MODULE 6 · Portfolio, Departmental Alignment, and Continuous Revision

Lecture 6.1

Assembling a Portfolio Faculty Can Actually Use

The portfolio has two layers.

Student-facing delivery materials

- Redesigned Assignment
- Syllabus AI Policy
- First-Week Touchpoint

Instructor-facing design record

- Discipline Statement
- Friction Audit
- Stress Test + Decision Memo
- Equity/Ethics Audit
- Six-Month Plan

The student-facing layer is what students see.

The instructor-facing layer is your reasoning, for you and for colleagues.

Could a colleague unfamiliar with your course use this packet without asking follow-up questions?

If yes, the portfolio is teaching-ready. If no, identify the missing instruction, link, or decision.

Cover memo (100 words).

COVER MEMO

Course

Redesigned assignment + AIAS level

Most important equity safeguard

Most fragile element under capability drift

This is the first page of your portfolio. It is what a colleague reads to know what you did.

Owner | Course and term | Last reviewed | Next scheduled review

Readiness checklist.

- [ ] **Syllabus-ready** *(policy fits and agrees with assignment instructions)*
- [ ] **LMS-ready** *(files, links, due dates, and accessibility settings are checked)*
- [ ] **Grading-ready** *(criteria, points, and feedback workflow are configured)*
- [ ] **Student-ready** *(a tired student knows what to do, submit, and ask)*

Score each yes or no. If any 'no,' fix before submission.

What we are not asking you to write.

NOT REQUIRED

No reflective essay on your AI journey.

NOT REQUIRED

No annotated bibliography.

NOT REQUIRED

No abstract.

The portfolio is for the participant, not for the course. Save your reflective writing energy for teaching. Unless required by your institution, program, or accreditation process.

Reopen the Skeptic's Charter.

Open the Skeptic's Charter you completed in Module 1. Read it as if for the first time. Write one paragraph: What was honored? What was challenged? What do you still hold? Open Module 1 Worksheet, Section 2. Save the response in the final portfolio.

In one sentence, name what would be on the cover memo of your portfolio.