

Self-Reflection, Non-Tenure Track, Annual Review – Lisa Met

I have just completed my thirteenth year teaching in The Department of Education. My Statement of Expectations indicates that 80% of my time is spent with teaching/student duties and 20% of my time is spent with service duties. I am not currently required to complete scholarship in my position. I am pleased to report that I believe I have not only met the expectations for my current SOE, but have also exceeded the expectations in both teaching/student activities and service. I hope to illustrate my efforts through my letter and accompanying chart of activities.

Teaching/Student-Related:

Teaching/Student Related - SOE	Fall 17	Spring 18	Extra in Meritorious or Highly Meritorious
Fall 17 – Teach 12 credit hours	Taught EDU 208x3 EDU 402 EDU 403 EDU 321 12 hrs	Taught EDU 208x3 EDU 402 EDU 403 EDU 321 Overload EDU 316	+Student Ratings generally positive – see also letter below.
Available to meet during office hours (and beyond)	See artifacts (syllabus for both semesters)	See artifacts (syllabus for both semesters)	+Created online course for EDU 316 Spring '18
Create Learning Environment that is professional and courteous	See student reviews, not indicating otherwise	See student reviews, not indicating otherwise	+Created a new setting for practicum with Flagstaff Elementary joining partnership F17/Sp18
Current in field as evidenced by current syllabus/etc.	See syllabus – current and changing as indicated	See syllabus – current and changing as indicated	+ Convened six student/faculty/mentor meetings with partnership students (across partnership) regarding dispositions

For the Fall 2017 semester I taught twelve credit hours. For the Spring 18 semester I taught 15 credit hours. I hope it is evident in my syllabus and artifacts that I am always available to meet with students (and do so regularly), I create a learning environment that is both professional and courteous, and that I am constantly reflecting on my assignments, teaching methods, and student interaction throughout all of my courses.

Criteria for Meritorious/Highly Meritorious:

In addition to those basic requirements, I feel I have exceeded the expectations in a few areas.

- 1. Strong ratings on student teaching opinion surveys with the majority of comments being positive or constructive (reflection statement should explain anomalies in teaching evaluations as a result of unique circumstances):** In regards to my student evaluations, I continue to be both pleased and discouraged by the feedback given by students. My ratings are positive overall with 3.5/4 as the average rating across classes. I work hard to provide a positive learning experience for my students. Students appreciate the materials but seem overwhelmed by the sheer volume of work expected of them during practicum which is reflected in the comments. I do believe that the majority of the students that leave my courses feel they have taken part in a well taught, engaging, and fair course.
- 2. Evidence of teaching a course in a new format & 3. Evidence of a refinement and modification to an existing course to enhance student learning outcomes**

While I was compensated for the overload teaching in the Spring of 18, I did create an online course (**new format**) to teach EDU 316 in eight weeks. This course has a very involved Signature Assignment (**refinement of a major assignment**) and required dedication to the timing and ability to break the large paper into smaller, more manageable parts for online students. I had positive comments in the EDU 316 evaluations regarding apprEDUation of the organization of the course.

3. **Evidence of practicum placement activities/or other activities:** I also worked diligently to expand our Flagstaff Elementary partnership to a new elementary school. This goal was important to provide a more consistent experience of diverse settings and populations for our pre-service teachers. This expansion required meeting with both the teachers and Principal at the new school trying to illustrate our dedication to education and responsible participation/communication/organization in our partnerships.

Service:

Service - SOE	Fall 17	Spring 18	Extra in Meritorious or Highly Meritorious
Attend the majority of COE and EDU meetings	Attended almost all COE and EDU meetings	Attended almost all COE and T&L meetings	Mentoring part-time faculty (graduate assistants) for EDU 208 supervisor positions – both Fall 17 (2) and Spring 18 (2)
Active participation in accreditations/annual program reviews	Very active participant in accreditation process, including continual review for improvement	Very active participant in accreditation process, including continual review for improvement	+School Based Partnership Administrative Duties – +Assigning/Placing 78 practicum students F17- 82 students, Sp18. + Attended faculty meetings or went to classrooms at Elementary Schools to connect with mentor teachers F17, Sp18. + Participated in Partnership Lead Mtgs including scheduling coordination for future semesters/concerns
Attend College-wide/faculty assembly meetings	Attended all mtgs.	Attended all mtgs.	Co-Chair Search # 666666 Asst Professor/Assc Prof. of Education –
One or more college-wide or departmental committees	Actively participated in dual degree committee. 20% - This committee had less commitment than expected 10% Actively participated in Reading Committee.	Actively participated in the dual degree committee. 20% - This committee had less commitment than expected 5% Actively participated in Reading Committee.	

	5%- less than anticipated 2%	5%- less than anticipated 2%	
	Actively participated in Departmental Accreditation efforts. 20% - more than anticipated 35%	Actively participated in Departmental Accreditation efforts. 20% - more than anticipated 35%	
	Actively participated in developing the community partnership program. 25% - more than anticipated 30%	Actively participated in developing the community partnership program. 25% - more than anticipated 30%	
	Actively participate in the Advanced Coordinating Council 5% - more than anticipated 15% (monthly meetings – report out and follow up)	Actively participate in the Advanced Coordinating Council committee 5% - more than anticipated 15% (monthly meetings – report out and follow up)	
	Attended and actively participated in all T&L SROP meetings. 8%	Attended and actively participated in all T&L SROP meetings. 13%	

I believe that I have met and exceeded my annual goals for Service. Some of the service commitments in my SOE have been adjusted, but I have exceeded the overall time and effort in these areas. An example of this would be my anticipated participation in the Dual Degree committee and Departmental Accreditation time commitment. Based on the previous year's work, I overestimated the time I would spend in the committee work for our new degree program. At the same time, I underestimated how much time/effort/commitment it would take for the continual improvement and accreditation process in elementary teaching and learning. I have adjusted the estimated time and actual time in the tables above for each of the commitments in my SOE.

Criteria for Meritorious/Highly Meritorious:

In addition to meeting the satisfactory requirements in Service, I believe I have been truly committed in this area, dedicated to improving my Department, my Partnership, and our Program in general.

- 1. Active member of Committees:** The table above reflects my membership on several committees including my highly active role in the accreditation review process for my program (see attached letter documenting participation)
- 2. Mentoring faculty, including part-time faculty:** One of the areas I feel I exceeded the expectations set forth is in the mentorship of our partnership instructors for EDU 208. Each semester our Partnership has worked with new/part-time and/or graduate assistants as faculty for the 208 courses. I have mentored these supervisors, trying to help them be successful in their teaching and supervising of our practicum students.
- 3. Program-related administrative duties:** Possibly the biggest commitment I have lovingly called my own, is the service of a Partnership Lead. I am amazed and baffled by the amount of time, effort and attention it takes to coordinate a partnership. Some of the responsibilities include scheduling seventy plus students each semester to hand-picked classrooms. I have attached a few artifacts to try and

demonstrate the organization it takes to assure that students have a variety of placements, and that each mentor teacher agrees to accept practicum students each semester, including the dates that elementary classes aren't in session/etc.

4. **Serving as a chair or as an active member of a committee (Leadership in Service):** I co-chaired a search committee over the summer ensuring that we had a successful hire. This was a very large commitment over the summer.