**Teaching and Learning Enhancement Fund**

**TLEF Project – Final Report**

As a recipient of TLEF project funding, we ask you to complete this Final Report. You are welcome to copy and paste any relevant information from your TLEF proposal(s) but be sure to update any changes that may have occurred. The information you provide will be used to assess the impact of TLEF-funded projects, identify ways to better support future projects, and to evaluate the TLEF program.

**This Final Report will be shared publicly on the TLEF website** (<http://tlef.ubc.ca>), with the exception of Appendix A: Project Cost and Effort, which will be removed prior to publication. The goals of sharing the reports publicly are to make visible the work supported by TLEF funding, to assist others pursuing a TLEF grant to better understand the process and outcomes of successful applicants, and to enable potential networking on topics of interest.

Final Reports will be reviewed by Jeff Miller, Senior Associate Director, CTLT, and Trish Varao-Sousa, Evaluation and Research Consultant, CTLT. The TLEF team will also contact project leads one year after project closure to request completion of a short survey to gather information about the outcomes of TLEF projects beyond the funding period.

**This report is due within one month of your project’s completion.**

If you have any questions or concerns around this report, please contact Jeff Miller, Senior Associate Director, CTLT: jeff.miller@ubc.ca.

**TLEF Project – Final Report**

**Report Completion Date: (YYYY/MM/DD)**

1. **PROJECT OVERVIEW**
	1. **General Information**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Principal Investigator:** |  |
| **Report Submitted By:** |  |
| **Project Initiation Date:** |  | **Project Completion Date:** |  |
| **Project Type:** | [ ]  Large Transformation [ ]  Small Innovation [ ]  UDL Fellows Program[ ]  Hybrid and Multi-access Course Redesign Project☐ Other: [please specify] |

* 1. **Project Focus Areas** *– Please select all the areas that describe your project.*

[ ] Resource development (e.g., learning materials, media)

[ ]  Infrastructure development (e.g., management tools, repositories, learning spaces)

[ ]  Pedagogies for student learning and/or engagement (e.g., active learning)

[ ]  Innovative assessments (e.g., two-stage exams, student peer-assessment)

[ ]  Teaching roles and training (e.g., teaching practice development, TA roles)

[ ]  Curriculum (e.g., program development/implementation, learning communities)

[ ]  Student experience outside the classroom (e.g., wellbeing, social inclusion)

[ ]  Experiential and work-integrated learning (e.g., co-op, community service learning)

[ ]  Indigenous-focused curricula and ways of knowing

[ ]  Diversity and inclusion in teaching and learning contexts

[ ]  Open educational resources

[ ]  Other: [please specify]

* 1. **Final Project Summary** – *What did you do/change with this project? Explain how the project contributed toward the enhancement of teaching and learning for UBC students.*
	2. **Team Members** –*Please fill in the following table and include* ***students****, undergraduate and/or graduate, who participated in your project.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title/Affiliation** | **Responsibilities/Roles** |
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* 1. **Courses Reached** –*Please fill in the following table with* ***past*** *and* ***current*** *courses (e.g., HIST 101, 2017/2018) that have been reached by your project, including courses not included in your original proposal (you may adapt this section to the context of your project as necessary).*

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| **Course** | **Academic Year** |
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1. **OUTPUTS AND/OR PRODUCTS**
	1. *Please* ***list*** *project outputs and/or products (e.g., resources, infrastructure, new courses/programs). Indicate a URL, if applicable.*

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| --- | --- |
| **Output(s)/Product(s):**  | **URL (if applicable):** |
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* 1. **Item(s) Not Met** –*Please list intended project outputs and/or products that were not completed and the reason(s) for this.*

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| --- | --- |
| **Item(s) Not Met:** | **Reason:** |
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1. **PROJECT IMPACT**
	1. **Project Impact Areas** – *Please select all the areas where your project made an impact.*

[ ]  Student learning and knowledge

[ ]  Student engagement and attitudes

[ ]  Instructional team-satisfaction

☐ Teaching practices

[ ]  Student wellbeing, social inclusion

[ ]  Awareness and capacity around strategic areas (Indigenous, equity and diversity)

[ ]  Unit operations and processes

[ ]  Other: [please specify]

* 1. **Please provide details on each of the impact areas you selected in 3.1.** – *For example, explain in which ways your teaching practices changed; how student wellbeing was impacted; how students wellbeing benefited from your project, etc.*
	2. **How do you know that the impacts listed in 3.1/3.2 occurred?**– *Describe how you evaluated changes/impacts (e.g., collected survey data, conducted focus groups/interviews, learning analytics, etc.) and what was learned about your project from the evaluation. You are encouraged to include graphical representations of data and/or scenarios or quotes to represent and illustrate key themes.*
1. **TEACHING PRACTICES** – *Please indicate if* ***your*** *teaching practices or those of* ***others*** *have changed as a result of your project. If so, in what ways. Do you see these changes as sustainable over time? Why or why not?*
2. **PROJECT SUSTAINMENT**– *Please describe the sustainment strategy for the project components. How will this be sustained and potentially expanded (e.g., over the next five years). What challenges do you foresee for project sustainment?*
3. **DISSEMINATION** – *Please provide a list of scholarly activities (e.g., publications, presentations, invited talks, etc.) in which you or anyone from your team have shared information regarding this project. Be sure to include author names, presentation title, date, and presentation forum (e.g., journal, conference name, event). These will be included on the TLEF scholarly output page.*

**APPENDIX A: PROJECT COST & EFFORT** –*Please update the following project financial details as needed. Kindly keep this section on a separate page, as it will be removed from the public document.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget item****(List all items that were funded on original proposal budget)** | **Amount budgeted** | **Amount expended** | **Balance remaining for this item (if any)** |
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| **Total balance remaining (if any):** |  |