Committee on Teaching  
Meeting Minutes for February 4, 2015

In attendance: Evelyn Donate-Bartfield, Cynthia Ellwood, Terence Ow, Jake Carpenter, Kathleen Hazlett, John LaDisa, Shaun Longstreet, Jack Moyer, Maura Moyle, Jim Pokrywczynski, Gary Meyer

Meeting began at 3:30 pm.

1. Reflection: Kristin Haglund  
   Recorder: Kristin Haglund

2. Approval of Minutes: The minutes from the meeting on Jan 14, 2015 were approved with one correction, item #3 under Action items, Peer-review of funding changed to Peer-review of teaching.

Discussion regarding Announcements and Information:

3. Teaching Excellence Award schedule was reviewed. Committee members are requested to include comments on the rankings form regarding each candidate selected.
   - Semi-finalist dossiers due 2/2
   - Dossiers distributed to COT electronically 2/4 in preparation for CoT meeting that day
   - COT rankings (top three or four) due 3/2
   - Recommendations to Provost 3/17

Continuing Business:

1. Way-Klinger Teaching Enhancement – Terence Ow shared his meeting with K. Durben regarding a workshop to help faculty prepare applications for this award. Shaun Longstreet agreed that the CTL will host the workshop. The committee agree that the grant opportunity should be announced in spring, have more advertisement of the opportunity in August and the workshop held in Fall. Promoting the grant towards the end of the spring semester will encourage faculty to work on the application over the summer. Gary Meyer to draft announcement for Spring.

2. Peer Reviews of Teaching – the committee discussed the draft document “Peer Evaluation Teaching Rationale and Guidelines.” Shaun Longstreet took notes regarding suggested changes to language on the document and will take the comments back to the subcommittee working on the document.

Meeting Adjourned at 4:45 pm.

The Minutes are respectfully submitted by Kristin Haglund.