

Office of Teaching and Learning
(508) 531-2435

Maxwell Library, Suite 200
<http://www.bridgew.edu/TeachingAndLearning/>

The Office of Teaching and Learning is dedicated to providing opportunities for professional development in teaching that enable student learning and build communities of teaching and learning among departments, programs and colleges.

Teaching and Learning Staff

- Ann Brunjes, *Director of Teaching and Learning*. abrunjes@bridgew.edu, x2435.
- John Kucich (Associate Professor of English; College of Humanities and Social Sciences), *Faculty Teaching Fellow*. jkucich@bridgew.edu, x2722.
- Karen Richardson (Associate Professor of Movement Arts, Health Promotion and Leisure Studies; College of Education and Allied Studies), *Faculty Teaching Fellow*. karen.richardson@bridgew.edu; x2067.
- Tom Kling (Associate Professor of Physics; College of Science and Mathematics), *Faculty Teaching Fellow*. tkling@bridgew.edu; x2895.
- Lori Benson, *Administrative Assistant*. lbenson@bridgew.edu, x2694.

The fellows and director collaborate in creation and facilitation of workshops and programs. The director and fellows are also available for one-on-one teaching consultations (see description below).

Services

- *One-one-one consultation*. The director and fellows are available to work with individual faculty members seeking to strengthen and reflect on their own teaching. This includes (but is not limited to)
 - Individual Teaching Consultation (see below)
 - Assistance with syllabus, assignment, assessment and course design
 - Informal conversation to brainstorm, share ideas, offer support and assistance in reflecting on and strengthening practice
- *Programming*. The Office of Teaching and Learning develops and sponsors programming designed to address the teaching and learning needs and interests of all full and part-time faculty. Programs include workshops, speakers, and discussion groups.
- *Grants*. The Office of Teaching and Learning supports three separate grants: Teacher-Scholar Grants, Teaching and Learning Travel Grants, and Teaching Circle Grants. For details, please see the Office of Teaching and Learning website: http://www.bridgew.edu/TeachingAndLearning/Teaching_and_Learning_grants.cfm

- *Teacher-Scholar Summer Institute.* Supported with funding from a Davis Educational Foundation Grant, Academic Affairs and Project Compass, the Office of Teaching and Learning coordinates a one-week intensive faculty development program (August 20 – 24). For details, please see the Office of Teaching and Learning website: <http://www.bridgew.edu/TeachingAndLearning/Summer%20Institute%202011.cfm>
- The Office of Teaching and Learning owns a Flip Camera and tripod, available for use by faculty who want to record and review their own classes, with or without collaboration from the Office of Teaching and Learning.
- Additional resources and information available at the Teaching and Learning website: <http://www.bridgew.edu/TeachingAndLearning/>

One-on-One Teaching Consultations

Teaching Consultation provides instructors with the opportunity to improve teaching by working intensively with the director or one of the teaching fellows in a confidential and supportive environment. Together, the faculty member and staff member will identify teaching strengths and areas that might merit attention, and develop strategies for positive change.

Faculty can choose from three types of consultation (and may opt for all):

1. **Course observation.** This involves a pre-observation conference, an observation during a class visit, and a post-observation conference. Faculty may choose multiple observations of a single course or observations of different courses.
2. **Small Group Instructional Diagnosis (SGID).** Together, the instructor and the staff member develop a questionnaire for the class interview, which is conducted by the staff member. (The interview takes at least 30 minutes of class time). When the interview has been completed, the staff member organizes the information and shares it with the faculty member in a post-observation conference.
3. **Informal conversation/consultation.** The teaching fellows and director are available to talk about assignments, syllabi, assessment and general classroom practice. Call or email us any time!

Confidentiality statement: Consultations take place only at the invitation of the faculty member. Any written records generated during the consultation are held in complete confidence and are returned to the faculty member at the close of the consultation. At no time are interview results supplied by the director or any person associated with the Teaching and Learning Office for use in personnel decisions. In addition, no conversation about the consultation or any other aspect of an instructor's teaching may occur with anyone other than the faculty member.