May newsletter - It's time to reflect

Take time to reflect this May

With exams and the winter 2014 term officially coming to an end, May is the perfect month for a reflection on the past academic year.

Reflective practices, self-observation and self-evaluation are key components not just to teaching, but to professional development in every field.

As we encourage you to reflect on your teaching practices, we are taking the opportunity to reflect on our own practices here at Teaching and Learning Services. We've created three short 10-question surveys to help us better understand your needs and improve your experience with TLS in the future.

If you fill out the surveys before May 14 at 4:30 p.m., you'll be entered into a draw for a $250 Campus Card gift certificate. We'll be doing one draw for each survey, so if you fill out all three, that's three chances to win!

Please click on the links below for access to the online questionnaires.

- EDC programming survey: www.surveymonkey.com/s/VQNH2R6
- IMS electronic classroom survey: www.surveymonkey.com/s/28SBXVM
- TLS communications survey:

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We want to hear from you!

Do you want to present a teaching roundtable? Have an idea for a workshop topic? Or have some thoughts on how we could improve our services or offer different programs? The Office of the Associate Vice-President (Teaching and Learning) wants to hear from you! Contact us at oavptl@carleton.ca or at ext. 2344.
New features coming to cuLearn

On Saturday, May 3, cuLearn will be upgraded from Moodle version 2.4 to version 2.6.2. These annual upgrades are meant to continually improve the system, by addressing issues like speed, bug fixes and adding new features. The overall look and feel will be very similar to the current version, only with a modernized look and a simplified, more intuitive interface.

Some enhancements include:

- better grading features;
- improved course management;
- improved text editor and file management;
- improved assignments, including marking workflow and allocation;
- the ability to edit course activities and resources more easily;
- and a better responsive design.

For screenshots and a complete list of new features, please visit the cuLearn updates page.

During the upgrade on May 3, the system will be unavailable. There will be no impact to any content contained within cuLearn.

One of the key strengths of cuLearn is its extensibility through plugins that add extra functionality, integrations with other applications, and customization of the user interface. The EDC welcomes suggestions for future plugins to be added to cuLearn. The LMS steering committee evaluates and selects which plugins should be added. To learn more about the LMS steering committee and to suggest new feature requests, please click here.

Grade submission - Winter 2014 term

A message from Lisa Ralph, Associate University Registrar.

With the upcoming graduation period, there is a tight timeline in terms of reviewing and recommending potential graduates for Spring 2014 graduation based on grade submission deadlines and the Senate meeting on May 30 where graduates are approved.

Final grades for Winter 2014 are due as follows, based on exam type, with the final submission date of all grades being May 6, 2014.

Events

Please register in advance for the events below.

cuLearn Training

Our group training sessions provide an overview of cuLearn followed by a hands-on workshop that teaches you cuLearn basics, such as adding course content, creating discussion forums and setting up a basic grade-book.

May 20, 1 - 3 PM
422 Dunton Tower

If the group training session doesn’t fit with your schedule, please fill out this form to request one-on-one training.

Upcoming teaching and learning calls for proposals

The EDC website houses a list of proposal and abstract deadlines for upcoming teaching and learning conferences and journals. See if any interest you here.
Scheduled Final Exams: **10 calendar days** after the scheduled exam
Take Home Exams: **May 6** (10 days after the final day of exams, which is April 26)
Courses with No Exam Type: **April 21** (10 days from the last day of classes, which was April 8 excluding statutory holidays)

In order for academic departments and the Registrar’s Office to meet the graduation deadlines, all final grades need to be entered into the e-Grade system as per the deadlines above. We are asking for your cooperation in ensuring final grades are submitted within these deadlines.

Do not delay submission of grades for the purpose of accommodating individual students submitting late term work. In these cases, submit the earned final grade for those individuals based on course work completed at the time the grades are due and adjust the grades for individual students after submission of the final grades through the change of grade component in e-Grade as appropriate.

Extensions to grade submission deadlines must be approved in writing by the Associate Dean. Normally these types of requests are granted for courses taught outside of Ottawa or courses with delivery that takes place outside of the term end date.

To log in to the e-Grades system, visit [www.carleton.ca/registrar/admin/e-grades](http://www.carleton.ca/registrar/admin/e-grades) and use your MyCarletonOne credentials.

For any questions about e-Grades or grade submission, contact:
- **Phone:** 613-796-3450, Monday to Friday, 8:30 a.m. to 4:30 p.m.
- **Email:** faculty.systems.support@carleton.ca

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**Congratulations to this year's outstanding TAs**

On April 14, the EDC recognized the work and accomplishments of Carleton’s teaching assistants with its end of year Excellence Reception. Around 100 students, staff, instructors and guests gathered to celebrate the achievements of Carleton’s diverse graduate and undergraduate teaching assistants.

The **EDC's Outstanding Teaching Assistant Award** was presented to five individuals who excelled in their duties as TAs during the 2013-14 academic year: Laurie Brady (Canadian Studies), Brennan McConnell (History), Matthew Murdoch (Psychology), Erin Oldford (Business) and Sean Walkowiak (Biology). Each recipient was awarded a framed certificate and $250 for their commitment to improving student learning.
This year, there were also four honourable mentions for the award: Andrea Astle (Psychology), Cecilia Jorgenson and Chunyun Ma (Psychology), Nicole Marion (History) and Howard Needham (Computer Science).

Also receiving certificates were 27 participants of the Teaching Assistant Skills Certificate, and the 15 graduates of the Preparing to Teach certificate.

The critical role of TA mentors in the development of their peers was also recognized during the ceremony. The mentors provide support to their departments and the university by guiding fellow teaching assistants as they identify and develop discipline-specific teaching skills.

Please join us in congratulating each of these outstanding TAs!

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**Creating the 'A-ha!' moment: Business professor reflects on decades of teaching**

On the wall hang several plaques. Some are in recognition of research, some congratulate his years in professional service, and others, including a Capital Educators' Award and a Graduate Mentorship Award, focus on teaching excellence.

“I like history,” says Nicolas Papadopoulos from his office at Carleton’s Sprott School of Business, where evidence of his life’s work hangs.

He points to one frame, commemorating his first published piece in 1976. The man who signed it then is the father of a professor who works five doors down from Papadopoulos at Carleton. After teaching international marketing and business for 39 years, he says there aren’t many in his field that he doesn’t know personally.

Read more about Papadopoulos' impressive teaching career [here](#).

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**The quest for plastinates at Carleton: A state-of-the-art alternative**

Instructor Iain McKinnell and associate professor Jeff Dawson from the Faculty of Science are taking the lead to bring plastinates to Carleton.

There is no greater way to learn human anatomy than examining real human tissue. Since Carleton doesn’t have the facilities for human cadavers,
professors McKinnell and Dawson are hoping to raise $25,000 to purchase a set of plastinated models, a state-of-the-art alternative.

These specimens, individually prepared from donated human tissue, are resistant to wear and tear, are non-toxic and represent the human form with unprecedented detail and accuracy. They are a brilliant teaching and learning tool that could transform the learning experience of our anatomy and physiology students. Carleton would also become part of a select group of institutions offering the experience of plastinated specimens to undergraduate students.

For more information and to see how you can help make this venture a reality, please [click here](#).

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**An important start of term announcement for classroom users**

As we get set to start the early summer term, IMS would like to remind faculty and instructors about the electronic equipment lockout in general pool classrooms on weekends and evenings. Starting at 5:30 p.m. on Fridays and continuing all weekend, teaching consoles will be locked and unavailable for use without prior arrangements. Similarly, Monday to Thursday, the same applies after 11 p.m. through until the next morning. To obtain access to the AV controls during this time, please contact Carleton University Event Support at ext. 1850 or at ims_conference_support@carleton.ca no later than 48 hours prior to your session or event and we will be happy to help.

We also ask classroom users to be considerate to other faculty, instructors, staff and students by returning all devices to their respective charging bases so that any subsequent users will have a fully charged microphone or wireless mouse. It would also be appreciated if any moveable furniture is returned to its designated location, the blackboards are cleaned and the teaching console is kept free of waste and clutter.

If you require assistance with any classroom technology, please contact CTS at ext. 3815 or [cts@carleton.ca](mailto:cts@carleton.ca).

IMS is grateful for your cooperation, as are your fellow colleagues.

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**Learning outcomes: They aren't just for courses anymore**
Many of you are already familiar with the concept of course-level learning outcomes. Perhaps you already include these statements of expected skills and competencies students will demonstrate by the end of the course on each course syllabus. But what about the degree or diploma, as a whole? Wouldn’t it also be helpful to make clear our expectations for graduates of each program?

Ann Clarke-Okah and Andy Thompson from the Office of Quality Assurance (Academic Programs) discuss the benefits of program-level learning outcomes in their recent blog post. Find out more here.

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**Getting a peek at university: High school students prepare for 2014 EMCP**

From Bippity-Boppity-What? to Video Games, there are a variety of offerings ready to go for Carleton’s 2014 Enrichment Mini-Courses Program (EMCP). All five faculties will be represented in the mini-courses, which will give bright young students (who range from grade 8 to 11) a wide sampling of their possible futures, passions and pursuits.

Carleton will host about 1,050 students from eastern Ontario and western Quebec during the week-long program, which runs from May 4-9. Outside the classroom, these students will be introduced to our beautiful campus and get a peek at the university student’s life, since the program overlaps with the beginning of Carleton’s early spring classes.

But it will be inside the 50 or so classrooms around campus that the EMCP students will get a glimpse at what post-secondary education has to offer. Learn more about the program [here](#).