

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 Special Projects

Re: Teaching Assistant Course Experience Survey Proposal

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

In what follows we outline the steps we recommend

Proposed scope

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

Terms of Reference and Timeline

Steps

Description

Dates (