

RTC Faculty Focus

June 2010 (Vol. 8, No. 11)

Published by the RTC Library Staff



Renton Technical College

Curriculum Development

Curriculum development is the entire process of creating a class, from identifying what will be taught, to designing assessments, creating a syllabus, to reviewing and refining the curriculum in response to what you have learned. This issue of Faculty Focus looks at resources to help with that process.

Creating a Syllabus. While your syllabus is your personal creation, it's always nice to have a **model**. To see a template created by the late RTC Instructional Improvement Department and used by many RTC instructors, try this link: <http://webs.rtc.edu/ii/Publications/Syllabus%20Template.doc>

Want to **see what instructors from other schools do**? This almost always works to pull up syllabi that have been published on the web: Go to Google and type in "site:edu syllabus (your subject)". Example: site:edu syllabus cad.

The University of Hawaii has a good short discussion of what syllabi might usefully include. **Writing a Syllabus:** <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/writesyl.htm>

Teaching Controversial Issues. Giving your class a framework for discussing controversial materials on the very first day can ensure that discussions are useful and respectful from the beginning. This excerpt from North Carolina Center for Faculty Excellence's newsletter "For Your Consideration: Suggestions and Reflections on Teaching and Learning" gives suggested guidelines for class discussion:

Sample Guidelines for Classroom Discussion (Excerpt)



- Always listen carefully, with an open mind, to the contributions of others.
- If you challenge others' ideas, do so with factual evidence and appropriate logic.
- Always critique ideas or positions, not people.
- If others challenge your ideas, be willing to change your mind if they demonstrate errors in your logic or use of the facts.
- If others have made a point with which you agree, only repeat it when you have something important to add.
- Above all, avoid ridicule and try to respect the beliefs of others, even if they differ from yours.

For more information, see the whole "Teaching Controversial Issues" newsletter - <http://cfe.unc.edu/pdfs/FYC21.pdf>

These are some other North Carolina Center for Faculty Excellence newsletters you might find useful:

- **Teaching Problem-Solving Skills** <http://cfe.unc.edu/pdfs/FYC20.pdf>
- **Improving Multiple Choice Questions** <http://cfe.unc.edu/pdfs/FYC8.pdf>
- **The First Day of Class ... Your Chance to Make a Good First Impression** <http://cfe.unc.edu/pdfs/FYC1.pdf>

RTC Library Materials on Curriculum Development

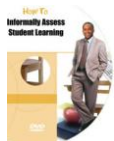
Call the RTC Library at ext. 2331 or visit <http://rtc.edu/library> for more info about materials on this topic.



Universal Design for Learning Strategies “Cookbook” / Renton Technical College, 2008.

Call Number: MEDIA 371 UNIVERS 2008d

This CD-ROM offers documents with several innovative ways to teach your core materials – from your peers at RTC.



How to Informally Assess Student Learning / ASCD, 2005.

Call Number: MEDIA FRONT DESK 371.271 HOW-TO 2005i

You’re giving a presentation, and you’re wondering how much the class understands. This video demonstrates some ways of checking, without a quiz.



Educating Linguistically and Culturally Diverse Students / ASCD, 1998

Call Number: MEDIA 370.196097 EDUCATI 1998

A “professional inquiry kit” with study units and a video, this offers strategies for acknowledging and using cultural issues to improve classroom climate and learning. The examples are K-12, but the information is transferable.



Hints for the Highly Effective Instructor/ W.R. Miller & M.F. Miller. ATP, 2005.

Call Number: 370.113 MILLER 2005

A small book with brief but useful discussions of instructional planning, resources, and methods.



Using Alternative Assessments in Vocational Education / Brian M Stecher ... [et al.]. NCRV, 1997.

Call Number: 370.113 USING 1997a

Discusses assessment alternatives – projects, portfolios, and more. Includes several case studies.



Curriculum Development in Nursing: Process and Innovation / Leana R. Uys and Nomthandazo S. Gwele. Routledge, 2005.

Call Number: 610.730711 UYS-L 2005



10 Best Teaching Practices / Donna Walker Tileston. Corwin, 2000.

Call Number: 371.102 TEN-BES 2000t

A slim book with chapters on teaching for long-term memory and strategies that will help students make connections between what they already know and the new material.

We Need Your Contributions and Suggestions!

In upcoming months we plan to feature info about **tips from master teachers** and **Constitution Day**. Contact newsletter editor, [Debbie Crumb](mailto:Debbie.Crumb@rtc.edu), with your tips, websites and suggestions. To access past issues, go to the Library’s website at <http://rtc.edu/library>, click on **Services and Information**, then **Library Publications**, then **Recent issues published by RTC Library**, and finally on the desired format (**PDF** or **Word**).



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