TA Training CoP: Program Continuity
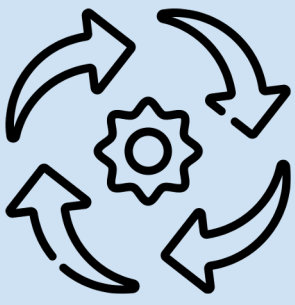
Session Workbook Slides

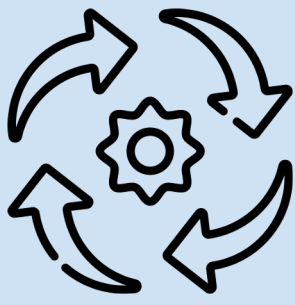Feb 2024

What do we mean by sustainability?

- **Transitioning in and out** - Coordinator

- **Pedagogical** continuity - the program connects to TA needs year-to-year, and individual TAs needs over multiple years

- **Program** continuity (carry out as planned)

- **Financial** continuity - Finances are looked after, allocated according to the grant, Application for funding and the process

- **Logistical** continuity - resources, processes used, etc. Who are the contacts
- ?

Challenges and Strategies

Continuity Challenges		Continuity Strategies
No access to feedback and needs assessment from previous years - couldn't prepare for program evaluation	→	• Sharing documents and resources through Microsoft teams • Have a dedicated folder for all TA Training information to be recorded on an ongoing basis
When coordinators suddenly leaves without any resources or materials to pass on to the next person	→	• Documents in a Microsoft teams folder: Procedures, Contacts, Tips and Tricks, (I'm adding notes from this session there now!). • Create a handover guide to incoming coordinator • Share folders with previous years materials • Overlapping coordinators for 1 month, co-organizing an event during this time.
Concerns about missing key reporting requirements - not knowing what they were	→	• Overlapping coordinators for 1 month, co-organizing an event during this time. • Connect with CTLT
Knowing who to contact for finances or how to navigate them.	→	• Overlapping coordinators for 1 month, co-organizing an event during this time. • Create contact list for all people you need to connect with for TA Training (Finances, facilitators, external units, etc
Received information about how things were done in the past, but not WHY. Would be helpful to have more contextual information for decision making	→	• Overlapping coordinators for 1 month, co-organizing an event during this time. • Create a template for recording that includes a section for summary of why changes were made
Self accountability: little oversight and experience makes overcoming inertia difficult when you have other priorities.	→	• Having two coordinators share the role • Having at least one senior TA to train new TAs • Share responsibility with others • Have a timeline/to do list
Timeline to design/deliver a training program that would be up and running and promoted ahead of the first week of September.	→	• Overlapping with the previous TA coordinator until the 1st TA Training program is offered. • Create a timeline/to do list and pass it on to the next coordinator
Not knowing people at UBC to partner with to deliver workshops for the TA Training program.	→	• Attend community of practice/workshops to get to know people to partner with • Create a contact list (both internal to your unit and external contacts)
Multiple versions of documents and unclear naming practices. Hard to tell which was the most recent (and correct) version of the document	→	• Use Teams - can see document timelines to figure out the correct version • Have a Master document that links out to documents & resources. The Master document should be a very summarized outline and list.
Having enough senior TAs for all the courses - challenge of hiring for coordinator role	→	• Highlight the skills acquired in the TA Training coordinator or facilitator role in your job description
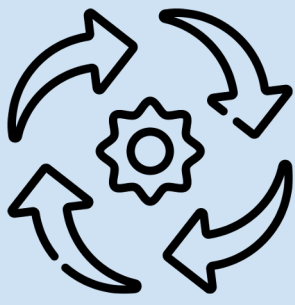
Other things that contribute to continuity of TA Training programs:

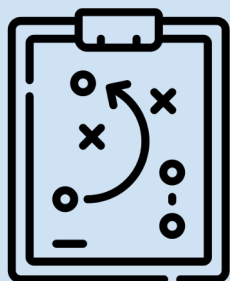1. **Documentation**

    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
2022/23	Increase in new TAs hired in term 2.	Provide recap of the fall TA Orientation and TA Training Workshop in January	Note: session feedback indicated it was success. For future years, recommend planning for a scenario where the Department hires new TAs in the spring term.

Strategies for the continuity and transition in 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?

- Milestones/timeline
- List of all events that happen throughout the year (and information on what they are about)
- List of important contacts (in or outside of the department)
- Selection of rooms that have worked in the past (and other important logistic information)

- Tips for scheduling (when to host events)
- Poster and distribution email templates
- List of all the documents/reports/forms that we need to complete
- How to hire senior TAs for events
- Sample feedback forms, registration qualtrics surveys etc.
- Catering information - what food services have been easy to work with (e.g. dietary restrictions)
- What has not worked in the past (things that you have tried and you don't recommend)

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

Canvas hub
OneDrive folder for documents - Download folder and upload it under your own name or transfer ownership
Export Qualtrics data and put in separate folders on OneDrive so data is easily accessible
Master document that links to all the detailed information
Create backups of documents (in case UBC changes platforms)
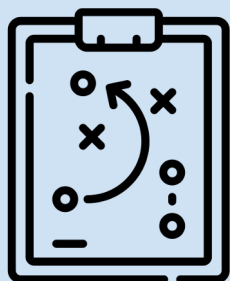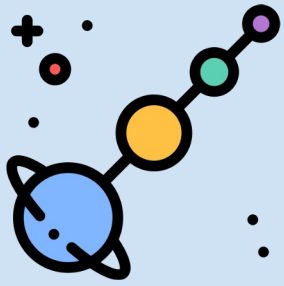
Strategies to Sustain your TA Training Program

Documentation - Funding

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

- Timeline & Deadlines
- **Worktag**
- Feedback from TAs, session attendance
- Meeting with program admin at beginning of role
- Resources (and support staff) within the department and university
- TA information, new versus incoming TAs

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

- Master document redirecting to specific file locations
- Past Qualtrics Surveys on Teams (folder)
- Past needs assessment and programs
- Past budgets for examples and reconciliation

Continuity Strategy: Staying aligned with the changing context

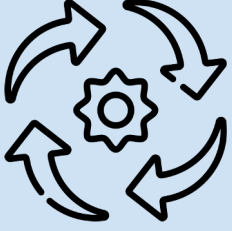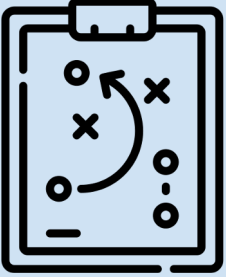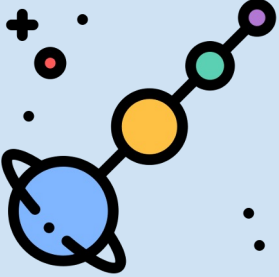| What strategies can you think of for your TA Training Program to stay aligned with the changing teaching context? |
|---|
| I liked what we did at the beginning of this year's CoP - have a brainstorm/focus group session with senior TAs (and possibly instructors) to figure out what has changed in the department and use those themes as workshop/session titles. |
| I.e: Including a workshop on Teaching with AI when AI impacted teaching at UBC |
| Evaluate TA needs - checking with TAs and Faculty |
| Data on TAs, how many total, which courses, new/returning, over multiple years. |
| Do a needs assessment every year with TAs/faculty |
| Communicate with faculty - do they foresee changes in course structures in the future? |
| Check with CTLT new workshops to see what is new across the university |
| Getting the feedback from TA mentors of what went well and what didn't go so well so we know what to change and what to keep before the next process of application |
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