

# Teaching and Learning News

## Top Stories



### Welcome to a New Term

The campus is buzzing again with familiar sights and sounds that have been absent for the past two and half years. Despite the fact that the pandemic is not over, the return to face-to-face learning this fall is both exciting and nerve-wracking as we figure out how to come back together after a period of remoteness. Moving forward, it will be important to remember the valuable lessons we've learned over the past couple of years and prepare for the changing landscape of higher education.

There are many notable takeaways that have come out of the pandemic, but what rings loudly is the importance of compassion, flexibility and welcome in our learning environments. Adopting pedagogies that acknowledge students face competing priorities in their learning journey is not only good for student success, but also models the type of society we want and need. It is possible to stay true to these principles and maintain a quality learning environment regardless of modality. We have two Fulbright Scholars, Professors Peter Felten and Susan Hrach, and a Visiting Professor who is the incoming president of the International Society for the Scholarship of Teaching and Learning, Michelle Eady, joining us this year. All are highly

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respected scholars and pedagogues who can offer insight into how our learning spaces can be premised in compassion, flexibility and welcome. Watch out for opportunities to connect with them.

Our Working Group on the Future of Teaching and Learning is looking to the changing landscape in higher education and developing a set of recommendations on the future of teaching and learning at Carleton. Check out our trend reports and consider getting involved in this process. [Visit our website](#) for more information and [provide your thoughts](#) on what the future of teaching and learning should look like. We'll also be hosting events throughout the term, so please keep an eye out for the details.

There are many things to look forward to this fall. Construction has begun on the [Future Learning Lab](#). Located on the fourth floor of the MacOdrum Library, the lab will provide numerous opportunities for our instructors, students and staff to collaborate and innovate. In addition to a completely overhauled space, the lab will host a variety of programming, awards and grants, including our undergraduate research program, [I-CUREUS](#), and our [Students as Partners Program](#), which gives students the chance to partner with an instructor on teaching innovation projects and course design.

Exciting new programs and services will also be hosted in the Future Learning Lab, including the establishment of teaching innovation grants and a new student skills development certificate that will build off the success of the original [FUSION modules](#), helping Carleton students become the next generation of citizen scholars. We will also be experimenting with educational technologies that will enable more flexible approaches to experiential learning. Stay tuned for more to come on that score.

As you prepare for the first few weeks of classes, remember that Teaching and Learning Services is here to help you imagine possibilities and address challenges in your courses. Whether you would like to consult with us about pedagogies, assessment strategies or educational technologies, we can support you. Don't hesitate to [reach out](#).

On behalf of all of us at TLS, I wish you and your students a safe and successful fall term!

*David J Hornsby*  
*Associate Vice-President (Teaching and Learning)*

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and Community  
Engagement

- [Reminders for In-Person Events and Travel Policies](#)

## Events

[Setting Up a User-Friendly Gradebook](#)  
Sept. 14, 2 to 3:30 p.m.

[Community of Practice: Teaching, Belonging and Wellness](#)  
Sept. 20, 12 to 1:30 p.m.

[Never Too Late! Revisiting Your Course Design After Courses Have Begun](#)  
Sept. 27, 10 to 11:30 a.m.

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## Teaching Resources and Support This Term

As the fall term gets underway, remember that we can provide a variety of support to help you design and deliver your courses.

In order to meet the diverse needs of our community, we will be offering limited services in-person, in addition to remotely via phone, email and web-conferencing tools. We are not able to support ad hoc, in person drop-in consultations on the fourth floor of Dunton Tower. If you need to meet with a team member or get support onsite, please complete our [course consultation request form](#) and we would be happy to meet with you in person.

Whether you need [educational technology support](#) for tools including Brightspace, Kaltura Mediaspace, Poll Everywhere and Zoom, or would like a [classroom orientation](#) to familiarize yourself with the room you're teaching, we can help! We also provide [equipment loans](#) if you or your teaching assistant need additional tools to teach your courses, and can [record your course introduction or a mini-lecture](#) in one of our classroom studios.

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## Important Dates and Updates for the Fall Term

As the fall term begins, there are several important dates to keep in mind:

- Course outlines must be made available by Oct. 24 to students registered in late fall courses.
- Formally scheduled full and late-summer term deferred final examinations will be held Sept. 23 to 25. Early fall undergraduate deferred final examinations will be held Nov. 18 to 20.
- Carleton students will have a week-long break from Oct. 24 to 28. No classes will take place during this time. Students cannot be required to attend class or submit coursework from Oct. 22 to 30. If exceptional circumstances necessitate holding a test after Friday, Oct. 21, such a test can only be scheduled for Saturday, Oct. 22 and must be announced on the course outline distributed at the beginning of the term.
- Remembrance Day is on Friday, Nov. 11. As much as possible, course instructors are asked to allow for a moment of silence for personal reflection at 11 a.m. in accordance with Senate policy.

For more important updates, including exam information, please [read the latest message from the Provost and Vice-President \(Academic\)](#).

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## **Apply for the Carleton University Experiential Learning Fund**

Interested in developing course or program-level initiatives with experiential learning components? Applications for the [Carleton University Experiential Learning Fund \(CUELF\)](#) are now open for the 2022-23 academic year.

Deadlines for this year's call are as follows:

### **Competition 1**

Application deadline: Oct. 21, 2022

Applicants notified: Nov. 29, 2022

Funds distributed: Dec. 20, 2022

### **Competition 2**

Application deadline: Jan. 20, 2023

Applicants notified: Feb. 15, 2023

Funds distributed: March 6, 2023

If you have questions or would like to discuss your proposal, please email [tls@carleton.ca](mailto:tls@carleton.ca).

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## **3M National Teaching Fellowship Call for Applications**

The Carleton University Teaching Awards Committee (CUTAC) is looking to nominate faculty for the [2023 3M National Teaching Fellowship](#).

The fellowship is Canada's most prestigious recognition of excellence in educational leadership and teaching at the post-secondary level.

If you are interested in applying or would like to learn more about the nomination process, please contact us at [tls@carleton.ca](mailto:tls@carleton.ca) as soon as possible. Draft applications must be submitted to CUTAC by Oct. 20.

CUTAC will provide feedback to help strengthen your application and will help you solicit letters of support and institutional endorsements. If there are multiple candidates for a limited allowable number of submissions from Carleton, CUTAC will also adjudicate dossiers.

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## **Bridge Academic and Employability Skills With FUSION**

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The [FUSION Skill Development Program](#) is a series of skill-specific, self-directed online modules that are designed as a wrap-around to an experiential learning opportunity. Hosted by Teaching and Learning Services and accessible via Brightspace, the modules aim to help students develop and transfer a range of skills to future work, learning, or personal situations and environments.

This fall, we are excited to offer six FUSION skill modules: metacognition, communication, problem-solving, collaboration, adaptability and inclusivity.

If you are an instructor or university service provider interested in embedding any of the FUSION skills into your course, please complete the [FUSION consultation form](#) or email [fusion@carleton.ca](mailto:fusion@carleton.ca).

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## Scantron Processing at TLS

Paper-based multiple-choice Scantron services (scanning and processing) are available at Teaching and Learning Services this fall term.

Drop off and pick up of completed Scantron exams sheets is available in room 410 Dunton Tower, Monday to Friday from 9 a.m. to noon and 1 to 4 p.m. Please note that the office is closed from noon to 1 p.m. and forms cannot be dropped off or picked up during this time.

Instructors requiring Scantron processing are encouraged to complete the [Scanning Request Form](#) prior to dropping off exams. Results will be provided within three business days.

For additional Scantron and assessment resources, please visit our support pages below:

- [Scantron Resources](#)
- [Multiple-Choice Exam Development](#)
- [Assessment Support](#)

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## Brightspace Training for Contract Instructors

Carleton University is providing paid Brightspace training for eligible contract instructors. Upon completion, participants will be paid a **one-time sum** of \$120 (three hours of training). Payment for completion is processed once per academic term.

To enroll in the Brightspace Basics self-paced online

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course, please [authenticate into this form](#) using your MyCarletonOne credentials. This self-paced course is the only option for eligible contract instructors to receive payment for completing Brightspace training.

Once you have completed the course modules, you will get an email indicating that you'll be paid in the next payment cycle, usually at the end of September, January and April.

Additionally, contract instructors are welcome and encouraged to make use of all the freely available resources to support course design and delivery in Brightspace, including:

- [Carleton's Brightspace Support website](#)
- [Additional TLS Brightspace workshops \(not an eligible option for paid training\)](#)
- [TLS Brightspace consultations and support](#)
- [Brightspace direct technical support](#)

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## What's New With Zoom?

There have been a number of updates to Zoom over the summer months, including an updated minimum version for Carleton users and authentication via MyCarletonOne for meetings. We've summarized the highest priority changes that have taken place from May to September 2022 on our [Zoom Support website](#).

If you have any questions or would like a complete list of changes specific to Carleton users, please submit your request through the [TLS Support Portal](#).

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## Upcoming Community of Practice: Explore New Perspectives on Teaching, Belonging and Wellness

Join Teaching and Learning Services and Dr. Susan Hrach, Fulbright Canada Distinguished Research Chair in the Scholarship of Teaching and Learning, for a community of practice that will provide a new way to see teaching, belonging and wellness. Connect with colleagues and study the open access book, [What Teaching Looks Like: Higher Education through Photographs](#), for unique perspectives on topics including classroom interactions and student perspectives. [Learn more and register here](#).

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## Support for Your Teaching Assistants This Term

Are you working with a teaching assistant (TA) this fall? We have several resources to assist you in supporting your TAs, including:

- **Training:** All TA pedagogical training workshops will be offered online for the fall term. TAs can register for workshops through the [Carleton Central—TA Management System](#).
- **TA Central Hub:** The TA Central Hub in Brightspace is a space for TAs to watch pre-recorded training videos, access resource materials and share resources related to teaching. If you have a new TA who would like to enroll in the hub, please contact [TASupport@cunet.carleton.ca](mailto:TASupport@cunet.carleton.ca).
- **Brightspace support:** We have a [Brightspace support site](#) designed specifically to assist your TAs in navigating and using Carleton's learning management system.

For more information about the services TLS offers for your TAs, visit our [TA Support page](#).

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## I-CUREUS Deadline Extended

Do you know a student you'd like to support in the Internship-Carleton University Research Experience for Undergraduate Students (I-CUREUS) program? The deadline to apply for fall and winter positions has been extended to Sept. 16. [Learn more and apply here](#).

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## Weekly Office Hours: Equity and Inclusive Communities, Centre for Indigenous Support and Community Engagement

Would you like to receive support for implementing or enhancing Indigenous and/or equity-driven curricula and pedagogy in your courses? The Centre for Indigenous Support and Community Engagement and the Department of Equity and Inclusive Communities invite you to drop into office hours on Zoom this term. [Learn more](#).

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## Reminders for In-Person Events and Travel Policies

As on-campus activity increases and travel and in-person events resume, Financial Services would like to remind the campus community of a number of [policies](#)

[to keep in mind](#) when planning and/or making purchasing decisions.



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