



**Keep in mind:**

- ❖ Only mark achievement levels "Acceptable" if they actually meet the criteria. Candidates are not required to improve sections assessed "Acceptable."
- ❖ "Effective Presentation" achievement levels are assessed after each major section.

**Year-2 Portfolio Report of the Individualized Learning Plan (ILP) Review Panel**

**Faculty Candidate's Name:** Edie Gaythwaite

**Dean's Name:** Della W. Paul

**Review Date:** 6/5/09

**Date Report Sent to Candidate:** 6/15/09

**Educational & Professional Background**

*The Background section offers the reader insight into the relevant education and professional background of the candidate. This section is not intended as an extensive resume.*

Yes	No
✓	

**Individualized Learning Plan**

*This is the tenure candidate's professional development plan, which is written by the candidate, in collaboration with the dean and the ILP panel. The plan spells out what the faculty member wants to learn, achieve, or accomplish during the pre-tenure process.*

**I. Clear Goals**

**A. Professional Philosophy**

The candidate explains "how do I conduct my professional practice, and why do I choose that way."  
*Evidence of philosophy should be reflected in the portfolio artifacts.*

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Philosophy not clearly stated or does not support teaching & learning
Acceptable	Philosophy clearly stated, supports teaching & learning, & is evident in the LOs
✓ Exemplary	Acceptable + insightful & clearly reflected in portfolio artifacts

What are the strengths of the philosophy statement?

What specific recommendations do you have to help the candidate improve the philosophy statement? *The electronic posting and presentation opens up a new format for future reporting.*

**B. Effective Presentation (For entire Clear Goals and Professional Background. Background precedes the Goals section)**

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
	Acceptable	Written clearly and coherently; presented & edited professionally
✓	Exemplary	Acceptable + polished presentation

What are the presentation strengths of the Clear Goals section?

What specific recommendations do you have to help the candidate improve the presentation of the Clear Goals section?

Year-1 ILP Report included:

Yes	No
	✓

*Report*

**Learning Outcome # 1 (Duplicate this section for each LO)**

For the LO that includes an Action Research Project, all requirements will be met by completing all elements of the ARP Builder.

**I. Adequate Preparation:**

- *Learning Outcome statement*
- *Explanation of what the candidate did to prepare to achieve the LO (workshops, books, articles, conversations, etc.).*

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Preparation to achieve the LO is not present, relevant or not clearly described
	Acceptable	Preparation to achieve the LO is present, relevant, clearly described & adequate to achieve the LO
✓	Exemplary	Acceptable + indicates understanding of relevant scholarship/pedagogy

What are the strengths of the candidate's preparation for this LO?

---

What specific recommendations do you have to help the candidate better prepare for this LO?

## II. Appropriate Methods:

- *A clear description of the methodology (ies) used to achieve the LO (ex. specific teaching methods described; assessment methods described; learning experiences for students explained; procedures/steps followed to achieve LO explained, etc.).*

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Methodology (ies) is inappropriate for achieving the learning outcome; description unclear; or assessment plan not present or inadequate
Acceptable	Methodology (ies) is appropriate for achieving the LO; description is clear; and assessment plan is adequate to gauge the effectiveness of the LO
✓ Exemplary	Acceptable + methodology (ies) follows the rigors of the discipline and assessment plan is comprehensive

What are the strengths of the methodology(ies), assessment plan, and their descriptions?

What specific recommendations do you have to help the candidate improve the methodology (ies), assessment plan, and their descriptions?

## III. Significant Results:

- *Evidence (supporting artifacts) sufficient to demonstrate the achievement of the LO*
- *Explanation of the evidence (supporting artifacts) demonstrates that the candidate has learned, achieved, or accomplished the LO.*
- *Student work/feedback, if applicable, documents the achievement of the goals of the LO (not necessarily relevant to all LOs).*

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Evidence (artifacts) is insufficient to demonstrate LO or not clearly explained; little or no evidence of student feedback/work, if applicable
Acceptable	Evidence (artifacts) is sufficient to demonstrate LO & clearly explained: includes student feedback/work, if applicable
✓ Exemplary	Acceptable + results insightfully explained; opens additional questions for further exploration, if applicable

What are the strengths of the evidence (artifacts) and their explanations?

What specific recommendations do you have to help the candidate improve the evidence (artifacts) and their explanations?

If not rated exemplary, in what aspect/area of this Essential Competency does the candidate need to deepen his/her understanding?

**We are fully confident that as the process unfolds your comprehension of the Essential Competencies will be exemplary as it relates to your classroom and your professional practice.**

**B. Candidate's Understanding of Valencia's Core Competencies for Students (TVCA)**

☐Exemplary   ☐Acceptable   ☒Not Yet Acceptable

Panel's Comments on strengths:

**Each Learning Outcome has 3- 4 Essential Competencies listed.**

If not rated exemplary, in what aspect/area of this Essential Competency does the candidate need to deepen his/her understanding?

**We are fully confident that as the process unfolds your comprehension of the Essential Competencies will be exemplary as it relates to your classroom and your professional practice.**

**C. Candidate's Understanding of Assessment**

☐Exemplary   ☐Acceptable   ☒Not Yet Acceptable

Panel's Comments on strengths:

**Each Learning Outcome has 3- 4 Essential Competencies listed.**

If not rated exemplary, in what aspect/area of this Essential Competency does the candidate need to deepen his/her understanding?

**We are fully confident that as the process unfolds your comprehension of the Essential Competencies will be exemplary as it relates to your classroom and your professional practice.**

**D. Candidate's Understanding of Inclusion and Diversity**

☐Exemplary   ☐Acceptable   ☒Not Yet Acceptable

Panel's Comments on strengths:

**Each Learning Outcome has 3- 4 Essential Competencies listed.**

If not rated exemplary, in what aspect/area of this Essential Competency does the candidate need to deepen his/her understanding?

**We are fully confident that as the process unfolds your comprehension of the Essential Competencies will be exemplary as it relates to your classroom and your professional practice.**

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate this Essential Competency in this LO: little or no discussion of possible improvements
✓	Acceptable	Competent critical evaluation of methods and results used to demonstrate this Essential Competency in this LO; sufficient discussion of possible improvements
	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the critical evaluation of the methods and results in this Essential Competency?**

**What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?** *More details would be most appropriate.*

## **V. Effective Presentation: (for entire Learning Outcome)**

Achievement Level		Criteria Statement
	Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
	Acceptable	Written clearly and coherently; presented & edited professionally
✓	Exemplary	Acceptable + polished presentation

**What are the strengths of the presentation of this LO?**

**What specific recommendations do you have to help the candidate improve the presentation of this LO?**

## **VI. Learning Outcome demonstrated & clearly reflected in the portfolio artifacts?**

Yes	No
✓	

## **Essential Competency (ies) not addressed in Learning Outcomes**

### **I. Essential Competency \_\_\_\_\_**

**Approximately 1/2 page to 1 page.**

- Candidate provides evidence of how the specified Essential Competency is demonstrated in the candidate's practice.
- Candidate provides critical evaluation of the methods and the results of this evidence.
  - Discussion of how the methods used to demonstrate the Essential Competency aided student learning and/or helped the candidate to become a better counselor, teacher, or librarian.
  - Discussion of how the methods used in demonstrating this Essential Competency might be improved.

Achievement Level		Criteria Statement
	Incomplete/Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate the Essential Competency; little or no discussion of possible improvements
	Acceptable	Competent critical evaluation of methods and results used to demonstrate the Essential Competency; sufficient discussion of possible improvements
✓	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the critical evaluation of the methods and results in this Essential Competency?**

**What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?**

### **II. Effective Presentation**

Achievement Level		Criteria Statement
	Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
	Acceptable	Written clearly and coherently; presented & edited professionally
✓	Exemplary	Acceptable + polished presentation

**What are the presentation strengths of this section?**

**What specific recommendations do you have to help the candidate improve the presentation of this section?**

## **Learning Outcome # 2 (Duplicate this section for each LO)**

**For the LO that includes an Action Research Project, all requirements will be met by completing all elements of the ARP Builder.**

### **I. Adequate Preparation:**

- *Learning Outcome statement*
- *Explanation of what the candidate did to prepare to achieve the LO (workshops, books, articles, conversations, etc.).*

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Preparation to achieve the LO is not present, relevant or not clearly described
Acceptable	Preparation to achieve the LO is present, relevant, clearly described & adequate to achieve the LO
✓ Exemplary	Acceptable + indicates understanding of relevant scholarship/pedagogy

**What are the strengths of the candidate's preparation for this LO?**

**What specific recommendations do you have to help the candidate better prepare for this LO?**

### **II. Appropriate Methods:**

- *A clear description of the methodology(ies) used to achieve the LO (ex. specific teaching methods described; assessment methods described; learning experiences for students explained; procedures/steps followed to achieve LO explained, etc.).*

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Methodology (ies) is inappropriate for achieving the learning outcome; description unclear; or assessment plan not present or inadequate
Acceptable	Methodology (ies) is appropriate for achieving the LO; description is clear; and assessment plan is adequate to gauge the effectiveness of the LO
✓ Exemplary	Acceptable + methodology (ies) follows the rigors of the discipline and assessment plan is comprehensive

**What are the strengths of the methodology(ies), assessment plan, and their descriptions?**

**What specific recommendations do you have to help the candidate improve the methodology (ies), assessment plan, and their descriptions?**

### **III. Significant Results:**

- *Evidence (supporting artifacts) sufficient to demonstrate the achievement of the LO*
- *Explanation of the evidence (supporting artifacts) demonstrates that the candidate has learned, achieved, or accomplished the LO.*
- *Student work/feedback, if applicable, documents the achievement of the goals of the LO (not necessarily relevant to all LOs).*

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Evidence (artifacts) is insufficient to demonstrate LO or not clearly explained; little or no evidence of student feedback/work, if applicable
	Acceptable	Evidence (artifacts) is sufficient to demonstrate LO & clearly explained: includes student feedback/work, if applicable
✓	Exemplary	Acceptable + results insightfully explained; opens additional questions for further exploration, if applicable

**What are the strengths of the evidence (artifacts) and their explanations?**

**What specific recommendations do you have to help the candidate improve the evidence (artifacts) and their explanations?**

#### **IV. Reflective Critique:**

##### **A. General Reflection**

*In general, candidate reflects on what was learned while completing the LO and how this might improve future work.*

**Approximately 1/2 page to 1 page for this reflection.**

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Insufficient reflection on what was learned while completing this LO: little or no discussion of possible improvements
	Acceptable	Competent reflection on what was learned while completing this LO: sufficient discussion of possible improvements
✓	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the general reflection for this LO?**

**What specific recommendations do you have to help the candidate improve the general reflection for this LO?**



**Assess each Essential Competency addressed in this LO individually.  
Duplicate this section as needed.**

**B. Critical Evaluation of Each Essential Competency**

*Candidate critically evaluates each specified competency in the LO. (Candidate's general practice outside the portfolio is not discussed.)*

- *Discussion of how the methods used to demonstrate this Essential Competency in this LO aided student learning and/or helped the candidate to become a better counselor, teacher, or librarian.*
- *Discussion of how the methods used in demonstrating this Essential Competency might be improved.*

**Approximately 1/2 page to 1 page for each specified Essential Competency**

**Essential Competency:** \_\_\_\_\_

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate this Essential Competency in this LO; little or no discussion of possible improvements
	Acceptable	Competent critical evaluation of methods and results used to demonstrate this Essential Competency in this LO; sufficient discussion of possible improvements
✓	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the critical evaluation of the methods and results in this Essential Competency?**

**What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?**

**C. Effective Presentation: (for entire Learning Outcome)**

Achievement Level		Criteria Statement
	Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
	Acceptable	Written clearly and coherently; presented & edited professionally
✓	Exemplary	Acceptable + polished presentation

**What are the strengths of the presentation of this LO?**

What specific recommendations do you have to help the candidate improve the presentation of this LO?

## VI. Learning Outcome demonstrated & clearly reflected in the portfolio artifacts?

Yes	No
✓	

## Essential Competency (ies) not addressed in Learning Outcomes

### I. Essential Competency \_\_\_\_\_

Approximately 1/2 page to 1 page.

- Candidate provides evidence of how the specified Essential Competency is demonstrated in the candidate's practice.
- Candidate provides critical evaluation of the methods and the results of this evidence.
  - Discussion of how the methods used to demonstrate the Essential Competency aided student learning and/or helped the candidate to become a better counselor, teacher, or librarian.
  - Discussion of how the methods used in demonstrating this Essential Competency might be improved.

Achievement Level	Criteria Statement
Incomplete/Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate the Essential Competency; little or no discussion of possible improvements
Acceptable	Competent critical evaluation of methods and results used to demonstrate the Essential Competency; sufficient discussion of possible improvements
✓ Exemplary	Acceptable + insightful discussion of possible improvements

What are the strengths of the critical evaluation of the methods and results in this Essential Competency?

What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?

What are the strengths of the methodology(ies), assessment plan, and their descriptions?

What specific recommendations do you have to help the candidate improve the methodology (ies), assessment plan, and their descriptions?

### III. Significant Results:

- Evidence (supporting artifacts) sufficient to demonstrate the achievement of the LO
- Explanation of the evidence (supporting artifacts) demonstrates that the candidate has learned, achieved, or accomplished the LO.
- Student work/feedback, if applicable, documents the achievement of the goals of the LO (not necessarily relevant to all LOs).

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Evidence (artifacts) is insufficient to demonstrate LO or not clearly explained; little or no evidence of student feedback/work, if applicable
Acceptable	Evidence (artifacts) is sufficient to demonstrate LO & clearly explained: includes student feedback/work, if applicable
✓ Exemplary	Acceptable + results insightfully explained; opens additional questions for further exploration, if applicable

What are the strengths of the evidence (artifacts) and their explanations?

What specific recommendations do you have to help the candidate improve the evidence (artifacts) and their explanations?

### IV. Reflective Critique:

#### A. General Reflection

*In general, candidate reflects on what was learned while completing the LO and how this might improve future work.*

Approximately 1/2 page to 1 page for this reflection.

Achievement Level	Criteria Statement
Incomplete/ Not Yet Acceptable	Insufficient reflection on what was learned while completing this LO: little or no discussion of possible improvements
Acceptable	Competent reflection on what was learned while completing this LO: sufficient discussion of possible improvements
✓ Exemplary	Acceptable + insightful discussion of possible improvements

What are the strengths of the general reflection for this LO?

What specific recommendations do you have to help the candidate improve the general reflection for this LO?

**Assess each Essential Competency addressed in this LO individually.  
Duplicate this section as needed.**

**B. Critical Evaluation of Each Essential Competency**

*Candidate critically evaluates each specified competency in the LO. (Candidate's general practice outside the portfolio is not discussed.)*

- *Discussion of how the methods used to demonstrate this Essential Competency in this LO aided student learning and/or helped the candidate to become a better counselor, teacher, or librarian.*
- *Discussion of how the methods used in demonstrating this Essential Competency might be improved.*

**Approximately 1/2 page to 1 page for each specified Essential Competency**

**Essential Competency:** \_\_\_\_\_

Achievement Level		Criteria Statement
	Incomplete/ Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate this Essential Competency in this LO; little or no discussion of possible improvements
	Acceptable	Competent critical evaluation of methods and results used to demonstrate this Essential Competency in this LO; sufficient discussion of possible improvements
✓	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the critical evaluation of the methods and results in this Essential Competency?**

What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?

## V. Effective Presentation: (for entire Learning Outcome)

Achievement Level	Criteria Statement
Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
Acceptable	Written clearly and coherently; presented & edited professionally
✓ Exemplary	Acceptable + polished presentation

What are the strengths of the presentation of this LO?

What specific recommendations do you have to help the candidate improve the presentation of this LO?

## VI. Learning Outcome demonstrated & clearly reflected in the portfolio artifacts?

Yes	No
✓	

## Essential Competency (ies) not addressed in Learning Outcomes

### I. Essential Competency \_\_\_\_\_

Approximately 1/2 page to 1 page.

- Candidate provides evidence of how the specified Essential Competency is demonstrated in the candidate's practice.
- Candidate provides critical evaluation of the methods and the results of this evidence.
  - Discussion of how the methods used to demonstrate the Essential Competency aided student learning and/or helped the candidate to become a better counselor, teacher, or librarian.
  - Discussion of how the methods used in demonstrating this Essential Competency might be improved.

Achievement Level		Criteria Statement
	Incomplete/Not Yet Acceptable	Insufficient critical evaluation of methods and results used to demonstrate the Essential Competency; little or no discussion of possible improvements
	Acceptable	Competent critical evaluation of methods and results used to demonstrate the Essential Competency; sufficient discussion of possible improvements
✓	Exemplary	Acceptable + insightful discussion of possible improvements

**What are the strengths of the critical evaluation of the methods and results in this Essential Competency?**

**What specific recommendations do you have to help the candidate improve the critical evaluation of the methods and results in this Essential Competency?**

## **II. Effective Presentation**

Achievement Level		Criteria Statement
	Not Yet Acceptable	Not written clearly or coherently; not presented & edited professionally
	Acceptable	Written clearly and coherently; presented & edited professionally
✓	Exemplary	Acceptable + polished presentation

**What are the presentation strengths of this section?**

**What specific recommendations do you have to help the candidate improve the presentation of this section?**

**Year-1 ILP Review Panel Report(s) included (note: The Year-1 Report is placed in the "Clear Goals Section" of the portfolio):**

*Including this report allows panelists to compare the year-2 portfolio work with feedback the candidate received in the year-1 review.*

Yes	No
	✓

Year-1 review was not included.

### **ILP Review Panel Membership**

**Dean:** Della W. Paul  
**Campus:** East  
**Division:** Speech  
**Department:** Communications

**Tenured Faculty Panelist:** Suzette Dohaney  
**Campus:** Winter Park  
**Discipline:** Speech

**Tenured Faculty Panelist:** Bill Gombash  
**Campus:** East  
**Discipline:** Speech

**Tenured Faculty Panelist:** Kurt Overhiser  
**Campus:** East  
**Discipline:** Mathematics