
Members Absent: Patricia Bradford, Heather Hathaway, James Pokrywczynski, Heinz Schelhammer

Call to Order: Meeting called to order at 3:35 pm.

Approval of Minutes: The minutes for the October 12, 2011 meeting were approved as amended with a revised attendance record.

Meeting Agenda

I. Announcements and Information

December 2, 2011 is the deadline for the submitting the Way Klingler Teaching Enhancement Award application for 2012 (Gary Meyer)

II. Continuing Business

A. The committee continued discussing the student-initiated proposal to have access to additional course-related information before registration. The discussion focused on how to provide a snapshot of information on at least key courses in a format that is practical, feasible, and readily accessible.

In order to assist the committee in finding the most optimal way of preparing a snapshot presentation and its display, the committee invited Mykl Novak (Web Development Manager), and Jan Judziewicz, (Director of Applications) from the University IT services; also invited was Georgia McRae, the University Registrar. Gary Meyer and other committee members presented an outline of what the course snapshot could look like. The invited guests suggested that ‘CheckMarq’ might be the best place for displaying this course-related information. The expert guests needed more time to go over the request and will get back to the committee regarding their view on the right place and manner for posting the information. In the meantime, the committee will give them an idea of the required fields and the manner in which those fields are envisioned to be operative (dropdown and/or toggle).

The remaining discussion focused on the snapshot format developed and submitted
by Terrence Ow, which led further into the discussion of the fields that might go on the course snapshot. Each course requirement will be marked by its contribution to the final grade; the amount of tentative time needed to complete each requirement might also be mentioned.

The potential information that was considered to be important in the discussion included:

- Instructor’s teaching philosophy
- Examination (methods, numbers mc, essays, contribution %)
- Quizzes (%),
- Presentations (%), group projects (%),
- Paper submissions (%)
- Attendance
- Class participation

Kristin Haglund or Gary Meyer will contact the MUSG to obtain student feedback before finalizing a standard blueprint for the snapshot format.

B. Gary Meyer presented a brief synopsis of the procedures involved with selecting recipients of the Way Klinger Teaching Enhancement Award. He noted that the system currently in place worked well, as last year’s finalists were on the list of the majority of the judges. The committee will continue to rank the top three candidates. Each member judge will submit the list of ranked candidates with a brief evaluation statement, which will be shared with the applicants.

C. The circulated rubrics used for the assessment of the Teaching Excellence Award were briefly discussed and will further be addressed in the next committee meeting.

D. The rest of the agenda along with chair selection for AY 2011-12 will continue in the next committee meeting in December.

The meeting adjourned at 4:58.

Respectfully submitted by

Subhash Bhatnagar