

# AMERICAN HISTORICAL — ASSOCIATION —

## AHA Assignment Charrette Suggestions to AHA Facilitators

Dear all,

I hope you are well as the holiday breaks begin. Thank you for agreeing to help staff the AHA's Assignment Charrette for this year's Undergraduate Teaching Workshop in Atlanta.

A few things. First, please read Pat Hutchings, Natasha A. Jankowski, & Peter T. Ewell, "Catalyzing Assignment Design Activity on Your Campus: Lessons from NILOA's [Assignment Library Initiative](#). You are all already familiar with the AHA's Tuning project; this **article** will fill you in on another important context for our assignment charrette, which we have adapted for historians from a process that the National Institute for Learning Outcomes Assessment (NILOA) has been implementing with interdisciplinary groups of faculty around the country. This reading will give you a sense of other work that is being done in the area of faculty work on assignments, and spells out some of the goals that we can hope to achieve with our workshop participants in a few weeks.

Second, I will be writing again in the next day to share the **full set of assignment materials** from all of the workshop participants. At that time, I will also let you know which pairs of facilitator and recorder will be working with which groups of 4-5 faculty presenters. Please plan to read the assignments and other documents from your group of presenters very carefully and take notes. In addition, I encourage you to read through as many of the other assignments as you can, with the understanding that you will not go into as much depth with them.

Third, please read the attached set of **suggested questions** for facilitators to ask during an assignment charrette. Note that because this document was produced specifically for the NILOA charrettes based on the [Degree Qualifications Profile](#), the introductory remarks are not perfectly aligned with our own, specific goals for a charrette of assignments used in introductory history courses. Nevertheless, I think that this is a very useful list. I will adapt a version of it to hand out to facilitators and staff at the workshop (and email to you before that).

Finally, we would like to schedule a **conference call** to help orient you all to your tasks. I will be sending out a **Doodle scheduling poll** for this by tomorrow; please reply as soon as possible. I expect that we might need to hold two such calls, because people's holiday schedules will be tricky. If we succeed in getting you all on a call, I might still have an **optional in-person meeting in Atlanta** on Thursday, January 7 for any last-minute questions or issues, but you don't need to plan your meeting schedule around it. I just want you all to feel confident that you know what you are supposed to do, and that we are all on the same page.

I'll be in touch again very soon. In the meantime, please let me know if you have any questions.

Thanks again for your help,  
Julia

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