

**AMERICAN UNIVERSITY OF BEIRUT**  
**FACULTY OF ARTS AND SCIENCES**  
**DEPARTMENT OF EDUCATION**

To: Dr. Peter Heath, Provost

From: Saouma BouJaoude and Amal BouZeineddine, Coordinators  
Teaching Excellence Activities

Subject: Activity report for the academic year 2003/2004

Date: September 24, 2004

Dear Provost Heath,

We conducted eight major activities during the academic year 2003/2004. These included developing one manual<sup>[1]</sup>, participating in the New Faculty Seminar, and organizing six seminars and one forum. In addition, we developed a three-year plan for implementing learning outcomes, a plan to establish a Center for Teaching Excellence, and a new teaching excellence Website with assistance from Mr. Mahmud Shihab. Table 1 presents the activities conducted during the academic year 2003/2004, along with the dates of each activity and the number of sessions for multi-session seminars. Table 2 presents the number of participants in the seminars by faculty as well as the total number of participants in all the seminars.

**Table 1: Activities conducted during the academic year 2003/2004**

<b>Activity</b>	<b>Date</b>	<b>No. of Sessions</b>
1. Advising guide	Updated in August, 2003; and August 2004	Not applicable
2. New faculty seminar	October 2003	1
3. Developing Portfolios	Nov. 8, 2003; Jan. 10, 2004	2
4. Seminar on Developing Program and Course Learning Outcomes	Dec. 6, 2003	1
5. Forum on Academic Integrity	Dec. 12, 2003	1
6. Learning Outcomes Assessment at Course and Program Levels	March 26, 2004	1
7. The Power of PBL	April 22, 2004; April 23, 2004	2
8. Faculty Seminar on	March 16 – April 27, 2004	1

Learning and Teaching Excellence		
Summer Seminar on Creative Use of Resources in Course Design <sup>[2]</sup>	June 21 – July 30, 2004	1

Table 2: Number of participants in the seminars by faculty

Seminar Title	Faculty						Total
	FAS	FHS	FAFS	FEA	FM	BS	
1. Developing Portfolios	6	3	1	6	5	4	<b>25</b>
	17	1	0	5	14	6	<b>43</b>
2. Seminar on Developing Program and Course Learning Outcomes	10	1	1	7	2	3	<b>24</b>
3. Forum on Academic Integrity	23	1	3	6	14	6	<b>53</b>
4. Learning Outcomes Assessment at Course and Program Levels	9	0	1	2	3	1	<b>16</b>
5. The Power of PBL	30	10	4	3	16	6	<b>69</b>
6. Faculty Seminar on Learning and Teaching Excellence	10	0	2	5	2	3	<b>22</b>
7. Summer Seminar on Creative Use of Resources in Course Design	3	2	2	2	1	0	<b>10</b>
<b>Overall totals</b>	<b>108</b>	<b>18</b>	<b>14</b>	<b>36</b>	<b>57</b>	<b>29</b>	<b>262</b>

### **Evaluation of Seminars and Forum**

The full evaluation and /or notes for each Seminar and Forum are available on the Teaching Excellence Website which will be published in few days. The Seminars and Forum were favorably received by participants. There is a need for repeating the seminars on developing a teaching portfolio, developing learning outcomes, course assessment at the program and course level, and the Faculty Seminar on Teaching and Learning Excellence.

<sup>[1]</sup> The Advising guide was posted on the Teaching Excellence Website.

<sup>[2]</sup> Dr. BouJaoude participated in planning for this activity but not in implementing it; Dr. BouZeineddine was part of planning and implementation.