic however, discussions are under way to establish the Centre as an Institute in the Student Development Department. A formal proposal is in process with the understanding that by fall 2007 the new structure and a group of faculty whose primary responsibility is faculty development and research into learning would be amalgamated. A formal announcement of this structure would happen fall 2007 once the details have been worked out related to institutional re-structuring.

The 2006-07 actual expenses were \$78, 916 out of a \$ 100, 000 base budget. It was not possible to carry out all activities as planned due to time constraints and limited personnel. The Teaching Practices Colloquium Committee which had major funding from the Centre budget had a very successful conference resulting in a surplus of \$3, 437 which will be used to plan next year's conference.

Budget projections for 2007-08 include an increase in the coordinators salary due to faculty contract settlements May 2006 and the hiring of a

facilitator to deliver Cultural Communication courses to faculty and students at TRU.

### Activities 2006-07

A detailed monthly activity list is included in this report. Some of the highlights are as follows.

The activities planned by the Centre this past year included a focus on **Faculty Development** by offering a varied of opportunities for faculty learning including Instructional Skills Workshops, Instructor Diploma Program Courses, Workshops on Cultural Communication, and the “Spring Fling” offerings as well as planning for the “May Daze” offerings for May 2007 on topics of interest to faculty. **Research** into teaching and learning was promoted through the establishment of a learning community known as the Faculty for the Advancement of Research in Teaching. This group held monthly presentations on research into teaching and learning. Nursing has established a **Learning Community** entitled “Read Anything Good Lately?” This community has planned a reading group for the month of May 2007. The coordinator and faculty volunteer facilitators offered one-on-one **Mentorship** to inexperienced faculty and supported reflection on practice by faculty through classroom visitations and peer evaluations and consultations. **Orientation** received minimal focus in 2006-07 however there will be a greater emphasis summer 2007 to ensure in-depth orientation of faculty to their teaching role when they enter the institution.

**Communication** with faculty is a challenge as not all faculty members have received information about the Centre’s activities. The Faculty-L list has been used to keep duplication costs down and to promote the Centre Activities. Initial meetings were held about a webpage however no progress to date has occurred on the design. A newsletter was disseminated as a PDF file and posted to P-Drive for faculty. Spring Fling Activities were advertised on the digital-media notice boards on the campus as well as by email lists.

**Resource Development** Library support has been secured and books have been ordered for faculty members use related to teaching and learning.

**Presence on Campus** The Centre still does not have a home and is run out of the coordinators office in the Science Building in S 108. Exploration for a suitable space has not been successful at this point in time. In 2007, we will continue to look for a suitable central location to house the Centre until the new library is built.



## *Activity Report May 1, 2006 to April 30, 2007*

### **May 2006**

May 9, 2006 Morning session: Attended the UCIPD meeting. Mick Healey spoke on linking disciplined-based research with teaching to benefit student learning.

Main points:

- The content of the course is informed by staff research
- Students learn about research methods
- Teaching methods adopt a research-based approach, such as through inquiry-based learning
- Students undertake their own research projects, whether individually or in teams, and not just as part of their end of degree dissertations
- They assist staff with their research projects
- Students gain experience of applied research / consultancy through work-based learning
- Staff undertake pedagogic research which benefits the quality of their teaching

Richard Gale from the Carnegie Foundation was a guest of Malaspina, Nancy Sly and Janice Johnson who are the UBC UCIPD coordinators and resource persons to this group lead the meetings. We shared faculty development initiatives and resources from different sites. (Intranet Connections: planning and registering for PD events. Supplier: SQ Box Solutions in North Vancouver currently using it for Announcements, Classified ads, PD Offering) Malaspina has a group of Teaching Scholars. This would be an interesting way to include more of our faculty in a Centre for Teaching and Learning.

May 10, 2006 Attended Engaging Learning, Transforming Teaching, Igniting Inquiries. Mike Healy (UK) spoke about Active Learning, James Buchanan Executive Learning Solutions Manager, McGraw-Hill Ryerson sponsored this event with Malaspina. Attended Active Reading session by Linda Derksen.

May 14-19, 2006 Attended with Emma Bourassa. Internationalizing the Curriculum Academy. Well organized 4 day event. Ended in a poster presentation with a new or revamped course design. Lots of resources presented. Course presented by Isabelle Giroux and Todd Odgers supported by Bronwyn Jenkins-Deas, International Education.

Follow-up to Internationalizing the Curriculum:

The coordinator attended the meeting of the interest group formed by Vera Wojna to promote International Student Success. Also had follow up meetings with Vera Wojna, Emma Bourassa, Kyra Garson, Vera Wojna regarding promoting



Internationalization of the Curriculum. We will be planning a ½ or full-day workshop on this topic for faculty.

Individual faculty consultations occurred for faculty on probation re teaching, summative evaluation and Small Group feedback. (4 faculty)

Doug Baleshta and Natasha Scott met to discuss connection between Doug and Natasha work and the Centre.

Telephone meeting with Norm Dooley VCC regarding the Instructor Diploma Program. Updated resources on Instructor Diploma. New Brochures etc. available at the Centre.

Updating ISW facilitator Group. We have very few faculty available to lead workshops.

## **June 2006**

Worked with Cheryl Lyall of the Nursing Department to plan and deliver a faculty study tour for four Thailand Nurse Educators from Boromarajonani College of Nursing (BCNU), Udonthani, Thailand to the Thompson Rivers University campus June 7-27, 2006. BCNU institution has been working with Thompson Rivers University since August 2006 providing an international clinical practicum for student nurses at the completion of their third year. The Thai educators are doing a study tour to Kamloops specifically to share ideas about nursing education, curriculum development, nursing research and program evaluation. The Thailand nurse educators are:

Ms Daraporn KONGJA - Director of BCNU

Ms Petchara TONGPHAO - Head of Academic Evaluation Unit

Ms Pimwalunn ARYUWAT - Head of International Affairs Unit

Ms Nitra PRAYOONSIRISAK - Head of Research Unit

This was an extremely successful event with the support of TRU-World and faculty volunteers from the school of nursing.

## **July 2006**

Plan August ISW offerings and late Aug PD events. Prepared for and presented at the Critical Thinking Conference, Berkley, California as an invited speaker July 24-28, 2006. Co-authored 2 papers for publication with Sharon Simpson, Cheryl Lyall and Karen Abbott Submitted to the Canadian Nurse (under review); "I am Different": Experiences of Nurses in an Intercultural Professional Practice Exchange, and First Steps: Selection and preparation for intercultural practice experiences.

Completed a Small Group Instructional Feedback for Social Work faculty member.  
Provided personal consultations to several faculty members for formative feedback and mentorship.

### **August 2006**

Attended the TRU-World Cross Cultural Workshop by Kyra Garson  
Designed and published the August Newsletter for the Centre  
Attended Tech it up ( 2 days )  
Facilitated 3 day ISW with Bruce Thomson four faculty members took this workshop  
Gave a 1.5 hour class on critical thinking introducing the Dr Richard Paul model  
Gave a 1.5 hour session on forming an International student success interest group

### **September 2006**

Met with Dr Lynne Baldwin regarding planning for Faculty for the advancement for Research in Teaching, planned the September 7, 2006 presentation to this group.  
September news letter circulated.

### **September 27, 2006 to January 2, 2007 PD and Vacation**

**January 1, 2007 Received Appointment Letter as the coordinator of the Centre from January 1, 2007 to December 31, 2008.**

### **December 2006**

While on vacation had the opportunity to visit the University of St Andrews Learning and Teaching Innovation, Review, and Enhancement Centre (SALTIRE). Met with Dr Colin Mason who shared with me information regarding the Centre and how it has developed over the past five years. Scotland has initiated global outcomes for learning and each discipline has developed their goals consistent with the Ministry goals. Much of this material is available on the web. I had a good visit at the Centre and met all the staff.

### **January 2007 (Teaching Term 8 units per week in Nursing)**

Held meetings with individual faculty regarding teaching issues. Met with Dr. Evered and stakeholders regarding the possible structure of the Centre. Met with Norm Friesen, E-Learning Research Chair regarding his role and connection / contribution to the Centre. Attended the Faculty for the Advancement of Research in Education (FART) and planning initiatives for Reading Break Week, "Spring Fling".



## **February 2007**

February 8, 2007 Critical Thinking Workshop for Students: Critical Thinking Study Skills presented for the Wellness Centre. Attended meetings with TRU-World regarding offering Cultural Workshops for faculty. Attended Teaching Practices Colloquium meetings and presentations. Prepared a Professional Development report for February 16-17, 2007 Federation of Post Secondary Education Association (FPSEA) and attended the meetings. February newsletter circulated.

February 19 to 22, 2007 Spring Break offerings including Teaching Practices Colloquium (19th), Cultural Day (20th), Distressed Students, Desk-top publishing, PLAR presentation (22<sup>nd</sup>). The book launch of the resource for faculty entitled TRU: A Globally Minded Campus a Resource for Academic Departments occurred on the cultural education day. Over **two hundred** faculty attended these events.

Planned meeting for Social Work faculty with M. Crawford regarding assessment issues in Social Work.

## **March 2007**

Classroom instructor feedback visit to classroom and personal consultation. I acted as the facilitator for the School of Social Work for their discussions on Grading and Assessment of Students. Prepared material and organized faculty for the Field School table for International Days. Attended FART presentation meetings. International Days manned the Field School table along with Karl Larson. Attended the University College, Institute Professional Developers meetings in Vancouver and committed to organize the fall meetings in at TRU for September 2007.

## **April 2007**

Faculty classroom visitation with follow-up feedback. Attended Teaching Practices Colloquium planning meetings. Completed Annual Report for the Centre to be submitted to the Comprehensive University Enhancement Fund. Preparing Professional Development offerings for May-June 2007 in conjunction with Doug Balestha. Met with Dr. Mark Evered regarding the Centre activities and restructuring.



***Year End Budget 2006-07***

## Equity & Fund Balances

04000	Surplus	0	1,030	0	1,030	0	-1,030	0	-1,030	0	100.0% F
Subtotal		0	1,030	0	1,030	0	-1,030	0	-1,030	0	9.1% U
<b>Wages And Benefit Expenses</b>											
31000	Honoraria	0	0	0	0	0	500	500	500	500	100.0% F
31100	Permanent Instructional Salary	4,844	58,125	0	58,125	0	53,279	53,279	-4,846	53,279	9.1% U
31550	Fringe Benefits	1,081	10,957	0	10,957	0	11,721	11,721	764	11,721	6.5% F
32500	Fringe Benefits-Support	0	0	0	0	0	429	429	429	429	100.0% F
32915	P/T Research Assistants	0	0	0	0	0	3,571	3,571	3,571	3,571	100.0% F
Subtotal		5,925	69,082	0	69,082	0	69,500	69,500	418	69,500	100.0% F
<b>Expenses</b>											
40000	Instructional Supplies	0	2,832	0	2,832	0	11,450	11,450	8,618	11,450	75.3% F
40002	Office Supplies	1	47	0	47	0	1,750	1,750	1,703	1,750	97.3% F
40018	bookies IDs	379	479	0	479	0	0	0	-479	0	100.0% F
40110	Memberships - Personals	0	0	0	0	0	1,500	1,500	1,500	1,500	100.0% F
40111	Prof. Dues - TRU Staff	0	1,014	0	1,014	0	0	0	-1,014	0	100.0% F
40310	Print Shop Service Charge	28	335	0	335	0	0	0	-335	0	100.0% F
40311	Department Copy Costs	5	5	0	5	0	0	0	-5	0	100.0% F
40550	Food Production Supplies	0	0	0	0	0	1,600	1,600	1,600	1,600	100.0% F
40902	Intra Company Expenditures	0	4,500	0	4,500	0	0	0	-4,500	0	100.0% F
42000	Mileage per diem - Automobile	327	327	0	327	0	1,900	1,900	1,573	1,900	82.8% F
42028	Airfare	0	0	0	0	0	800	800	800	800	100.0% F
42030	Other Transportation	26	26	0	26	0	100	100	74	100	74.0% F
42050	Accommodation	183	183	0	183	0	400	400	217	400	54.2% F
42060	Conference Fees	0	0	0	0	0	2,000	2,000	2,000	2,000	100.0% F
42075	Meal Allowances	87	87	0	87	0	0	0	-87	0	100.0% F
42250	Professional Development	0	0	0	0	0	4,000	4,000	4,000	4,000	100.0% F
43000	Professional Fees	0	0	0	0	0	4,000	4,000	4,000	4,000	100.0% F
47700	Advertising	0	0	0	0	0	1,000	1,000	1,000	1,000	100.0% F
Subtotal		1,036	9,834	0	9,834	0	30,500	30,500	20,666	30,500	99.0% U
<b>Revenue</b>											
92192	Transfer from CUEF	0	-1,030	0	-1,030	0	-100,000	-100,000	-88,970	-100,000	99.0% U
Subtotal		0	-1,030	0	-1,030	0	-100,000	-100,000	-88,970	-100,000	99.0% U
Total		6,960	78,916	0	78,916	0	0	0	-78,916	0	100.0% F

THOMPSON RIVERS UNIVERSITY

FAST System - (Financial Administration Support Tool)

Report: Current Year Period: Mar-2007

FORM: OS 0

Fund :33 Descriptor :96362 Teaching Practices Colloquium All by Bus.Unit : Last Updated : 4/12/2007 12:31:52 AM

	Cur. Month	YTD Actual	O/S Forecast	YTD Total Actual	YTD Budget	Variance	Annual Budget	% Budget
<b>33 ** 96362 Specific Projects : : Teaching Practices Colloquium</b>								
Equity & Fund Balances								
04000 Surplus	0	-487	0	-487	0	487	0	
Subtotal	0	-487	0	-487	0	487	0	
Wages And Benefit Expenses								
31000 Honoraria	500	500	0	500	0	-500	0	
Subtotal	500	500	0	500	0	-500	0	
Expenses								
40000 Instructional Supplies	45	104	0	104	0	-104	0	
40018 bookies IDIs	-24	464	0	464	0	-464	0	
40310 Print Shop Service Charge	0	597	0	597	0	-597	0	
40500 Food Costs	1,991	1,991	0	1,991	0	-1,991	0	
40992 Intra Company Expenditures	60	60	0	60	0	-60	0	
42030 Other Transportation	397	397	0	397	0	-397	0	
42075 Meal Allowances	137	137	0	137	0	-137	0	
Subtotal	2,606	3,750	0	3,750	0	-3,750	0	
Revenue								
91992 Intra Company Revenue	0	-5,960	0	-5,960	0	5,960	0	
92000 Revenue	0	-1,240	0	-1,240	0	1,240	0	
Subtotal	0	-7,200	0	-7,200	0	7,200	0	
<b>Total</b>	<b>3,106</b>	<b>-3,437</b>	<b>0</b>	<b>-3,437</b>	<b>0</b>	<b>3,437</b>	<b>0</b>	

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Click Here to download to Excel for printing.

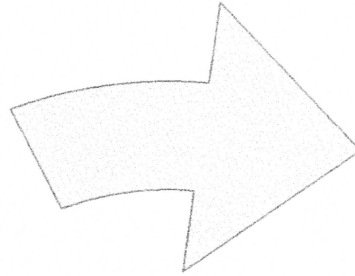
F = Favorable, U = Unfavorable



***Proposed Budget 2007-08***

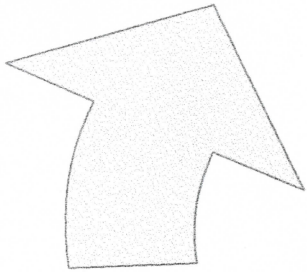
Teaching and Learning Center 2006-07	Expenses Projected	Revenues Projected
<b>Instructional Skills Workshops x 4 ( 36 Faculty)</b>		
Honarium for leaders	\$200.00	
Food	\$400.00	
Xerox costs	\$400.00	
Fees x 40 faculty @ \$ 50.00		\$2,000.00
<b>Teaching Colloquium 130 faculty</b>		
Speaker	\$2,000.00	
Fees x 150 faculty x \$15		\$2,250.00
Supplies, advertising, speaker gifts, misc.	\$1,500.00	
Food	\$1,000.00	
<b>Coordinator Meetings / Conferences</b>		
UICP Development Meetings x 2 BC Group		
Hotel	\$800.00	
Travel Air	\$800.00	
Per diem	\$300.00	
Misc. bus / taxi	\$100.00	
Professional Development Conferences and Member fees	\$2,000.00	
<b>Coordinator Office</b>		
Instructional supplies (Library Books and print resources)	\$3,000.00	
Signage, Posters, flyer, General advertising	\$1,000.00	
Society Membership: Society for Teaching and Learning in Higher Education	\$1,500.00	
<b>Webpage Development Student</b>		
Student wage	\$4,000.00	
<b>Cultural Workshops</b>		
Kyra Garson Personal Service Contract	\$10,000.00	
<b>Coordinator Salary</b>		
Penny Heaslip	\$72,500.00	
<b>Guest Speakers</b>		
Honarium for leaders	\$500.00	
Total	\$102,000.00	\$4,250.00

*Centre Focus for 2007-08*



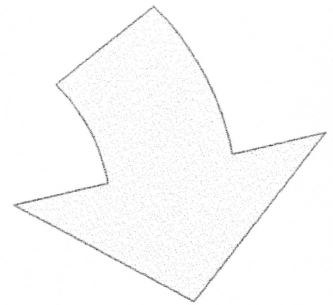
Orientation

Research



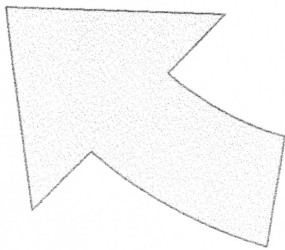
TRU

Centre for Teaching and Learning

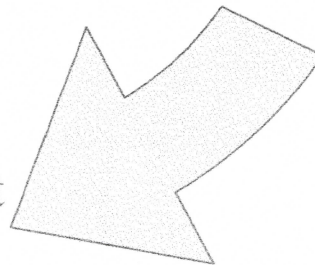


Mentorship

Learning  
Communities



Faculty  
Development





## **Areas of Focus for 2007**

### **Orientation:**

**Conduct a review of the current orientation program for new faculty and plan for an orientation day in August focused on teaching responsibilities; course outlines, lesson plans, formative and summative evaluation, grading standards and reflective practice.**

**Review policies and procedures impacting teaching quality.**

### **Mentorship:**

**Establish a faculty mentorship program to support new faculty in their role ensuring ongoing support for faculty. Encourage faculty to take the instructional skills workshop and the Instructor Diploma Program.**

**Individual Faculty Classroom visits and Feedback as well as and Consultations on specific issues of concern.**

### **Faculty development:**

**“May Daze” Three weeks of faculty development in May 2007.**

**Plan Spring Fling; 3-days of topics including Teaching Practices Colloquium and A Globally Minded Campus focus for 2008.**

**Offer ongoing workshops on Cultural Communication with**

**Cultural Communication with  
Kyra Garson with all  
departments.**

**Offer Instructional Skills  
Workshops May, August in  
Kamloops.**

**Plan Critical Thinking workshop**

**Research:**

**Continue to support the  
establishment of Learning  
Communities to explore issues in  
teaching practice. Such as the  
Faculty for the Advancement of  
Research in Teaching with a  
series of speakers and a  
development workshop and the  
nursing reading circle "Have You  
Read Anything Good Lately"**

**Research / Proposal writing  
workshops for faculty**

**Communication:**

**Newsletters August, January,  
May and September 2007-08.**

**Faculty-L Email list**

**Webpage for the Centre**

**Advertising campaign**

## **Personal Reflections:**

It has been a very exciting process to establish the initial activities for the Centre for Teaching and Learning for Thompson Rivers University. I have found this year to be professionally rewarding and have enjoyed the new challenges that the role provides. I can see the potential impact that such a Centre could have on the development of exemplary teachers at TRU. TRU as an institution has the potential of providing leadership in the area of research into teaching and learning and in particular in the area of E-Learning and the application of E-Learning both for distance education students as well as on campus students. We have made outstanding progress with creating awareness with faculty regarding the learning needs of Domestic and

International students through the affiliation of TRU-World with the Centre. We are fortunate to have the support of many faculty leaders and especially our students who are committed to supporting the establishment and ongoing efforts of the Centre for Teaching and Learning on this campus through CUEF funding. I would particularly like to thank Dr. Jack Miller my chairperson for his support through this inaugural year.

Dr. Mark Evered has been instrumental in dealing with the ongoing administrative needs of the Centre. I have appreciated his guidance, receptiveness to new ideas and his willingness to believe in the importance of the Centre as an integral component of Thompson Rivers University. It has been wonderful to have this support.

I look forward to 2007-08.

Respectfully submitted by: Penny Heaslip BScN, MEd, RN



International students through the affiliation of KU-Wichita with the Center. It is  
fortunate to have this support of many faculty leaders and especially our students who  
are committed to supporting the center's mission and ensuring a strong future for  
Teaching and Learning on this campus. I would like to thank Dr. Jack Miller for his support through this project.  
Yours

Dr. Mark Liversoll has been instrumental in dealing with the ongoing situation of the  
Center. I have appreciated his guidance and support in many ways and  
his willingness to have the importance of the Center as an ongoing institution in  
Thompson River. I realize it has been a long time to have this support.

I look forward to 2007.

Respectfully submitted,  
L. J. Miller, Director

