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## MEMORANDUM

To: Rebecca DuPont, Assistant Professor

From: Brenda S. Trettel, Ed.D.  
Dean, Business and Information Technologies

Date: 6/10/21

Re: **TEACHING IMPROVEMENT PROCESS PORTFOLIO for 2020-2021 Year**

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 extended 2017-2020 Collective Bargaining Agreement.

### REQUIRED ITEMS:

- ☒ 1. Academic resume
- ☒ 2. One Course Outline including departmental syllabus and course objectives. Include an explanation of how & why your course outline has changed. (MMC 111)
- ☒ 3. Sample assignment
- ☐ NA 4. Sample of laboratory assignments
- ☒ 5. Samples of examinations and/or writing assignments
- ☒ 6. Summary of student survey – A discussion of the results of the student survey
- ☒ 7. Evidence of professional growth since the last portfolio
- ☒ 8. Written assessments from reviewers and comments from the Dean along with a statement as to how these areas were addressed since the last portfolio
- ☒ 9. Information or involvement in class, course, program and general education 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:

Thank you for submitting your Improvement of Teaching Portfolio for 2020-2021, which is in keeping with the provisions of the AFT Collective Bargaining Agreement. Your electronic portfolio in portfolio gen was well organized, easy to navigate and detailed. It contained all the required items & the optional item of handouts. The videos and pictures you provided in the portfolio made it dynamic. Your SOSO scores were 4.87 out of 5.0 which is excellent. Thank you for all the work you did in converting your classes to the zoom modality due to the pandemic keeping student success as your focus. You served on the Assessment and Research committee as the secretary and you are the CIT department Head at North Campus. You attended discipline, college and department meetings. Your membership of the VR/AR Association of Pittsburgh gave you the opportunity to host an event in the Innovation Lab, "Dabble and Mingle" for the community to learn about MMC. You also took the opportunity to attend learning talks such as the [Interactivity in AR: Using Sound and Animation in Adobe Aero](#). Thank you for completing an assessment activity as assessment is important to our Middle States accreditation. Overall, I found your portfolio to be excellent. Please keep up the good work.

Cc: Dr. Maxwell