

Teaching Seminar for GTFs

Proposal: Develop a semester long Teaching Seminar to train the 1st year and current GTFs of the Department in Fall semester of each AY.

Rationale: Over past few years the GTFs have been teaching about 50% of the credit hours previously taught by part-time Lecturers. The GTFs have very little teaching experience at the time of hire. The in-house Teaching Seminar spread over a semester will enhance their training significantly, thus improving their teaching skills.

Plan: The Committee proposes the following structural plan to run the Seminar:

1. In its first year, all continuing and 1st year GTFs will be required to sign up for the Seminar although the continuing GTFs will not be required to attend the Initial Orientation. In subsequent years, the Teaching Seminar will be mandatory for all 1st year GTFs. The continuing GTFs can also attend the Seminar on a voluntary basis, or if recommended by the Graduate Committee. Other (non-GTF) lecturers for the department may also be required to attend all or part of the Seminar when directed by the coordinator of lecturers and approved by the department chair. All efforts will be made to schedule the Seminar and the Initial Orientation so that the lecturers can attend.
2. The faculty instructor of the Teaching Seminar will be responsible for the planning, coordinating, and running the Seminar each Fall. These responsibilities will be considered as additional service for the faculty instructor whose administrative designation will be the **GTF mentor**. The department chair will appoint the GTF mentor who will receive a 3 CH course off-load per AY for this service.
3. The department chair will assemble a group of faculty interested in serving as GTF mentors over the next few years, and will delegate them the task of developing materials for the Seminar based on the topics listed below, as well as evaluation criteria to determine the effectiveness of the Seminar. This process will facilitate a smooth start of the Seminar from Fall 2020 and its continuation to subsequent years.
4. The Teaching Seminar will run once a week during the Fall semester. The GTF mentor will record regular attendance of the GTFs, and any unexcused absence will be reported to the Graduate Committee chair. A survey of all GTFs regarding their learning experience will be administered at the end of the Seminar and the results will be submitted to the department chair and the GTF mentor. The department chair will share the appropriate portions of the survey

results with the undergraduate committee, graduate committee and the coordinator of lecturers to obtain inputs regarding the effectiveness of the Seminar.

5. Each GTF who successfully completes the Teaching Seminar will be awarded a Certificate of Completion by the department.

Initial Orientation: 2 days (total 8 hours)

1st day

Topics	Time spent
How to present in class	1 hr
Math department policies	1 hr
Board-work	1 hr
Course Syllabus	1 hr

2nd day

Topics	Time spent
Campus resources & Student success	1 hr
Canvas training	1 hr
Teaching presentation by GTF and feedback	2 hrs

Main Course: 1 semester. Meets once a week for 75 minutes.

Tentative Topics covered

- Grading
- More Canvas training
- Writing and grading of Exams
- Classroom management
- In-class interactions; how to pose meaningful questions in class
- Writing a Teaching Philosophy
- Short lessons on how to present topics deemed difficult by students

- Class observation (by GTF) of 2-3 faculty and discussions with instructor
- In-class videos of GTF and 1-1 feedback session with the instructor
- Classroom observation of GTF by 2-3 faculty members and feedback