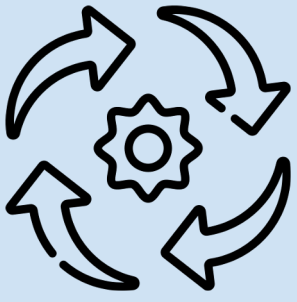# TA Training CoP:
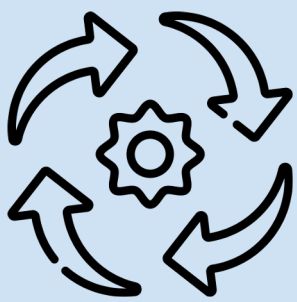# Program Sustainability

Session Workbook Slides

Feb 2022

# Challenges and Strategies for TA Training Continuity

Visit this link:

https://jamboard.google.com/d/1oA0TQaRv5utyS5xUgMUiguQiujELhnvqcZ0x1gXef60/edit?usp=sharing

What do we mean by sustainability?

- Making sure that components of the program are documented. Or someone is in a permanent position overseeing things

- Improving and building on existing materials (instead of recreating them)

- Pedagogical continuity - the program connects to TA needs year-to-year, and individual TAs needs over multiple years (beginning-> experienced TAs)

- Program continuity (carry out as planned) - the program as planned is able to be understood and carried out by the time it is implemented.

- Financial continuity - Finances are looked after, allocated according to the grant, etc.

- Logistical continuity - resources, processes used, etc are improved and build upon past successes instead of being re-discovered year-to-year
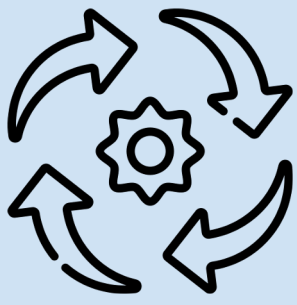
Other things that contribute to continuity of TA Training programs:

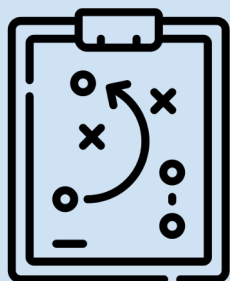1. **Documentation**

    a. Program details

    b. Funding process

2. Responding to **changing context**

3. **Program evaluation**

Documentation Example:

Here is an example of how you can keep track of program changes and solution (Why is this helpful?)

Year	Program changes	Solutions in TA Training program	Was it addressed?
2009-2010	I.e: class sizes doubled - more than one TA per class	Session on team working Or: Teaching large classes	Note: session feedback indicated success

Strategies to Sustain your TA Training Program

Documentation - Program Details

1. What kind of information about your program should you pass on to your replacement to help them stay on track?

- Schedule of workshops and schedule of planning timeline (e.g. if you need to contact a caterer by X date before workshop)
- What things went wrong? What things went well?

- Previous workshop materials (so that materials can be improved, not created from scratch)
- Previous Qualtrics surveys (questions asked, participants)
- Summary of event details (who is involved, who hosted, what happened etc.)
- When the TAs are assigned (helps inform decisions about when to be offering different orientations)
- Traditionally "good" (or even "bad?"days of the week for sessions to be offered (when people are most likely to be available)

2. What kinds of documentation format would help? (Please offer examples)

- Excel spreadsheet (timeline, cost estimates)
- OneDrive/Google Drive folder for sharing resources
- Previous facilitator contact information
- Staff/graduate advisor contact information (for a list of TAs)
- Email templates
- Poster/flyer/survey templates

Documentation - Funding

1. What information would your replacement need in order to take over the application for the funding process?

- How to decide on budget size?
- What kind of typical costs / activities exist?
- Previous application giving examples of training activities, costs per activity
- Budget templates for projected vs. running
- What to keep an eye on in terms of feedback from participants etc., so have things to report on during funding application

2. What kinds of documentation format would help your replacement take over the application for funding

1. Previous application with budget templates
2. Timeline incl. date for funding application
3. Sample surveys or focus group questions to ask, and a timeline of running these
4. If joined half-way through a cycle, any previously stored feedback / information / current budget
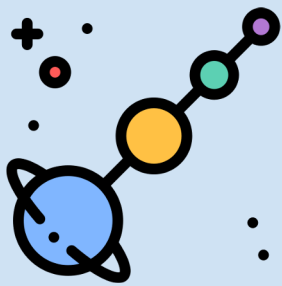
Sustainability Strategy: Staying aligned with the changing context

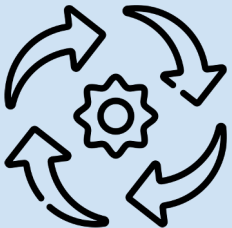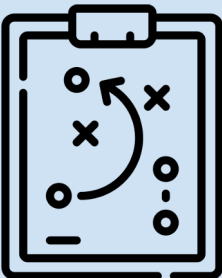| What strategies can you think of for your TA Training Program to stay aligned with the changing teaching context? |
| --- |
| Have strong links w/ faculty focused on teaching - helps to be linked to others with similar challenges, relevant expertise. Be close to people who think about teaching. |
| Built in surveys with students - keeping on the pulse with what issues are to base course correction. |
| Include rationale in documentation - why are elements of the program present, and why? |
| Have processes in place to assess change - what does this change for TAs |
| |
| |
| |
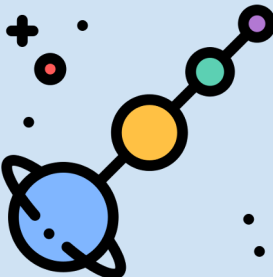
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