



[Date]

[Department Head]
[Department]
UBC Okanagan

Dear [Department Head]:

I want to let you know about [First] [Last]'s participation in a series of workshops I recently facilitated in [Department].

From [start date] to [end date], I offered the Foundations of Teaching and Learning in [discipline] to a cohort of educators from [Department], with vital input and assistance from [the local champion]. The series offers participants discipline-specific theory and practice in teaching and learning, providing support and resources that are immediately applicable. Between the six meetings and preparation before each session, participants invest around 15 hours discussing

- key findings about how people learn
- backward design of courses through learning outcomes, assessment for learning, and instructional strategies that support active, collaborative learning
- creating supportive, inclusive learning environments
- recommended practices for integrating peer instruction (“clickers”) into a course

[First] participated fully and made significant contributions to the discussions, helping all of us learn more about teaching and learning in [discipline]. I greatly admire [First]'s dedication to becoming an even more effective educator and I'm grateful for the time and energy they chose to spend with us.

The Foundations workshops are only the first element of a larger program. Over the next year, I hope you'll hear more from me and [First] about how they implemented the theory and practices from the workshops into their courses.

Sincerely,

Peter Newbury

Peter Newbury, Ph.D.
Director, Centre for Teaching and Learning
Senior Advisor for Learning Initiatives
UBC Okanagan

cc: [First] [Last]