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MEMORANDUM

To: Rebecca Elinich

From: Jeffery Thomas
Dean of Academic Affairs

Date: August 20, 2020

Re: **TEACHING IMPROVEMENT PROCESS – PORTFOLIO**

Thank you for submitting your portfolio and reviewers' comments. This is a formal acknowledgement of your completion of Article X, Improvement of Teaching, Developing a Teaching Portfolio, as outlined in the 2014-2017 Collective Bargaining Agreement.

REQUIRED ITEMS:

- ☒ 1. Academic resume
- ☒ 2. One Course Outline—including departmental syllabus and course objectives.
- ☒ 3. Sample assignments
- ☐ 4. Sample of laboratory assignments
- ☒ 5. Samples of examinations and/or writing assignments
- ☒ 6. Summary of student survey
- ☒ 7. Evidence of professional growth since the last portfolio
- ☒ 8. Written assessments from reviewers
- ☒ 9. Information or involvement in assessment
- ☒ 10. Information related to enhancing equity and diversity
- ☒ 11. Service to the College and/or community
- ☒ 12. Statement of anticipated future professional growth activities and/or goals

OPTIONAL ITEMS:

- ☒ 1. Sample of handouts
- ☐ 2. Samples of unsolicited student letters and comments
- ☒ 3. Peer/professional observation and evaluation

COMMENTS:

Rebecca, congratulations on all your achievements over this past year! I appreciate all the work you have done to meet the needs of our students, to work with our high school partners and with all of our colleagues at CCAC. Keep up the good work!

c: G. Mullin-Sawicki