Introductory Educational Developer Portfolio Workshop

•••

This Introductory Educational Developer Portfolio Workshop was developed by Rebecca Taylor (taylor10@mcmaster.ca) and Elliot Storm (storme@mcmaster.ca) of the MacPherson Institute for Leadership, Innovation and Excellence in Teaching at McMaster University. It is based on the 2017 EDC Institute on the Educational Developers Portfolio, designed and facilitated in a blended format by Jeanette McDonald, Deb Dawson, Judy Chan, and Isabeau Iqbal. Elliot and Rebecca took what they learned at the Institute and developed a four-hour version, spread over two days, for educational developers at the MacPherson Institute. This is a modified version of the slides Rebecca and Elliot used.

This material may be shared and adapted according to
Creative Commons license (CC BY-NC-SA 4.0)

Schedule

Time	Part I Content and Activities	Time	Part II Content and Activities
15 min	Background and contextual factors	15 min	Opening discussion of Part I's writing prompts and process
15 min	Critique three ED portfolios	45 min	Individual work time – drafting a philosophy
10 min	Overview of components of ED philosophy		BREAK
20 min	Distribution and overview of career competencies and orientations	5 min	Check-in for questions or comments
	BREAK	15 min	Overview of portfolio components
10 min	Review components of ED philosophy	15 min	Individual work time – create a portfolio table of contents
40 min	Individual work time – responding to prompts	15 min	Closing discussion on challenges, insights, and questions about portfolios
10 min	Closing discussion on challenges, writing insights		

Intended Learning Outcomes

- Explain the context and purpose behind ED portfolios
- Reflect on your role and underlying values that shape your practice
- Prepare a draft statement of your ED philosophy
- Plan other components of your ED portfolio

PART 1

Educational Development Portfolios: The Context

- Formalization and professionalization of field
- Normalization of portfolios as key developmental documents
- Publication of The Educational Developer's Portfolio - McDonald, J., Kenny, N., Kustra, E., Dawson, D., Iqbal, I., Borin, P., & Chan, J. (2016). *Educational Development Guide Series: No. 1. The Educational Developer's Portfolio.* Ottawa, Canada: Educational Developers Caucus.

What *Is* an ED Portfolio, Anyway?

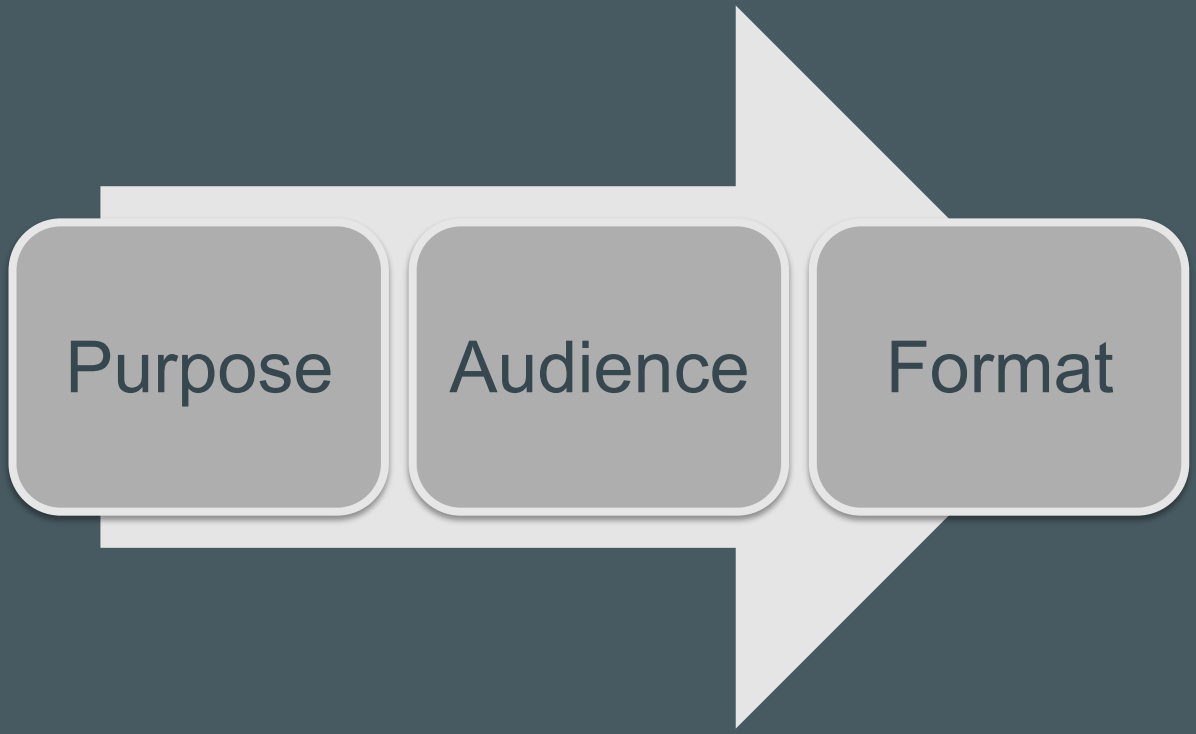
"A tool used to articulate, reflect upon, and provide evidence of an educational developer's beliefs, values, ethical principles, practices, approaches, development, and impact." (McDonald *et. al.*, 2016, p. 12)

1. Evidence: artifacts as evidence of skills

2. Reflection: thoughtful consideration of growth and impact

3. Narrative: authentic, aligned presentation

Key Portfolio Considerations



Explore ED Portfolios

Dr. Daniel Braun: http://eddev.danielbraun.net/

Dr. Kathleen Bortolin: https://www.kathleenbortolin.com/

Roselynn Verwoord: http://blogs.ubc.ca/rverwoord/

Explore ED Portfolios

1. What is the purpose of the portfolio? Is it stated or implied?
2. Who is the intended audience? Is it stated or implied?
3. What kinds of materials did the author include?

Educational Development Philosophy

Communicates “what your fundamental beliefs are about educational development, why you hold these beliefs, and how you translate these into practice,” (McDonald *et al*., 2016, p. 35)

Technicalities: 1-2 pages in length, written in first person.

Significance: rest of portfolio is aligned to this statement

Educational Development Philosophy Components

- Definitions and Beliefs about Educational Development
- Roles, Methods, and Strategies
- Impact
- Future Goals

Consult Table 5.1, *An Overview of the Key Components of an ED Statement, Including Guiding Questions for Reflection*

✔ ***Handout***

Organizing your ED Philosophy

Via Components:

My ED Philosophy

Definitions & Beliefs

Roles, Methods, Strategies

Impact

Future Goals

By Headings or Themes:

My ED Philosophy

Intro

Heading/Theme 1

Heading/Theme 2

Heading/Theme 3

Conclusion

By Common Structure:

My ED Philosophy

Beginning (Values & Beliefs)

Middle (Strategies & Impact)

End (Summary & Future Goals)

(Optional) Tools for Informing your Philosophy

Some resources you may find useful as you think about the structure and content of your philosophy:

Land, R. (2001). Agency, context and change in academic development. *International Journal for Academic Development, 6*(1), 4-20.

Dawson, D., Britnell, J., & Hitchcock, A. (2010). Developing competency models of faculty developers: Using world café to foster dialogue. In L. Nilson & J. Miller (Eds.), *To improve the academy: Resources for faculty, instructional, and organizational development*, 28 (pp. 3-24). San Francisco, CA: Jossey-Bass.

(Optional) Tools for Framing your Philosophy

Skills, knowledge, and attributes identified as important for developers	Items	Self-rating (1-5) 1 – Not true of me 2 – Slightly true of me 3 – Moderately true of me 4 – Quite true of me 5 - Very true of me n/a – Not applicable					
Foundational Characteristics							
Team Player	I am a good team player.	1	2	3	4	5	NA
	I contribute towards teams achieving common goals.	1	2	3	4	5	NA
Passion and commitment to professional development	I am aware of areas in which I would benefit from professional development.	1	2	3	4	5	NA
	I have a learning plan to address my own professional development needs.	1	2	3	4	5	NA
Self-awareness	I am able to distinguish my own motivations from those with whom I am working.	1	2	3	4	5	NA

✔ ***Handout***

*Appendices A-C - pages 62-68 of EDC guide - are included in your **handout** package*

Related article by Dawson, Britnell, Hitchcock (2010)

^ article referenced pages 19-22 in EDC Guide #1

Explore (Optional) Tools

Take a few minutes to explore Table 1 from the Land Article, and EDC Guide Checklists (Appendices A-C), which are provided in your **handout** package.

Consider how you will frame your role and underlying values in your philosophy. Will either or both of these tools be helpful?

Educational Development Philosophy

Beliefs

Actions

Impact

Goals

Consult Table 5.1, *An Overview of the Key Components of an ED Statement, Including Guiding Questions for Reflection*

✔ ***Handout***

Writing it Down

Consider writing using an application and/or in a setting that will allow you to reduce distractions and engage in free-writing sessions.

For example, http://750words.com offers a clean and simple space to write in; note that it requires you to sign up for an account so it can keep your writing private.

During your initial documenting of ideas, commit to writing without (your own) judgment. The first step is to simply put your thoughts down, be they brilliant or less so; you can come back to revisiting later.

Educational Development Philosophy Guiding Questions

- Identify one Guiding Question from each of the 4 sections in **handout** Table 5.1 that you will challenge yourself to answer in a free-write session
- Create a private document to save your writing in
- You will have ~10 minutes per prompt - write with abandon!

Wrapping Up Part 1

Writing exercise - how did that go?

- What was the experience like? What went well? What was challenging? Were any components or questions especially tough?

Wrapping Up Part 1

Coming up in Part 2:

- Short small group discussion related to your Philosophy
- Work time for your Philosophy
- Exploring & starting work on other components of a Portfolio

PART 2

Intended Learning Outcomes

- ✓ Explain the context and purpose behind ED portfolios
- ✓ Reflect on your role and underlying values that shape your practice
- Prepare a draft statement of your ED philosophy
- Plan other components of your ED portfolio

Identifying Key Moments for your ED Philosophies

- First: take ~2 minutes to quietly review your writing from the guiding questions activity in Part 1 and reflect on what resonates with you most

- Once directed into groups: with your peers, share an insight *or* a small bit of writing (only if you'd like to) that you imagine will be a key part of your ED Philosophy - ~10min

Philosophy Drafting

For the next 40 minutes, begin to transform your writing from the guiding questions into an educational development philosophy.

Keep in mind:

Beliefs | Actions | Impact | Goals

Organizing your ED Philosophy

Via Components:

My ED Philosophy

Definitions & Beliefs

Roles, Methods, Strategies

Impact

Future Goals

By Headings or Themes:

My ED Philosophy

Intro

Heading/Theme 1

Heading/Theme 2

Heading/Theme 3

Conclusion

By common Structure:

My ED Philosophy

Beginning (Values & Beliefs)

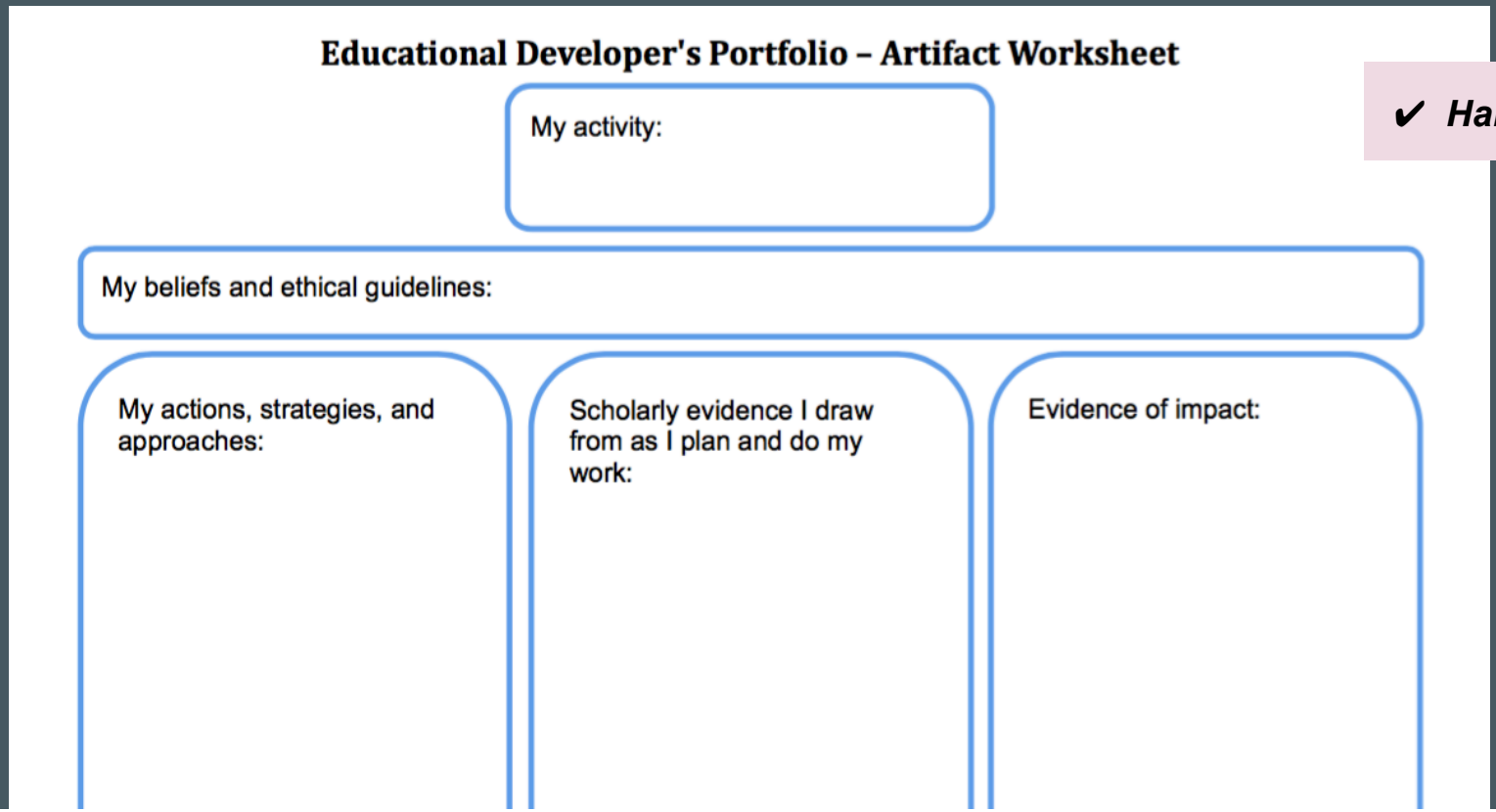
Middle (Strategies & Impact)

End (Summary & Future Goals)

Portfolio Sections

- Philosophy statement
- Roles and responsibilities
- Approaches, methods, and materials
- Innovations and leadership
- Professional development activities
- Contributions to community, SoED, curriculum practice, teaching and learning
- Teaching experience
- Evidence of effectiveness and impact
- Appendices

Aligning Philosophy and Practice



Educational Developer's Portfolio – Artifact Worksheet

My activity:

My beliefs and ethical guidelines:

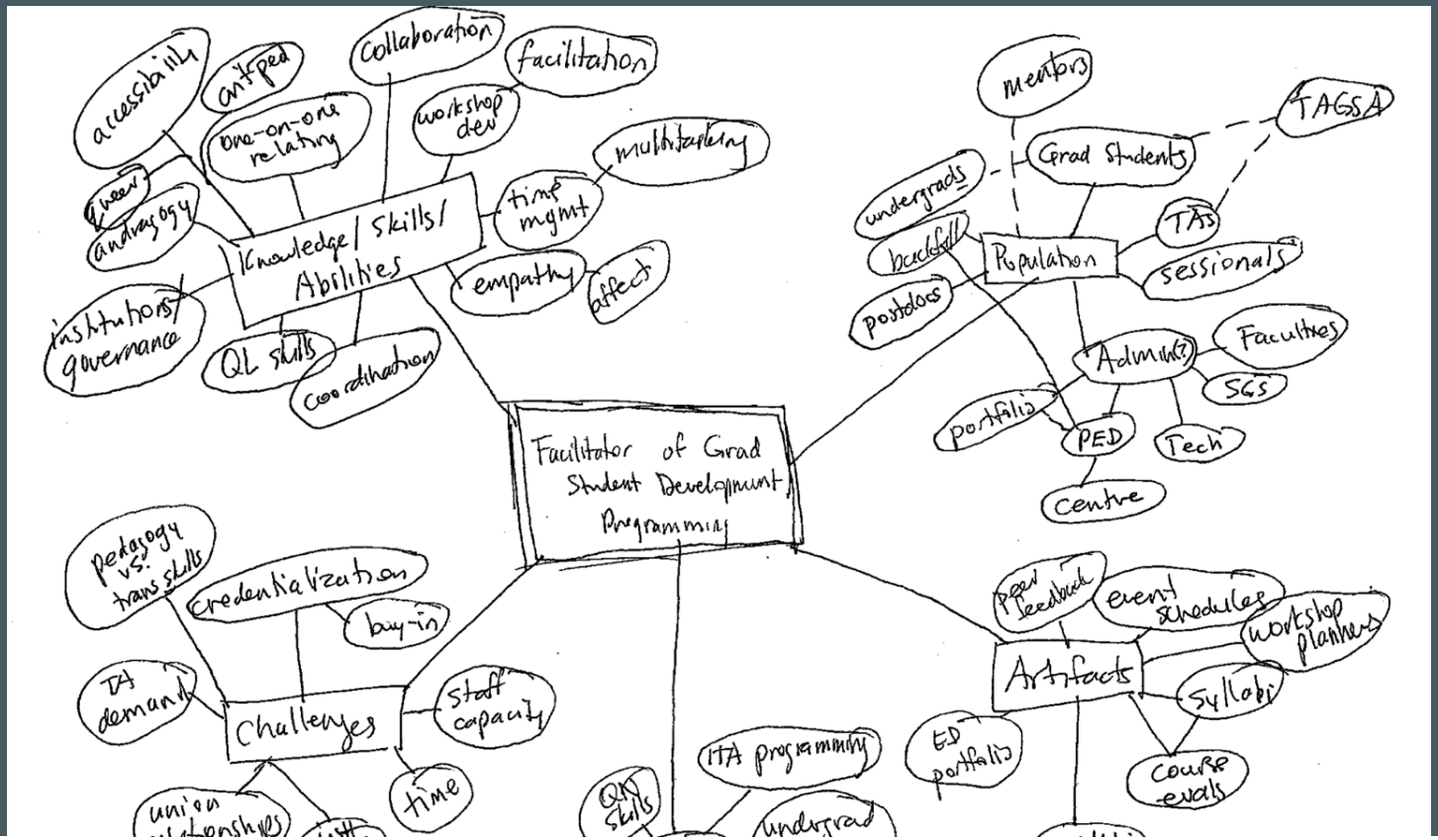
My actions, strategies, and approaches:

Scholarly evidence I draw from as I plan and do my work:

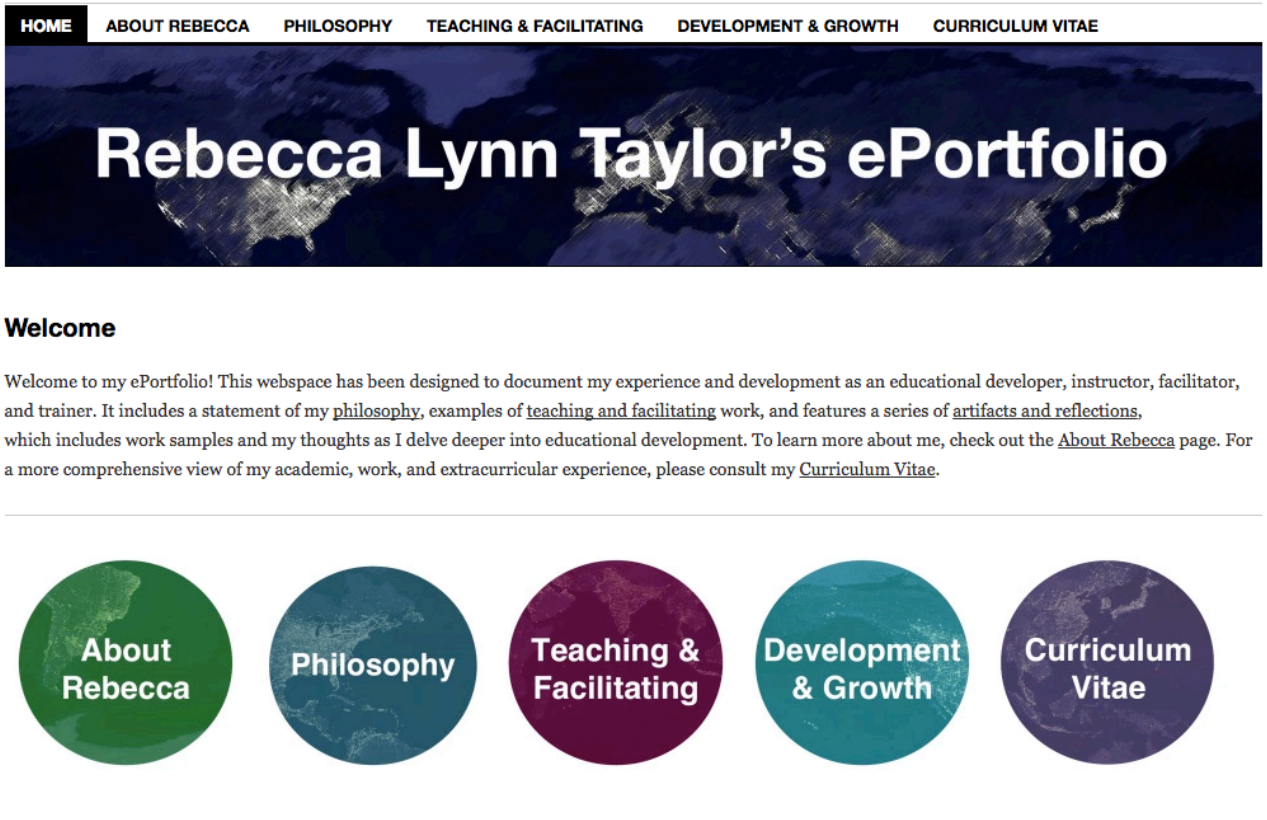
Evidence of impact:

✔ ***Handout***

Aligning Philosophy and Practice



Getting Organized



Getting Organized

Appendix D

Materials to Include in Your Educational Developer's Portfolio

✔ ***Handout***

Instructions. Look over items in the list below to identify materials you might collect, or descriptions of work you might wish to write for your portfolio. The list is lengthy and is meant to prompt your memory for knowledge, skills, and experiences you bring to the role of educational development.

		Collect	Write
1.	**General**		
	introductory information		
	institution		
2.	**Educational development philosophy**		
	reflective statement		
3.	**Educational development roles and responsibilities**		

		Collect	Write
7.	**Events**		
	annual events		
	programs		
	lecture series		
	workshop series		
	communities of practice		
	brown-bag luncheons		
	retreats		

Getting Organized

ToC Template for your Educational Development Portfolio:

- *The headings below are based on section* What to Include in Your Portfolio?*, pages 29-33 of The Educational Developer's Portfolio, Educational Development Guide Series No. 1 by J. McDonald et al.*
- *Please also consult page 46 for a similar list of Common Headings in Portfolios, in The Educational Developer's Portfolio, Educational Development Guide Series No. 1 by J. McDonald et al., for additional/alternative ideas*

✔ ***Handout***

Educational Development Philosophy

-

Roles & Responsibilities

-

Approaches, Methods, and Materials

-

Innovations & Leadership

-

Working up a Table of Contents

Locate Table of Contents (ToC) Template and EDC Guide Appendix D, which are provided in your **handout** package.

Using these resources, draft your Educational Development Portfolio Table of Contents - brainstorm with abandon!

Portfolio Formats

Paper

+ Often expected
+ Not susceptible to tech glitches
+ Easy to print and flip through
- Bulky and costly to print
- Limited multimedia function

Online

+ Immediately accessible
+ Selective visibility
+ Multimedia integration
+ Just-in-time revision
- Requires tech knowledge and skill
- Time consuming

General Portfolio Tips

- Upkeep is important!
- Create a master file for images, artifacts, and evidence of impact
- Collect a variety of materials from a diversity of sources
- Invite feedback from peers
- Create a master, customizable portfolio

Intended Learning Outcomes

- ✓ Explain the context and purpose behind ED portfolios
- ✓ Reflect on your role and underlying values that shape your practice
- ✓ Prepare a draft statement of your ED philosophy
- ✓ Plan other components of your ED portfolio