

The TLC Process



1 Request a TLC

On our CTE webpage, click the link to request a TLC. You will complete a short form that asks about the class and any instructional goal(s) you'd like to focus on.



2 Meet with your Consultant

After your request is received, you will be assigned a Consultant. Your Consultant will contact you to set up an initial meeting to discuss your goals for the TLC and to collect some preliminary information.



3 Welcome your Consultant to class

As appropriate, your Consultant will observe a class session or examine your online course environment and set-up. Your Consultant will also explore your key course documents, such as your syllabus and schedule.



4 Discuss your Consultant's suggestions

After the observation period, your Consultant will schedule a follow-up meeting with you. At the meeting, your Consultant will highlight positive aspects of your teaching and will offer new ideas to help you grow your teaching efficacy for your class.



5 Receive the SCOOP and rate your experience

Once you've had your final meeting with your Consultant, you'll receive your SCOOP*, summarizing the ideas discussed at your meeting. You'll also receive a separate letter from the CTE to document you participated in a TLC, but without specifics of the consultation. You'll be asked to provide feedback about your TLC experience in a brief survey.

*SCOOP: Suggestions from your Consultant: Onward to Outstanding Practice

Get the SCOOP!

Your SCOOP will include 3 key features:

1



Your Instructional Positives

It's helpful to know what you are doing well, so you can be sure to continue those practices!

2



Suggestions

Your Consultant has received training and knows lots of effective instructional practices. They will offer you new ideas to boost teaching efficacy.

3



Resources

For most suggestions, your Consultant will include resources, allowing you to learn more about a suggested practice.



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