

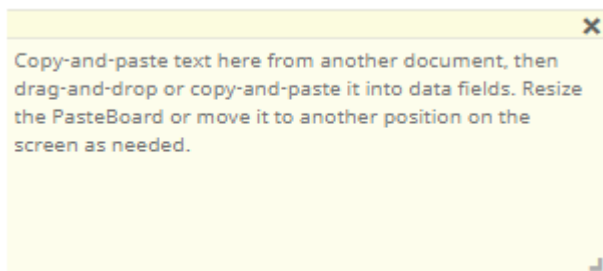
**COLLEGE OF EDUCATION  
UNIVERSITY OF HOUSTON - CLEAR LAKE**

**2020 ANNUAL FACULTY REVIEW SUMMARY Digital Measures Mapping**

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>B</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

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

<p><b>Involvement Type</b></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><b>Explanation of "Other"</b></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p><b>Involvement Type</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> 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 </div>
---	---

**▼ Student Information (1)**

1st Student Name

Student First Name
Student Last Name

**Student's Home Department**

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

**Be sure to select: Stage of Completion.**

### Stage of Completion

Completed  
In-Process  
Proposal

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

### Comments

**B**   *I*   U   x<sup>2</sup>   x<sub>2</sub>   ↺   ↻   ↗

**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 \***

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

#### Comments

**B** *I* U  $x^2$   $x_2$

## 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

Adjunct Mentor

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”

Name of Adjunct Mentored

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

**Responsibilities/Brief Description (30 Words or Less)**

<b>B</b>	<b>I</b>	<b>U</b>	$x^2$	$x_2$			

**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**

Name of Faculty or Adjunct Mentored

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

**Position/Role**

Attendee, Meeting
Committee Chair
Committee Member
Convener
Faculty Advisor
<b>Faculty Mentor</b>
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>B</b>	<b>I</b>	<b>U</b>	$x^2$	$x_2$			

**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"/>	<div><div></div><div>Bachelor</div><div>Master</div><div>Doctoral</div></div>
<div>+ Add</div>		

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 ▼
<div>Add Row Above</div> <div>Add Row Below</div> <div>Move Row</div> <div>Delete Row</div>

**CPS** stands for Candidate Program of Study and is not a required field. Total number of hours per year is also not required.

## 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	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

Explanation of "Other"

Description of Activity

B	I	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

Use of Non-Web Instructional Technology - Describe

B	I	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

Honors/Awards - Describe

B	I	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

Use of Web in Instruction - Describe

B	I	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗

Other Indicators (Peer Evaluations, etc.) - Describe

B	I	<u>U</u>	x <sup>2</sup>	x <sub>2</sub>	↺	↻	↗



## 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 <sup>R</sup>

Course Prefix and Course Number <sup>R</sup>

Course Prefix

Course Number <sup>R</sup>

Section Number <sup>R</sup>

Overall Median Instructor Score <sup>R</sup>

Overall Mean Instructor Score <sup>R</sup>

Overall Valuable Experience <sup>R</sup>

Overall Relevant to Objectives <sup>R</sup>

Overall Instructor Was Fair <sup>R</sup>

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

Efforts to expand the use of technology into instructional activities

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

Describe how you integrated your research into this course.

<b>B</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>B</b> <b>I</b> <b><u>U</u></b> $x^2$ $x_2$   




### 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>B</b>	<b>I</b>	<b><u>U</u></b>	$x^2$	$x_2$			




**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>B</b>	<b>I</b>	<b><u>U</u></b>	$x^2$	$x_2$			

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

<b>B</b>	<b>I</b>	<b><u>U</u></b>	$x^2$	$x_2$			

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

<b>B</b>	<b>I</b>	<b><u>U</u></b>	$x^2$	$x_2$			

## 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<br/>(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"

**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>B</b>	<b>I</b>	<b><u>U</u></b>	$x^2$	$x_2$			

**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 \*

Actions ▼

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

+ Add 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.

**Scope**

▼

Local

State

Regional (Multiple States)

National

International

Citations of Previously Published works for the current year may be 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.

Middle Name/Initial		Last Name
<input type="text"/>	<input type="text"/>	<input type="text" value="Albrecht"/>
<p>Explanation of "Other"</p> <p><input type="text"/></p>		
<p><input type="button" value="+ Add Row"/></p>		

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.

Revised 12/15/2020

### ▼ 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

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

Start Date

Month	Day	Year

## 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

## 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

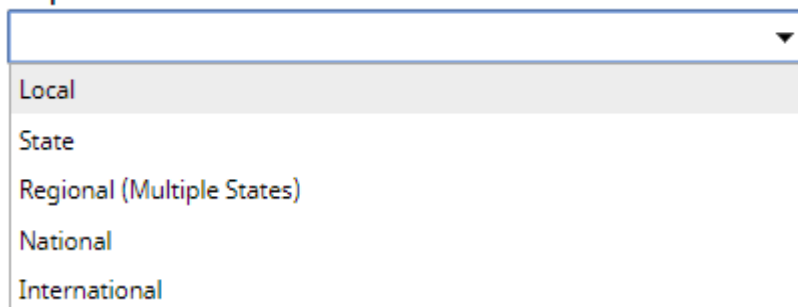
Information from each category will be reported in the following ways:

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

- Student Organization Advised,
- Program,
- College
- University

2) National/International Service will contain activities reported under **SERVICE\Professional** that are noted as National or International in the **Scope**.

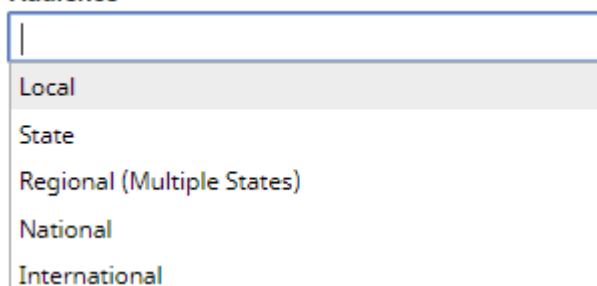
#### Scope



3) State/Regional Service will contain activities reported under **SERVICE\Public** and/or **SERVICE\Professional** that are noted as State or Regional. **NOTE: Currently this field is titled Audience in the Public Service section. This is being changed to scope for consistency.**

**SERVICE\Public:**

#### Audience



**SERVICE\Professional:**

Scope

Local
State
Regional (Multiple States)
National
International

- 4) **Event Participation** items check will be included. 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 actives should be added in the **GENERAL INFORMATION\Summary Text** in bulleted form.

Year

Summary

<b>B</b> <i>I</i> <u>U</u> $x^2$ $x_2$ ↶   ↷   ↗