Committee on Teaching  
Minutes  
December 3rd, 2014  
470 Zilber Hall (3:00 to 5:00 pm)

Members Present:  
Terence Ow (Chair), Alan Burkard, Evelyn Donate-Bartfield, Jacob Carpenter, Kristin Haglund, Katie Hazlett, Shaun Longstreet, Gary Meyer, Timothy McAuliff, John (Jack) Moyer, Maura Moyle

Members Absent:  
James Pokrywczynski

Recorder:  
Evelyn Donate-Bartfield

1. Call to Order  
The meeting was called to order by Dr. Ow at 3:35. Dr. Gary Meyer provided the reflection.

2. Minutes  
The minutes from the November 12th meeting were unanimously approved without changes.

3. Announcements and Information  
a. Rescheduled meeting  
The February 11th, 2015 COT meeting has changed to February 4th, 2015.

b. Discussion of Way Klinger Teaching Enhancement Award  
The committee received this year’s proposals from Dr. Meyer on December 2nd, 2014. The committee briefly discussed issues related to this year’s proposal cycle. Dr. Meyer will be sending committee members a rating template and forms to provide comments on the proposals. Ratings are due on January 7th, 2015 and should be emailed directly to Dr. Meyer. The committee will discuss the proposal and rankings at the January 14th, 2015 meeting.

Action Item: Committee members to forward ratings to Dr. Meyer by January 7th, 2015.

c. Update Teaching Excellence Award  
Dr. Meyer updated the committee on the status of the teaching award nominations. He reminded the committee that the candidate’s dossiers would be distributed to the committee on February 5th, 2015, with the expectation that committee members would provide feedback on the dossiers and ratings by
March 2nd, 2015. The committee will be able to discuss and finalize the group’s recommendations at the committee meeting on March 4th, 2015.

**Action Item:** Dr. Meyer will send the committee the completed dossiers on February 5th, 2015.

4. New and Continuing Business

a. **Optional Mid-semester Instructor Evaluation**
   Input from student leaders suggested that students would like to be able to provide course feedback to instructors during the semester. Dr. Meyer suggested developing a mid-semester evaluation instrument that would be made available to instructors on D2L. This instrument would allow the collection of formative data that could be used to make mid-semester adjustments to courses. Using this evaluation form would be voluntary and the student data would not be collected for institutional purposes.

   The committee briefly discussed this idea. Several faculty members reported that they are already using a mid-semester evaluation with good results, and the general consensus was that the instrument would be a beneficial tool for instructors. Dr. Longstreet noted that mid-semester evaluation processes were associated with better educational outcomes. Several committee members suggested ways that the instrument could be presented to students to maximize its usefulness.

   The consensus of the committee was that the proposed assessment tool would be useful, but our current course evaluation form would not be appropriate for collecting midterm feedback. Dr. Ow volunteered to find examples of existing instruments that could be adapted for this use and invited the committee to share materials that would be useful in developing this instrument. The committee will revisit this issue once this information has been collected and will provide input into the design of the mid-semester evaluation survey.

   **Action item:** Dr. Ow will report back to the committee once he has identified materials that would be useful for the development of a mid-semester evaluation instrument.

b. **Update from Subcommittee working on Peer Evaluation on Teaching**

Dr. Ow, Dr. Burkhardt, and Dr. Longstreet reported that they are editing the draft “Guidelines for Formative Reviews of Teaching.” They are 1) integrating material from the committee’s discussion at the last meeting and 2) working to include material from the text, Peer Review of Teaching. (This text describes best practices in conducting peer review of teaching, and was distributed to all committee members earlier this year.) Dr. Burkhart will be on sabbatical next semester, so the group will try to meet again before his departure.
Action Item: The subcommittee will report on their progress at the next meeting.

c. Committee Feedback on Institutional Measures Reflecting Timely Feedback to Students

The Office of the Provost conducts a senior survey as part of its institutional assessment program. Data from the most recent report, 2014 Graduating Senior Survey Executive Summary (http://marquette.edu/assessment/documents/GraduatingSeniorSurvey2014executivesummary.pdf) indicated that although 59% of the students surveyed reported that their instructors were available outside of class for assistance or extra help, only 23% of student respondents reported that instructors provided “timely feedback.” The committee briefly discussed possible reasons for this seemingly contradictory data. Possible explanations generated by the committee were that timely feedback was difficult to give to students because of faculty workload demands, that fast feedback could be improved with better online tools (e.g., improving tools such as D2L) and importantly, that this finding may be related to poor management of student expectations about what constitutes “timely feedback.” It was noted that there is not currently a consensus on the period of time that is considered customary for getting students feedback about their assignments. It was generally agreed that it would be necessary to collect more data to understand what students meant when they endorsed this response on the questionnaire.

5. Adjournment
The meeting was adjourned at 4:55.

Next Meeting:
January 14th, 2015

Respectfully submitted,
Evelyn Donate-Bartfield