

## COFA

### Learning and Teaching Workshops for Sessional Teaching Staff

Workshop 1: 10 April 2008 5.00 – 8.00pm Elwyn Lynn

#### Participant Evaluation

Number of participants: 31

Number of forms returned: 31

#### 1. How useful did you find the content (areas covered, relevance?)

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 11          | 20     |                |           |            |

##### **Comments/reflections:**

- As a first time teacher at this level, wish we'd had these workshops in the first 2 weeks of semester. This one in particular before first tutorials with students.
- For first-timers content assumes enormous importance – good to be reminded of good teaching practice.
- Especially useful discussion about cultural differences re: use of language, concepts of formal/informal communication, plagiarism
- Good coverage of a wide range of topics. I liked specific scenario problem solving exercises.
- As this is my first session teaching I find it useful finding practical ways of dealing with possible classroom situations.
- Having taught before I enjoyed the refreshing of ideas
- This would have been better right at the beginning of the semester rather than in week 4.
- Good general overview & a reminder/recap for some of us.

#### 2. How useful did you find the facilitation? (activities, approach taken?)

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 12          | 19     |                |           |            |

##### **Comments/reflections:**

- The tutor profile could have been allowed more time to complete so that we could concentrate on the workshop & not do two things at once.
- Group discussion as a whole group was really beneficial
- Good manner & good pace of activities
- Good introduction to the COFA maze
- Once again as it is my first session everything is invaluable. I liked that we were able to interact with other tutors to realise common problems & goals
- Learning from others' experiences is greatly valuable, hearing how other teachers are dealing with diverse situations.
- Chance to talk to other teachers particularly useful.
- They made the session relaxed & engaging
- Group discussion helpful & stimulating
- Great discussions and talks
- The tables were too large for single group discussion. 2 groups per table would be easier.
- Group activities were good. Opportunities to chat & network were good.
- Provocative in so far as giving focus to this semester's start & engagement with students.
- Group, individual & class discussion good strategies for engagement

### **3. Were there any issues or topics raised in the Workshop you would like to explore further in future Workshops?**

- Dealing with timing – different levels of aptitude
- More in-depth conversation about how to engage students
- Questioning - Conflicts between content coverage and solid, supported learning
- Planning of school renovation
- Interaction with the commercial arms of the arts indirectly – how can they contribute more. Re designing spaces for new facility, perhaps look at studios/workshops in commercial/practical use.
- UNSW library services, UNSW in the web
- How to manage time equally with different students – some which are demanding and others which are shy
- Not particularly but anything in greater detail (perhaps maybe case study would be beneficial)
- Lesson plans
- Conflict/issue resolution
- How to assess students with differing levels of experience in an area
- Maybe marking techniques, how to fit it into your schedule
- We do need more support for international students re: language
- Lesson planning. Managing multitasking of students – having groups of students doing different things in different places.
- No, all areas had adequate info & text. Great book too.
- Thanks for the workshops they are very thought provoking for a new tutor like me. It was also good to interact with other staff for the first time.
- Perhaps more discussions where people share experiences from difficult situations issues etc
- Different ways to engage students beyond group discussions, Q & A, etc
- Techniques for teaching in a creative studio environment, where the students are working/producing in class
- Benchmarking assessment criteria when there is more than one tutor/lecturer doing marking
- Divide into relevant groups – studio, lecturer, tutorials
- Topics suggested for session 2 are pertinent. Also assessment.

### **4. Any other comments or suggestions?**

- Perhaps earlier in semester (week 2) would be beneficial. More discussion of real/experienced situations helpful
- Thanks. Working with people in same discipline/school?
- A workshop which could include EXTREMELY practical info – negotiating the campus e.g. Where can I photocopy resources for students, how do the mailing lists, websites (to put class info online) work? Etc. would help (in addition to this). Thanks a lot!
- Same day of week for 2<sup>nd</sup> & 3<sup>rd</sup> workshops
- Thank you
- Good food, good wine
- I liked the kiwifruit
- Maybe have Grad & Undergrad workshops
- Brainstorming; how to come up with new ideas. What to do if tutorials are planned by someone else but they don't work well.
- Altogether better than expected. Thank you!

- Thank you.

**COFA Learning and Teaching Workshops for Sessional Teaching Staff  
Workshop 2: 23 April 2008 5.00 – 8.00pm Elwyn Lynn**

**Participant Evaluation**

**Number of participants: 23**

**Number of forms returned: 21**

**1. How useful did you find the content (areas covered, relevance?)**

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 8           | 12     | 1              |           |            |

***Comments/reflections:***

Even if familiar with own strategies good to hear other tactics`.

Teaching only a little by comparison to group. Terrific range of material I need to catch up to Workshops; and hearing others' opinions.

As first time, untrained teacher, all sessions have been very useful. Would be even more so if earlier in the semester, although more meaningful when 2-3 weeks in.

Considerable insight offered by fellow participants

A lot of content for a very short time period. The most important aspect – challenging situations – was not covered.

It was great listening to others experiences and ideas

**2. How useful did you find the facilitation? (activities, approach taken?)**

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 7           | 12     | 1              |           |            |

***Comments/reflections:***

Group work works well for interaction and exchange of ideas.

Made sincere comments.

Activities excellent.

Facilitation very necessary and competent, as a lot of material to be covered,

Group activities went on too long.

**3. Were there any issues or topics raised in the Workshop you would like to explore further in future Workshops?**

Dealing with students of varying aptitude in a very compressed course (i.e. not enough time to deal with student individually due to course requirements.

Most things are covered in their workshops.

More information on powerpoint presentations, strategies and techniques.

I would like specific information on technical/administration

Really like some information on Web CT/online learning.

Dealing with challenging situations.

Teaching delivery structures methodologies.

Group dynamics.

How do you help a group interact when there is no structured group activity in the course i.e. ice breakers. Help the students connect with each other.

Presentation skills would be great!

Different methods to encourage participation other than group discussions.

Extra power point skills.

#### **4. Any other comments or suggestions?**

Somehow I was not emailed about the workshop (2). However as I knew about it I sent a query.

Good to meet other sessionals

I wasn't advised of this workshop time until 2 sessions ago! And these inductions clash with my teaching.

It would be great to have them before of at the start of session.

Handouts very useful for reminders.

All research that has done which is communicated from students i.e. that they like being put into groups.

More focussed and relevant tonight for Design Studio. Group work interesting!

Excellent workshop. Thank you.

Topic suggestion – Critiquing in studio teaching.

The staff workshop is informative and a good opportunity to meet other staff members.

**COFA Learning and Teaching Workshops for Sessional Teaching Staff**  
**Workshop 3: 14 May 2008 5.00 – 8.00pm B108**

**Participant Evaluation**                      **Number of participants: 14**  
**Number of forms returned: 14**

**1. How useful did you find the content (areas covered, relevance?)**

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 10          | 4      |                |           |            |

***Comments/reflections:***

Brilliant  
More types of these activities please.  
All presentations very helpful, especially PowerPoint.

**2. How useful did you find the facilitation? (activities, approach taken?)**

| Very useful | Useful | Of limited use | Of no use | No opinion |
|-------------|--------|----------------|-----------|------------|
| 8           | 5      | 1              |           |            |

***Comments/reflections:***

Ppt Gave me some great, easy to apply ideas. Would love more of this  
Excellent engaging presentations.  
I enjoyed both presentation techniques.  
Possibly too much included in Angela's presentation – but notes were helpful

**3. Were there any issues or topics raised in the Workshop you would like to explore further in future Workshops?**

How to help students with language difficulties.  
Productive critique  
Studio issues e.g. effective demonstrations, how to keep other students actively engaged while giving someone individual attention/consultation.  
Studio teaching.  
Other than P/P presentation skills.  
A how to use PowerPoint would be great.  
Studio teaching.  
Learning with multimedia e.g. sound video etc.  
Using power points  
How to improve power point please.  
Studio critique.  
Dealing with difficult classroom situations, e.g. conflict etc.  
Students/teachers with disabilities presentation  
Yes, the studio-based workshop sounds excellent!  
Studio and Lab teaching.

**4. Any other comments or suggestions?**

This was a really useful series of workshops. It would be good to have more opportunities to interact with other sessional staff  
Workshops on studio teaching would be of interest.  
I quite enjoyed the room tonight, better than the Common Room

I was not informed of this program until your second meet. The time is not convenient for those who juggle two jobs (mine being 9-5pm).

This class has been the only opportunity I have had to meet other sessional staff and access information about teaching at COFA! I did not receive any of the handouts and guides until week 3 which left me feeling pretty lost and alienated for the first weeks and prep. time for my very first class teaching COFA.

Possible solution; make it compulsory to send information via email etc to new sessional staff. Either for admin to carry out or senior lecturers.

Not enough information for teachers doing studio classes. I don't use power point for example and a lot of the techniques presented seem more relevant for lectures and tutorials

Very valuable- thank you