

The TLT Group

Teaching, Learning, and Technology

Low-Threshold Faculty/Professional Development Program

Planning/Description Template

(Improve Teaching/Learning with Information Technology – Using LTA Approach)

Make an Improvement; Assess and further improve; Help faculty colleagues; Seek/Accept help

This *template/form* is designed to help faculty members plan, describe and share important improvements in teaching and learning with technology in their own courses. The TLT Group recommends using this template within an ongoing “*low-threshold*” *program of collaborative institutional support* for faculty members, academic support professionals, and their colleagues in which they are encouraged to ask: “What is the smallest meaningful next step I/we can take? How soon can I/we take it?”

See also: <<http://www.tltgroup.org/profacdev/Description.htm>> & <<http://www.tltgroup.org/profacdev/home.htm>>

More detailed explanations and annotated versions of this template are available at:

<<<http://www.tltgroup.org/profacdev/template.htm>>>

This template is organized into four sections:

1. Describe the improvement itself
2. Use assessment to guide further improvements [and prepare for problems]
3. Deepen your own understanding as you help colleagues make similar improvements
4. Identify and obtain additional resources if necessary

Caveats: Training Wheels!

We recommend that faculty members complete this planning template in detail only when using it the first few times or when developing major/significant improvements in teaching and learning using information technology in their own courses. Trying to use it in detail for too many small changes may become more of a deterrent than a help.

However, we do hope that faculty members will use this template at least as a guide when planning or preparing most such improvements. We also suggest that you try filling in most of the boxes now, but feel comfortable about revising your notes to reflect changes in your thinking and experience during the coming weeks and months.

[What, if any, additional resources do you need to complete this template? From whom?]

Make at least one improvement – in at least one course	
<p>1. Goal(s)/Benefit(s) Describe your intended <i>Educational Outcomes</i>: E.g., Describe how you hope students will make [better? faster?] progress toward some skill, knowledge, etc. in one course, in their major and/or across different disciplines (and over several years?)</p>	
<p>Savings: Describe how this LTA saves time, money or stress: How and to what extent the results are easier and less stressful to achieve (especially in the long term) than via other methods.</p>	
<p>2. Educational Activity(ies) What pattern of actions by faculty members and students will help achieve the outcome(s) you just described? YOU SHOULD NOT NEED TO REFER TO THE TECHNOLOGY IN THIS DESCRIPTION!</p>	
<p>3. Information Technology Applications What information technology application(s) will help the students and/or faculty carry out the activity(ies) described above?</p>	

Assess and further improve at least one aspect of the change [Prepare for problems!] Collect information to confirm or reject a new practice; or, preferably, to guide further improvement in the same direction. [Anticipate and prepare to cope with most likely problems.]	
Sources What are some of the different ways in which you can collect USEFUL feedback, information, data? Where can you find sample survey items, questions, survey templates, study designs RELEVANT TO THIS "IMPROVEMENT"?	
Assess today to improve today How will you gather data that could guide an improvement you could make almost immediately?	
Assess today to improve next term What kind of study might you do to help you teach the course better and help your students learn better the next time it's offered?	
Anticipate problems What is most likely to go wrong? How will you cope and move forward? How can you learn from problems or failures in this situation?	

Help faculty colleagues - Learn by teaching Understand the improvement more deeply through learning by teaching. Help faculty colleagues make similar improvements	
Help who? When Individuals, department, other group? When?	
How will you help them and with what? What's the simplest, best way for you to help others learn from your experience with this idea? Minimally: Create a description using this template -- a description that a colleague would find useful, compelling, or provocative.	

Seek and accept help Determine the kinds of help and resources you need to make a meaningful, continuing success of your change. Determine who can provide that help and those resources – and what you can do to obtain and comfortably accept them! [Consider working more collaboratively.]	
What kinds of help or additional resources? What, if any, additional resources do you need to effectively implement, assess, improve, share, or continue using the change you are making? To complete this template?	
Help from whom? Who can provide the kinds of help you want or need?	
Help when (and how often and how quickly)?	
Obstacles? What are some obstacles that might prevent you from getting the help, resources you need? What are some obstacles that might prevent you from being receptive toward and comfortable in accepting the help and resources you need?	

Next Step(s)?	
What are your very next steps? Consider an SMS? [Smallest Meaningful/Material Step] How soon can you take this next step? Today? Tomorrow?	