

Educator Portfolios: Refining your portfolio to demonstrate the quality and impact of what you do as an educator (75 minutes)

Internal Proposed Agenda

Objectives:

1. Identify the content and uses of an educator portfolio (EP)
2. Use a standard template for documenting one's own educational activities
3. Describe the qualitative and quantitative components needed to fully document one's educational efforts and their impact

Time	Item	Handouts, Notes, Objective Met
10 min	<ul style="list-style-type: none"> • Introductions: Who we are • Agenda • Why complete an EP? 	<ul style="list-style-type: none"> • Flip chart list of reasons for an EP • Objective 1
15 min	EP vs CV, Changes in academia/Promotions committees, What about your own institutions?	<ul style="list-style-type: none"> • Slides • Handout 1 • Objective 1
15 min	Small Group I <ul style="list-style-type: none"> • Complete Teaching Activities Grid with your data • Is anything missing? Reflect and share in dyads 	<ul style="list-style-type: none"> • Handout 2 • Objective 2 • Blank teaching activities section
20 min	Large group I <ul style="list-style-type: none"> • What did you learn from this activity? • Review a completed TA section • What is value of qualitative data? 	<ul style="list-style-type: none"> • Objectives 2 and 3 • Sample TA section
15 min	Reflection and Action items: <ul style="list-style-type: none"> • Two most useful ideas you will take away from this workshop • Write down: commitment to a plan for scholarly activity that you can ADD to a current educational project in next 6 mo • Evaluation and Wrap up 	

HANDOUTS

Handout 1:

- Agenda
- Feedback form EP in a Nutshell
- Copy of presentation slides

Handout 2: Small group activities

- Teaching Activities grid (and completed example)
- Curriculum Development sample
- Learner assessment sample

Grant Writing for Young Investigators: Designing, Funding, and Implementing One-Year Research Projects and Having Fun Doing It!

Draft Workshop Agenda (75 minutes):

5 min - Intro and Workshop Objectives

15 min - Nuts and Bolts of Designing a 1 year project and Demystifying the Review Process

5 min - Identify available topics for LOIs and give charge to breakout groups

25 min – Interactive scoring of letter of intent (10 min to read; 20 min to score)

Each group co-moderated by young investigator and workshop faculty. Introduce each other. Distribute abstract, rating form, RFP. Identify person to "report back". Read letter of intent, rate individually and then collectively. Identify challenges, what is missing, and what worked well.

10 min - Report Back (All) --what were salient features in process of scoring? Common challenges/pitfalls?

15 min -How It Really Works - Group Discussion (5 minutes each for 2 successful investigators and 10 min group discussion focused on how to respond to LOI in crafting full proposal)