**Graduate Assistant**

**Performance (SELF)-Evaluation**

**CONFIDENTIAL**

**1. Graduate Assistant’s (Employee) Name: Anne W. Anderson / Director of Blended & Online Learning, PEL, Eckerd College, St. Petersburg**

**2. Job Classification Code:**

Research Associate (**9181**)  Research Assistant (**9182**)

Teaching Associate (**9183**)  Teaching Assistant (**9184**)

Graduate Assistant (**9185**)  Instructional Assistant **(9550**)

**3. FTE:**

**4. Period of Evaluation… Begin Date: August 20, 2015 End Date: May 30, 2017**

**5. Employing Department: see above**

**6. Supervisors Name: Dr. Margret Skaftadottir, Associate Dean of Faculty, PEL**

**7. Evaluators Name (if different than supervisor): Self**

**8. Describe Graduate Assistant’s Responsibilities (or attach job description)**

What did you do this year?

What did you teach? How many sections

As Director of Blended and Online Learning in the Program for Experienced Learners (PEL) at Eckerd College, I provided instructional design support to faculty, provided technical and software support to faculty and students, and provided research, writing, website, and other support to the PEL Executive Director and Associate Dean of Faculty. Part of my responsibilities included maintaining the learning management system (Moodle), and I worked with the College’s Director of Instructional Technology to coordinate Moodle and Banner (similar to OASIS) interactions. I also attended degree-planning meetings and reviewed plans for accuracy. Because I saw a need for interdepartmental communication and promotion, I also created and co-edited two online newsletters for employees, students, alumni, and friends of the program.

In September 2016, we were informed the program was being phased out. As I was one of the last to leave, I assumed responsibility for proctoring CLEP and DSST exams and writing exhibit timed writings, assumed responsibility for the program Facebook page, and assumed responsibility for managing the reception area. I also helped in with archiving materials and in documenting the program.

**Rating Scale:** **E**= Exceeds Requirements

**A** = Achieves Requirements

**N** = Needs Improvement

**N/A=** Not applicable to the student

**Rating Scale:** **E** = Exceeds Requirements, **A** = Achieves Requirements

**N** = Needs Improvement, **N/A** = Not applicable to the student

|  |  |
| --- | --- |
| Job Knowledge: Understanding of work assignments; including use of methods, techniques, tools, and materials for safe/satisfactory performance.  Comments: I understood the work assignments and often exceeded expectations. I researched blended and online learning pedagogies and methods and produced instructional material for faculty members, created a site map of the internal and external web sites when we were charged with editing our own sites, and completed other tasks to the best of my ability. |  |
| Professionalism: Adherence to accepted standards of professional behavior.  Comments: I maintained confidentiality in handling records and in providing services to faculty and students, and I tried to be tactful in working with students, staff, and faculty who sometimes needed basic instruction in computer skills. |  |
| Contribution: Contribution to research, the discovery of new knowledge, development of new educational techniques, and/or other forms of creative activity.  Comments: I initiated a grant proposal, researched and developed the narrative for the package, and proposed the study methods and structure. I created instructional and communicative materials for faculty and students, responded to request for evaluation of a marketing research packet, and worked with the recruiting director to better understand the needs of adults returning to school. |  |
| Attendance: Punctuality and accuracy in filling out time logs. Adherence to work schedule and properly reporting absences. Requesting time off in a timely manner.  Comments: I was prompted by an automated system to complete payroll records. I documented requests for time off by emailing both the executive director and the associate dean of faculty. Arriving to work in a timely manner is always a challenge for me, but I often needed to stay past my assigned time because that was when PEL students and faculty were arriving. I was an exempt employee, so I had flexibility in this regard. I don’t think I caused a problem, but I’m not sure my coworkers understood I was not an hourly employee and, therefore, was not violating overtime restrictions. |  |
| Congeniality: Ability to work harmoniously with co-workers and supervisors.  Comments: I avoid gossip and try to listen for what is not being said when people are contentious. The circumstances of the last several months were difficult, but I think we managed with as much grace as possible. |  |
| Problem Solving: Ability to plan, organize, and analyze problems.  Comments: Shortly after I began working in PEL, the College’s website was redesigned. Many of the internal pages were removed from view, and each department was told to create a Google site for the internal pages. Additionally, we needed to do our own editing of the public-facing pages. But there was no site map, no way of seeing what linked where and what was needed. I developed a method for creating a site map of both the public site and the Google site, and I worked with a colleague to complete the mappings so we could begin the task of making our sites functional. |  |
| Quality of Work: Completion of work assignments in an effective and efficient manner.  Comments: For the most part, I completed assignments in an effective and efficient manner. However, there was some faculty opposition and resistance to some of the work I was tasked with in developing blended and online course material, which made it difficult to initiate and complete all of the tasks. I think if I had had a better understanding of departmental history and protocol I might have approached the tasks differently, which might have made for a smoother delivery. |  |
| Initiative: Willingness to improve present work conditions, volunteer for projects, and provide suggestions. Ability to work independently. Demonstrating energy, enthusiasm, and originality.  Comments: Please see the description of my work at the beginning of this evaluation. |  |
| Organization: Ability to prioritize work duties and complete projects within deadlines set by supervisor. Maintain organized work area(s).  Comments: Yes. |  |

If applicable

|  |  |
| --- | --- |
| Teaching Presentation: Ability to effectively present knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students.  Comments: I worked one-on-one with instructors and students, coaching them through various software applications. Sometimes these interactions were over the phone and sometimes in-person. Occasionally, I wrote out detailed instructions and created diagrams using screen shots to help people figure out how to navigate the software. I recall only two instances where the issue was not resolved, and those involved use of the Gradebook feature in Moodle. I came to realize the primary problem was a misunderstanding of the grading process itself, but the instructors found other ways (manual recording) to keep track of grades. They were not required to use Moodle, so this was an acceptable solution. |  |
| Teaching effectiveness: Ability to impart knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities  Comments: I worked with three instructors, in particular, in thinking through the pedagogies of various assignments, of selecting materials, and of grading. I asked two of the instructors to keep reflective journals and the three of us, with a fourth person, presented our work at the Teaching & Learning Conference and I am working on a journal article about the experience. |  |
| Service to, and awards by, international, professional, state, and community organizations  Comments: See vita and narrative. |  |

|  |
| --- |
| **Additional comments from supervisor/ evaluator: NA** |

|  |
| --- |
| **Employee comments:**  I enjoyed my work in the PEL program at Eckerd and had developed plans for the next year. While I was not able to implement my ideas in PEL, I feel certain they will lead to other faculty development and adult education work elsewhere in the future. |

**Supervisors Signature: NA Date:**

**Employee’s Signature: Anne W. Anderson Date: August 15, 2017**

**Graduate Program Director Date:\_\_\_\_\_\_\_\_\_\_\_\_**