

Biology 180 – Quarter Planning, Prof-Coordinator Meeting — Spring Quarter 2015

Prior to quarter —Please forward to John ...

Student email: “I’m trying to add the class,” “What version of the text?,” etc.

Disability Resources for Students (DRS) faculty notification letters. These should come to the coordinator. Avoid granting any accommodations until we review the letter.

Lecture schedule and textbook readings — the detailed syllabus

Clicker start date: **Wednesday, April 1**

Use worksheets? (Expt design, Nat sel/HIV, H-W/blondes, Phylogenies, Climate)

Yes, all 5, dates in syllabus

Professional development sessions? **Yes, 3 listed in syllabus**

March 31 session to include Piazza discussion forum introduction (~3-4 minutes)

Use iPad? **Yes. Confer with Classroom Support for Kane 120; 221-5000, help@uw.edu**

Office hours: **Tues/Wed, 11:30-12:20, Kane 234**

Exam dates

Typically end of 3rd, 5th, 7th or 8th weeks; plus final

Exam writing/proofing/printing

MS Word format exam and key files; email to John

First draft as early as possible. Deadline for final versions (DRS and printing) 24 hours

Answer keys can come the morning of the exam. John will print them for TAs and later add the graders' annotations.

Avoid colors (as in graphs) that may not reproduce well.

Exam reviews

For midterms, Thursday after lab (4:00 or 4:30), John will arrange

For final, the last “lecture” of the quarter

Post-exam grading meetings with TAs

Starts ~30 minutes after exam; lasts ~2 hours

Emphasize that TAs do discriminating grading even if that is time-consuming

Consult on each question; course norm is to minimize double jeopardy, give proportional partial credit

Piazza – **Prof (and TAs) monitor Biology questions**; John policy issues, Celese field trip

Reading quizzes

Use them?

Professor edits existing quizzes to match assigned readings.

John configures open/close, etc.

Date of first: **For Wed, April 1 lecture** (will open after Tuesday lecture)

Lecture notes

Prof posts, try for 24 week day hours in advance

Clicker question answers for students

Re-post lecture notes with clicker answers daily

Clicker questions and discussion crib notes for TAs in advance of lecture?

Maybe! Decide later.

If so, email directly to TAs or email to John at least 24 week day hours in advance

Practice exams

Six, on dates listed in syllabus; first on Friday April 3

Email to John MS Word format exam with sample answer/rubric

Minimum 24 hours lead time with key (required for DRS); earlier allows more proofing

Accept the inevitable peer grading errors/inconsistency (and the related student complaints);

we don't do regrades (covered in the course policies)

Old exams as study questions

Suggest asking Scott for permission to use full exams from Autumn 2014, Adam and Janneke for Winter 2015

Monday TA meetings

Start 1:00 or 1:30 (after Bio dept seminar); time TBA

Professor may attend as many or as few as desired, stay as little or as long as they wish.

End-of-quarter grade assignment meeting

A brief meeting, about 30 minutes, typically late Friday of finals week