

**COLLEGE OF EDUCATION
UNIVERSITY OF HOUSTON - CLEAR LAKE**

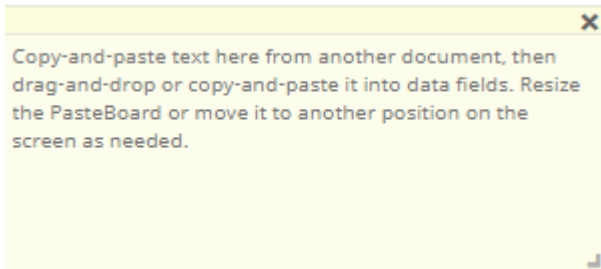
2022 ANNUAL FACULTY REVIEW SUMMARY Digital Measures Mapping

This document is updated to address issues faced with Annual Activity reporting accuracy, primarily due to lack of Dates being entered or updated from previous years. Directions and helps for entering information are highlighted in Yellow. Updated information is noted in Red.

Note: If you want to write your comment information in Word and then paste into Digital Measures, especially for creating bulleted lists, use the Paste Board feature in the upper right corner of the screen.



The PasteBoard window will appear in the bottom right corner and you can paste your text from Word in to this window and then copy/paste into the text box in Digital Measures. To use the drag-and-drop feature, highlight the pasted text and then drag the text to the comment box. You can move the PasteBoard box anywhere you want on the screen to make working with it more convenient.



2.5.6 EVALUATION OF TEACHING

2.5.6.1 TEACHING WORK LOAD AND EDUCATIONAL ACTIVITIES

1. Classroom Instruction

Course Rubric & Number	Number of Students
This information is uploaded by the university. Do not manually add any courses. If you find a course if missing please contact the COE Planning and Assessment Office.	

- a) List other factors affecting workload such as teaching overload, faculty leave, job-related re-assignments other than teaching, etc.

Add This information in the **TEACHING\Summary Text**.

▼ Teaching

- Scheduled Teaching
- Course Releases
- Teaching-Related Products/Development
- Academic Advising
- Directed Student Learning

- Non-Credit Instruction Taught
- Interdisciplinary/Cross-College Activities
- New Courses, Curriculum, Degrees, or Training Programs

Summary Text

Year

Summary

B <i>I</i> <u>U</u> x ² x ₂ ↶ ↷ ↲ ↳

2. Field-based, Off-Campus, Online, Internships, and Practica, Courses

Course Rubric & Number	Field-based	Off-Campus	Online	Internship or Practica
------------------------	-------------	------------	--------	------------------------

Information for Course Number, Off-Campus and Online automatically added to the Teaching section by the university.

Checkboxes are available for you to identify which courses are Field-based and Internship or Practica. These are found after the student evaluation data.

Field-Based

Internship or Practicum

Click on the dropdown menu to select YES if either of these situations applies to the course.

Field-Based

<input type="text"/>
Yes
No

3. Individual Instruction (Required; Dissertations, theses/projects, master's exams, independent study instruction; list students' names and indicate if completed or in progress)

Add this information in the TEACHING\Directed Student Learning.

▼ Teaching

Scheduled Teaching

Course Releases

Teaching-Related Products/Development

Academic Advising

Directed Student Learning

Non-Credit Instruction Taught

Interdisciplinary/Cross-College Activities

New Courses, Curriculum, Degrees, or Training Programs

Summary Text

Edit Directed Student Learning

Involvement Type

Involvement Type

Explanation of "Other"

▼ Student Information (1)

1st Student Name

Student First Name	Student Last Name
<input type="text"/>	<input type="text"/>

Student's Home Department

Involvement Type

- 3rd Reader
- Comprehensive Examiner
- Directed Individual/Independent Study
- Dissertation Committee Chair
- Dissertation Committee Member
- Doctoral Advisory Committee Chair
- Doctoral Advisory Committee Member
- Internship Directed for Credit
- Internship Directed Not for Credit
- Master's Project Committee Chair
- Master's Project Committee Member
- Master's Thesis Committee Chair
- Master's Thesis Committee Member
- Methodologist/Research Specialist
- Research Groups
- Supervised Teaching Activity
- Supervised Teaching Activity (IA, TA)
- Undergraduate Coop
- Undergraduate Honors Thesis

If the type of role (involvement) is not available, select "Other" and provide the information in the "Explanation of Other Field"

Select Stage of Completion-

Stage of Completion

- Completed
- In-Process
- Proposal

Describe your role on the **Comprehensive Exam** under **Comments**.

Comments

B **I** **U** **x²** **x₂**

Add Date Started. If learning has ended, include Date Completed.

Date Started

Date Completed

Term

Year

Term

Year

Review all other existing Student Learning activities and update Stage of Completion and Dates as necessary.

4. Student Products Published/Presented at Conferences (Complete if applicable, Student name, conference or publication, type of assistance given)

Add this information in the **TEACHING\Directed Student Learning**.

▼ Teaching

Scheduled Teaching

Course Releases

Teaching-Related Products/Development

Academic Advising

Directed Student Learning

Non-Credit Instruction Taught

Interdisciplinary/Cross-College Activities

New Courses, Curriculum, Degrees, or Training Programs

Summary Text

The “Involvement Type” will be Student Products Published/Presented at Conference

Edit Directed Student Learning

Involvement Type

Explanation of “Other”

▼ Student Information (1)

1st Student Name

⋮

Student First Name

Student Last Name

Student's Home Department

Involvement Type

- 3rd Reader
- Comprehensive Examiner
- Directed Individual/Independent Study
- Dissertation Committee Chair
- Dissertation Committee Member
- Doctoral Advisory Committee Chair
- Doctoral Advisory Committee Member
- Internship Directed for Credit
- Internship Directed Not for Credit
- Master's Project Committee Chair
- Master's Project Committee Member
- Master's Thesis Committee Chair
- Master's Thesis Committee Member
- Methodologist/Research Specialist
- Research Groups
- Student Products Published/Presented at Conference**
- Supervised Teaching Activity
- Supervised Teaching Activity (IA, TA)
- Undergraduate Coop
- Undergraduate Honors Thesis

Enter other information as applicable. **Title of Student's Work** is a required field. Enter all other information as necessary.

Title of Student's Work or Conference Presentation *

Select the Stage of Completion- if the work is in progress, you will need to update this activity as soon as it is completed.

Stage of Completion

▼
Completed
In-Process
Proposal

Describe the type of assistance given in the **Comments** text box.

Comments

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Add Date Started. If presentation already took place include Date Completed.

Date Started

Date Completed

Term	Year
<input type="text"/>	<input type="text"/>

Term	Year
<input type="text"/>	<input type="text"/>

Review all other existing Student Learning activities and update Stage of Completion and Dates as necessary.

5. Adjunct and/or Faculty Mentoring (Complete if Applicable)

Enter this information under **SERVICE\College**

For Adjunct Mentoring:

Enter “**Adjunct Mentor**” in the Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution box.

Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution

Select **Other** in the **Position/Role** dropdown.

Position/Role

Attendee, Meeting
Committee Chair
Committee Member
Convener
Faculty Advisor
Faculty Mentor
Faculty Search
Staff Search
Student Placement
Other

Put the name of the Faculty or Adjunct mentee in the **Explanation of “Other”** box. (You will not have selected Other, but this is the field we pull the name from.)

Explanation of “Other”

Describe the nature and extent of mentoring in the **Responsibilities** text box. If this is an ongoing

mentoring assignment, adjust as necessary.

Responsibilities/Brief Description (30 Words or Less)

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Add Start Date and End Date. The end date will be the end of the current academic year. If the mentoring continues additional years, you will go in to change the end date the next year to that year and update the information in the Responsibilities text, if necessary. If the Responsibilities change dramatically, you may want to create an entirely new record for the next year.

Start Date

Month	Day	Year
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

For Faculty Mentoring:

Enter the name of the faculty mentee in the Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution box.

Committee, Member, Chair, Advisor, Mentor or Other College Service Contribution

In the **Position/Role** dropdown and select **Faculty Mentor**

Position/Role

Attendee, Meeting
Committee Chair
Committee Member
Convener
Faculty Advisor
Faculty Mentor
Faculty Search
Staff Search
Student Placement
Other

Describe the nature and extent of mentoring in the **Responsibilities** text box.

Responsibilities/Brief Description (30 Words or Less)

B <i>I</i> <u>U</u> x ² x ₂ ↺ ↻ ↗

Add Start Date and End Date. The end date will be the end of the current academic year. If the mentoring continues additional years, you will go in to change the end date the next year to that year and update the information in the Responsibilities text, if necessary. If the Responsibilities change dramatically, you may want to create an entirely new record for the next year.

Start Date

Month Day Year

End Date

Month Day Year

Update existing Mentoring activities as necessary.

6. Advisee Load (Complete if applicable. Provide number of advisees)

Enter this information under **TEACHING\Academic Advising**

Year

▼ Advisees (by Level) (1)

1st Advisees (by Level)

Number Advised	Number of CPS Completed	Classification
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add

Bachelor
Master
Doctoral

If you advised students at multiple levels (Bachelor, Master, and or Doctoral), click on the **Actions** button to add additional row(s) for each level you need to report.

Actions ▼

- Add Row Above
- Add Row Below
- Move Row
- Delete Row

CPS stands for Candidate Program of Study and is not a required field.

Create a new record for each year.

7. Other Evidence of Teaching Workload (Complete if applicable)

This information may be added in the **TEACHING\Teaching-Related Products/Development Section**. For information that does not fit here, add a new item to the **TEACHING\Summary Text** section. This will be a great place to add information on addressing changes made to courses in response to COVID-19.

Year

Curriculum Development

Teaching Products (Casebooks, etc.) - Describe

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Explanation of "Other"

Description of Activity

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Use of Non-Web Instructional Technology - Describe

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Honors/Awards - Describe

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Use of Web in Instruction - Describe

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Other Indicators (Peer Evaluations, etc.) - Describe

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

2.5.6.2 STUDENT SATISFACTION

1. Student Satisfaction Questionnaire (Required)

This information will be added by the university each semester for each course under **TEACHING\Scheduled Teaching**.

Course Name ^R

Course Prefix and Course Number ^R

Course Prefix

Course Number ^R

Section Number ^R

Overall Median Instructor Score ^R

Overall Mean Instructor Score ^R

Overall Valuable Experience ^R

Overall Relevant to Objectives ^R




Overall Instructor Was Fair ^R

Student Evaluation Comments are added by the university, and are not included in the COE Annual Activity Report. However, a Student Comment Report is available for Department Chairs to run.

Use of Student Evaluations and Research (Data for the COE Annual Report)

Under the results of your course evaluations, you may want to complete these sections, at least for one course. The data entered here is not included in the Faculty Annual Report printout, but is used in the College of Education Annual Report and will eliminate the need for requesting this information later in the spring.

How have student evaluations been used to improve and/or revise your instruction in this course?

B <i>I</i> <u>U</u> x^2 x_2	  

Efforts to expand the use of technology into instructional activities

B <i>I</i> <u>U</u> x^2 x_2	  

Describe how you integrated your research into this course.

B <i>I</i> <u>U</u> x^2 x_2	  

2. Faculty Self-Assessment of Your Effectiveness as a Teacher including the Positive Affects You have on Candidate Learning and Performance (Required)

To enter this information in the **TEACHING\Scheduled Teaching**, click on the course(s) you want to address from the list of courses.

< Scheduled Teaching

Item
Summer 2019 Advocacy and Parent Engagement ECED 4309, Section 31
Summer 2019 Early Childhood Education ECED 6739, Section 01
Summer 2019 Practicum ECED 4377, Section 01

As you scroll down, you will see the **Comments** text box. If you wish to just make an overall summary statement for all your courses, just add your information to one (1) course of your choosing. Information will be pulled from all course/comment fields.

Edit Scheduled Teaching

New format for existing course?




Comments

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↶




2.5.6.3 COURSE AND PROGRAM DEVELOPMENT

Each of these sections has a related text box in the **TEACHING\Teaching-Related Products/Development** section. Be sure to create bulleted lists in each box.


Differentiated Teaching Methods and Instructional Materials
(Complete if applicable. Differentiated teaching methods and instructional materials incorporating multiple means of representation across course content (what they learn), processes used to convey knowledge (how they learn), and student products of learning (evidence of learning.) Please use bulleted lists.

B <i>I</i> <u>U</u> x^2 x_2	  




Course Development (Complete if applicable). Activities to develop new courses (courses new to the faculty or the program or major revisions to an existing course.)

B <i>I</i> <u>U</u> x^2 x_2	  

Program Development (Complete if applicable.) Program effectiveness studies, program reviews, and other activities, which contribute to program development. Please use bulleted lists.

B <i>I</i> <u>U</u> x^2 x_2	  

Recruitment and Retention (Complete if applicable.) Open house, distributing brochures, marketing student outreach, presentations to potential students. Please use bulleted lists.

B <i>I</i> <u>U</u> x^2 x_2	  

2.5.6.4 DEVELOPMENT ACTIVITIES RELATED TO TEACHING AND EDUCATIONAL ACTIVITIES

Enter this information under **GENERAL INFORMATION\Faculty Development Activities Attended**. Be sure to check the classification for teaching and any others that apply.

Activity Type

Explanation of "Other"

Activity Classification
(check all that apply)

- Teaching
- Research
- Service

If the type of activity is not listed, select “**Other**” and then provide the type in the **Explanation of “Other”** text box.

Activity Type

- Conference
- Continuing Education
- Faculty Internship
- Fellowship
- Research/Writing Presentation
- Self-Study Program
- Seminar
- Software Development
- Tutorial
- Workshop
- Other

Explanation of "Other"

Enter the **Start** and **End Date**. Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. There **MUST** be at least 1 date.

Start Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

End Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Review existing **Faculty Development** activities and update information for this year, or include **End Date** as necessary.

2.5.6.5 SPECIAL AWARDS, HONORS, CONTRIBUTIONS, GRANTS RECEIVED RELATED TO YOUR TEACHING AND EDUCATIONAL ACTIVITIES (Examples include, but are not limited to: receiving the Piper Award, being a finalist for the Piper Award, receiving the President’s Distinguished Teaching Award. Documentation to support this recognition needs to be provided. Recipients would typically receive a rating of “Exceeds Expectations” in this area.)

Enter this information under **GENERAL INFORMATION\Awards and Honors**. Select Teaching in the **Scope** dropdown menu. Be sure to enter additional information in the **Description/Explanation** text box and the date the Award was received.

Award or Honor Name *

Organization/Sponsor *

Scope

Description/Explanation

B	I	U	x^2	x_2			

Date

Month

Day

Year

2.5.7 RESEARCH AND SCHOLARLY ACTIVITIES

Enter this information in **SCHOLARSHIP\RESEARCH\Publications**. To add multiple authors, select the **+Add Row** add the bottom of the Author box. To reorganize author order, you can move author boxes under the **Actions** dropdown.

▼ Authors/Editors/Translators (1)

Please order the contributors in the order of contribution.
Please select a person from the drop-down list and/or enter their name in the input fields.

1st Author/Editor/Translator

People at University of Houston Clear Lake	First Name	Middle Name/Initial	Last Name
Albrecht, Christal (AlbrechtC)	Christal		Albrecht

⋮

Affiliation

Role

+ Add Row

Actions ▼

- Add Row Above
- Add Row Below
- Move Row
- Delete Row

UHCL faculty may be auto filled by selecting their name from the People at University of Houston Clear Lake dropdown menu. If an author is not from UHCL, ignore this box and type in their information in the appropriate fields.

1st Author/Editor/Translator

People at University of Houston Clear Lake

- Albrecht, Christal (AlbrechtC)
- Abdel-Zaher, Dina (Abdelzaher)
- Abeysekera, Krishani D (Abeysekera)
- Abshire, Jason R (abshire)
- Abukmail, Ahmed A (abukmail)
- Adair, Arnold L (adair)
- Adams, Deborah (AdamsD)
- Aguirre, Rafael E (aguirrer)
- Akingbade, Babatunde A (akingbade)

Complete all other fields as applicable.

The **Scope** field allows you to note where the work was published. **This field must be selected.**

Scope

▼

Local

State

Regional (Multiple States)

National

International

Enter the Date Submitted, Accepted, and Published as applicable. **These activities will not show up in College and University reports if a Date is not present.**

Date Submitted

Month Day Year

▼ □ □

Date Accepted

Month Year

▼ □

Date Published

Month Day Year

▼ □ □

Review all previously entered **Publication Activities** from last year and update information as necessary, especially **Dates**.

Citations of Previously Published works for the current year are entered under **SCHOLARSHIP\RESEARCH\Citations of Work in this Section**.

Title of Work Cited

□

Date of Original Publication

Month of Original Publication Month of Original Publication

▼ □

Number of Citations

□

Date Last Updated

Month Last Updated Day Last Updated Year Last Updated

▼ □ □

PROPOSALS SUBMITTED/AWARDED

Enter this information in **SCHOLARSHIP/RESEARCH\Contracts, Grants, Sponsored Research and Non-Funded Research**.

Contract/Grant/Research Type

Contract/Grant/Research Title *

This field is required.

Sponsoring Organization/Program

Awarding Organization Is *

This field is required.

Explanation of "Other"

The investigator fields are just like the Author fields in Publications. . To add multiple authors, select the **+Add Row** add the bottom of the Author box. To reorganize author order, you can move author boxes under the **Actions** dropdown.

		Actions ▼
--	--	-----------

Middle Name/Initial

Last Name

Explanation of "Other"

UHCL faculty may be auto filled by selecting their name from the People at University of Houston Clear Lake dropdown menu. If an investigator is not from UHCL, ignore this box and type in their information in the appropriate fields.

▼ Investigators (1)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Investigator

People at University of Houston Clear Lake	First Name	Middle Na
Albrecht, Christal (AlbrechtC)	Christal	
Bartsch, Carol A (Carman)		
Bartsch, Robert A (Bartsch)		
Basso McCauley, Susan E (bassos)		
Battle, Jennifer A (Battle)		
Bazan, Cynthia L (bazan)		
Bealle , Nicole M (Bealle)		
Bean, William C (beanwilliam)		

Role	Explanatio

+ Add Row

Select Current Status

Current Status

- In Development
- Currently Under Review
- Funded
- Partially Funded
- Not Funded
- Funding Canceled

Enter the date submitted in the **Start Date**. Complete all other fields as applicable.

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Review previously entered activities from last year and update information, especially **Status** and **Dates**. When funding approved, update the **Date Approved**. The **Start Date** should become date the funded work started, and review other existing activities that need an **End Date**.

CONFERENCE PAPER PRESENTATIONS

Enter this information in **SCHOLARSHIP\RESEARCH\Presentations**.

Presentation Type

Explanation of "Other"

Conference/Meeting Name *

This field is required.

Sponsoring Organization

Location

Presentation Title *

▼ Presenters/Authors (1)

The Presenters/Authors fields can be completed in the same method as those in Publications and Contracts.

Use the **Scope** field to note the **Type** of presentation.

Scope

 Local
 State
 Regional (Multiple States)
 National
 International

Enter **Date of Presentation** – This field must be completed for the activity to be reported.

Date

Month

Day

Year

ADDITIONAL EVIDENCE OF MERIT OR RECOGNITION (Complete if applicable.)

Information for this may be completed under **SCHOLARSHIP\RESEARCH\Research Currently in Progress** and **SCHOLARSHIP\RESEARCH\Summary Text**.

2.5.8 EVALUATION OF SERVICE

This information may be entered in the appropriate **SERVICE** category.

Service

Event Participation

Student Organization Advised

Program

College

University

System-level

Professional

Public/Community

Summary Text

Information from each category will be reported in the following ways:

College/University Service will contain activities reported under the following:

- Student Organization Advised,
- Program,
- College
- University
- Professional and Public community will be reported out by type or **Scope** of Service.

For **Professional** and **Public** service, select the type of service, or **Scope**. Activities will be reported out by the level selected.

Scope

Local
State
Regional (Multiple States)
National
International

Add Start Date and End Date. The end date will be the end of the current academic year or semester. If the mentoring continues additional years/semesters, you will go in to change the end date the next year to that year. You may also create a brand new record for each year, especially if your role or activity changes. For activities that are/were only on one day, leave the start date blank and specify the end date. There must be an **END DATE**.

Start Date

Month Day Year

End Date

Month Day Year

Event Participation – Create a new record for each calendar year. Items checked will be included in all activity reports. Events that are specific to COE that are not on the check lists should be included in **SERVICE\Summary Text**.

ANY OTHER ACTIVITIES OR CONSIDERATIONS THAT SHOULD BE TAKEN INTO ACCOUNT THIS YEAR.

These activities should be added in the **GENERAL INFORMATION\Summary Text** in bulleted form.

Year

Summary

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗