Committee on Teaching
Draft Minutes
May 9, 2012
Zilber 470 (3:30 to 5:00 pm)

Recorder: Evelyn Donate-Bartfield


Members Absent: Shannon Cagney, Patricia Bradford, Dennis Garrett, Heather Hathaway, Heinz Schelhammer

Guest: Dr. Heidi Schweizer, Director of e-learning, Center for Teaching and Learning

I. Announcements and Information
   a. Evaluation form for on-line courses
      i. Dr. Schweizer presented an evaluation form for online courses that was developed by the Online Course Evaluation Task Force. To design the new form, the task force retained four core questions from the current MOCES (Marquette Online Course Evaluation System) form and revised all other MOCES items to reflect best practices for online instruction. The revised form was reviewed by Ms. Alix Riley (Assistant Director of Institutional Research) and was piloted with acceptable results.

      ii. The Committee on Teaching reviewed the form and offered feedback. It was suggested that item #18 be revised for consistency with the rest of the form.

      iii. The proposed evaluation form would be used for all distance learning courses. Dr. Schweizer presented Marquette University’s definitions for distance learning courses (75% to 100% online instruction) and blended (hybrid) courses (less than 75% online instruction). There was a suggestion that the new form be used for assessing hybrid courses; it was pointed out the proposed form does not adequately distinguish between student commentary about classroom and online activities, thus precluding its use with hybrid courses. The committee discussed whether a carefully worded introduction to the form might overcome this problem.

      iv. Final consensus was that the proposed evaluation form should be used for the next evaluation cycle for online courses and information collected on whether the new form generates useful data. Dr. Meyer
suggested instructors be allowed to opt out of reporting scores using this new instrument while the form is still being finalized.

II. Approval of minutes from March 7th, 2012
   a. Minutes were approved with one correction; Dr. Pokrywcynski was present at the last meeting.

III. Continuing Business
   a. Discussion of Teaching Excellence Award
      i. The committee reviewed the process for this year’s teaching award and discussed suggestions for improvement. There was satisfaction expressed with the current process, including the requirement that departments use a standard template for constructing the candidate’s dossier. There was support for electronic distribution of the dossiers next year.

      ii. Not all dossiers included peer reviews of teaching, and when they were included, academic units generated different types of documentation for these reviews. The committee discussed the effect of this inconsistency on the evaluation process and the possibility of eliminating peer reviews from next year’s dossiers. After discussion, it was decided that next year’s committee should discuss whether they want peer reviews to be part of the dossier.

   b. Update on High Impact Practices Initiative
      i. Dr. Meyer presented survey results of high impact educational practices at Marquette. Dr. Meyer noted that this survey is one of several activities supporting the use of these practices at Marquette (e.g., Several Marquette faculty and administrators will be attending a week long workshop given by the Association of American Colleges and Universities, the application criteria for this year’s Way-Klingler award emphasized high impact educational initiatives.)

   c. Report on motion to approve the addition of course-related information to student registration materials (Snapshot)
      i. Dr. Haglund discussed the University Senate’s response to the Committee on Teaching’s motion to include course related information in snapshot. After discussion in senate, the motion was approved, with the addition of the words “whenever possible” to the motion to allow for cases when course details are published before instructors are assigned to courses.

      ii. There was discussion about how this recommendation would be implemented; it was unclear whether faculty would be able to add information to their own courses in snapshot. It will take several
months to develop the software for implementing this recommendation; the process may need to be revisited to clarify these details.

IV. New Business
   a. Chair-elect for AY2011-12 will be Jay Caulfield.
      i. Dr. Caulfield made note of several items that the committee would return to next year (e.g., follow up on new online evaluation form; discuss the inclusion of peer review materials in the teaching awards dossier, implementation of electronic dossier for teaching award candidates, clarify process for faculty to update Snapshot information.)

V. Next Meeting
   a. September 12th, 2012, 3:30-5:00