Teaching and Learning News

Top Stories

Teaching Development Grant

Would you like to develop an innovative teaching project that would support student academic success? Teaching and Learning Services can support this endeavour through its Teaching Development Grant, which allows Carleton faculty members, instructors and contract instructors to implement and investigate new approaches to teaching and learning, and to enhance conversations about teaching and learning across academic units. Financial support in the range of $500-$2,500 per project is available. Please apply by January 30, 2020. Projects that focus on student learning experiences in first- and second-year courses are especially encouraged.

Learn more about the grant and view the criteria here.

STLHE call for proposals

The Society for Teaching and Learning in Higher Education (STLHE) is calling for proposals. Please visit their website for more information.

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Events

Faculty Community of Practice: Immersive Learning
Dec. 11, 1 - 2:30 PM

cuLearn Course Design Drop-In Session
Dec. 12, 10 AM - 12 PM

Community of Practice Meeting: Collaborative Indigenous Learning Bundles
Education (STLHE) has put out a call for proposals for its upcoming annual conference, which will be held at the Shaw Centre from June 9 – 12, 2020. This year’s conference is cohosted with Carleton University, Algonquin College, La Cité Collégiale and the University of Ottawa.

The submission deadline for proposals is January 15, 2020. For more information, please visit the conference website.

We strongly encourage Carleton’s teaching and learning community to submit a presentation or workshop. This is a wonderful opportunity to share and showcase teaching and learning practices at Carleton. If you would like some support or guidance to develop a presentation or workshop please reach out to us at tls@carleton.ca to set up an appointment.

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**Students as Partners Program**

Administered by the Discovery Centre, the new Students as Partners Program (SaPP) offers Faculty, Instructors, Contract Instructors, Educational and Instructional Developers and Librarians the opportunity to provide a paid work experience to undergraduate students interested in teaching innovation and curriculum design. The program is fully funded by Teaching and Learning Services. Applications for the first round of funding are due on Friday, Dec. 13. For more information, please visit the Discovery Centre website.

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**Courses and course data from Summer 2014 and before will be permanently deleted from cuLearn on February 21, 2020**

This is an important process related to regular maintenance of cuLearn, Carleton’s Learning Management System (LMS), as well as compliance with Carleton’s data retention policies.

As per Carleton’s policy on Retention and Removal of Course Related Data in Carleton’s LMS: *Undergraduate and graduate credit courses, and all data in these courses, will be retained in Carleton’s LMS for five years from the course’s end date. At the end of the five-year period, expiring courses and all the material within the course will be permanently deleted.*

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**Future Carleton events**

- **(CILB)**
  - Dec. 17, 10 AM - 12 PM
- **Lightboard - Illuminate Your Teaching**
  - Dec. 18, 1:30 - 3:30 PM
- **cuLearn Course Design Drop-In Session**
  - Jan 3, 10 AM - 12 PM
- **Contract Instructor Orientation Winter 2020**
  - Jan. 4, 10 AM - 4 PM
- **cuLearn Course Design Drop-in Session**
  - Jan. 7, 10 AM - 12 PM
You can review the full policy here.

If access to this material is required beyond the deletion date, instructors have the ability to archive a copy of their LMS course. Procedures to complete a backup are provided here. If you need additional assistance with creating a backup, please contact edtech@carleton.ca.

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**Learning Management System (LMS) Review Update**

A lot has happened since the last LMS Review Update. Carleton issued a Request for Proposals (RFP) on November 4. The RFP was developed through the extensive consultations that took place over the spring and summer, in addition to the significant input of the LMS Working Group. The issuing of an RFP signals our intent to review and consider proposals for a new approach for Carleton's learning management system, cuLearn. Once providers submit their proposals, a team of experts will rate and identify a shortlist of providers. These providers will then be invited to showcase their systems to the Carleton community through a series of demonstrations, interviews and sandboxes.

The sandboxes will be one of the best opportunities for the teaching and learning community to try out the systems and explore its features, user friendliness, sophistication, and fit for Carleton.

The sandboxes will be available in January and continue into March. Vendor demonstrations to the Carleton community will take place during the February reading week.

There will be substantial opportunities to participate in the sandboxes and demonstrations, including being on the team that directly evaluates the vendor demonstrations and systems. To learn more about how to participate in the evaluation, please reach out to tls@carleton.ca.

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**Scantron Exam Marking Service**

Exam season has arrived at Carleton, which means there will be a large volume of Scantrons that require
processing at the EDC. Instructors using Scantrons are asked to drop off their answer sheets to the EDC main office (410 Dunton Tower) as soon as possible after their exam is done. This is to ensure that they are processed in a timely manner. Our office hours are Monday to Friday 8:30 a.m. – 4:30 p.m.

To accommodate the afternoon and evening exams on December 20 and 21, the EDC will be open to accept Scantrons on Friday, December 20 until 11 p.m. and Saturday, December 21 from 12 p.m. (noon) – 12 a.m. (midnight). Please note that all Scantrons must be dropped off no later than 12 a.m. (midnight) on December 21 to ensure that they are processed before the break. Otherwise, exams will be processed starting on January 3.

Reminder: In order to expedite the drop off process, please ensure the Scantrons are stacked face up with timing tracks on the left-hand side and a correctly completed key on top. Also, please ensure that you have a completed Scantron Scanning Request Form with an accurate count of the number of Scantrons you are submitting for grading.

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**Fall Grades 2019 Submission**

Sent on behalf of the Registrar’s Office. Final grades are submitted to Carleton's E-grades system. The E-Grades system is currently open for the Fall Term final grade submission. The final examination period for late and full summer term courses is December 9-21 (including Saturday and Sunday). Examinations are scheduled seven days a week. Subsequent changes to final grades are submitted through the E-Grades system change of final grade roster.

For complete documentation please review the linked memo (note requires mycarleton1 login) from the Registrar’s Office.

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**Contract Instructor Orientation**

If you’re getting ready to teach your first course at Carleton or if you’re returning after a break, you may have questions about policies and procedures, teaching tips and educational technology. Join Teaching and Learning Services on Saturday, January 4 from 10 a.m. –
4 p.m. for our winter 2020 Contract Instructor Orientation to get the answers to your questions.

Space is limited, so please register for the orientation in advance.