Committee on Teaching  
Meeting Minutes for September 10, 2014  

In attendance: A. Burkard, J. Carpenter, Evelyn Donate-Bartfield, John LaDisa, S. Longstreet, G. Meyer, J. Moyer, T. Ow, Kristin Haglund; John LaDisa; Maura Moyle; Jim Pokrywczynski, K. Hazlett  

Meeting began at 3:30pm.  

1. A reflection was provided by J. Pokrywczynski.  

2. The draft minutes of May 7, 2014, were approved unanimously.  

3. Way Klinger Teaching Enhancement Award. Committee reviewed the procedures and application process, and affirmed that high impact practices would continue to be an emphasis in the application and evaluation criteria. Application question six will be modified to feature high impact practices as an emphasis as suggested by Shaun Longstreet. Kristin Haglund also recommended that applicants also should be required to provide letters of support if working with an outside agency. Gary Meyer agreed to make these adjustments on the application form.  

4. Teaching Excellence Award. This topic was deferred to the next meeting.  

5. US Professor of the Year Award. Agreed to explore potential candidates and develop a process for vetting candidates. This issue will be addressed in future meetings.  

6. Shaun Longstreet will work with the awardees of the Way-Klinger Teaching Enhancement to schedule a presentation in the Spring of 2015 based on their work related to their proposal.  

7. Future focuses for the Committee on Teaching. The committee discussed new potential ideas of focus for the committee’s work in 2014-15, including the following: John LaDisa raised a concern regarding balancing research-grant writing and teaching and that perhaps the increased competitiveness of grant applications negatively affects teaching. Jim Pokrywczynski raised a concern regarding students who are selling papers to meet course assignments. Gary Meyer raised a concern regarding the MOCES items and the committee acknowledged this issue is on the long-term plan. Katie Hazlett discussed the idea of integrating more diversity into teaching. Many members affirmed that focused on the peer evaluation system is an important focus to address. Many members that it would be important to maintain a focus on the plans that were developed during the 2013-14 academic year, which included the following:  

   i. Review and possible development of peer teaching and evaluation policies and procedures for all faculty (i.e., untenured and tenured, part-time and full-time).  
   ii. Examine policy and methods to develop a campus-wide system of ongoing faculty teaching development to improve or enhance student learning.
iii. After the initial work has been completed, a revision of the MOCES items will be examined and considered.

8. Archival of D2L materials. Discussed a memo sent by Tim Melchert the Chair of Academic Senate indicating the Committee of Teaching was charged in the 2013-14 to address and make recommendations regarding the archival of D2L information. The committee discussed this request, and acknowledged no charge was forthcoming from the Academic Senate and that feedback was offered regarding concerns for archival of D2L data. Terence Ow agreed to contact Tim Melchert to clarify that the Committee on Teaching did not receive any charge and that the committee did provide feedback to the library archivists.

9. Peer Evaluation. Terence Ow, Shaun Longstreet, and Alan Burkard agreed to meet to develop some initial materials for the committee to review as an initial start for developing guidelines and a system for peer review.

10. Final Exams. Students and MUSG has raised a concern regarding students taking more than three examinations in one day during the final examination period. Committee members are encouraged to discuss the issues with faculty colleagues and Gary Meyer will provide data regarding numbers of students affected by the current practices at a future COT meeting.

11. Meeting was adjourned at 4:55pm.

The minutes are respectfully submitted by Alan Burkard.