Committee on Teaching
Minutes
Sept 11, 2013
470 Zilber Hall (3:00 to 5:00 pm)

Recorder: Jay Caulfield

Members Present: Alan Burkard (Chair), Evelyn Donate-Bartfield, Jay Caulfield, Kristin Haglund, Sarah McClanahan, Shaun Longstreet, Gary Meyer, John (Jack) Moyer, Terence Ow, Jake Carpenter, Kristina Ropella, Sarah McClanahan

Members Absent: Katie Hazlett, Maura Moyle, James Pokrywczynski

I. Committee member welcome and introductions

The Chair called the meeting to at 3:00 pm. Members introduced themselves to one another; the Chair welcomed new and returning members. Kristina Ropella gave the reflection.

II. Approval of draft minutes from May 1, 2013

The Committee approved the minutes of the May 1, 2013 as stated.

III. Announcements and Information

A. COT awards timelines
   i. Way Klinger Teaching Enhancement Award
      1. Announcement to Campus Community: October 3
      2. Application Deadline: December 2
      3. Packets to Committee: December 4
      4. COT Rankings Due: January 8
      5. COT Discussion: January 15
   
   ii. Teaching Excellence Award
      1. Announcement to Campus Community: October 31
      2. Nomination Deadline: November 15
      3. Semi-finalist notification: December 2
      4. Semi-finalist dossiers due: February 3
      5. Dossiers distributed to COT: February 5
      6. COT rankings due: March 3
      7. COT recommendations sent to Provost: March 17

The Chair identified that the Announcements and Information section of the agenda served the purpose of updating the membership on upcoming events and timelines. When asked by the Chair, there were no questions from the members regarding announcements or timelines stated in the agenda.
An additional announcement included the following. The Committee has been invited to attend a meeting with HLC team members and the Board of Undergraduate Studies. The tentative date is Monday, September 30 from 1:30 – 2:15 pm (time to be confirmed and location to be determined).

IV. Orientation to the Committee; Review Purpose of Committee
   A. Committee Functioning.
   B. Expectations regarding minutes. Three day turnaround; is this deadline reasonable?
   C. Review Purpose of Committee. See University Academic Senate statute below:

John 7.03 - The Committee on Teaching (revised January 28, 2008)

The Committee on Teaching is a committee of the Academic Division that reports to the UAS and the Provost. The Committee addresses and advances the practice and scholarship of teaching and learning at Marquette University.

Responsibilities:
1. Promoting quality teaching and learning through the development of recommendations for policies and practices related to teaching to the UAS.
2. Identifying and implementing methods to recognize and promote the scholarship of teaching.
3. Managing the selection process for faculty teaching awards and grants including the Faculty Awards for Teaching Excellence and the Way Klinger Interdisciplinary Teaching Award.
4. Collaborating with the Center for Teaching and Learning to provide seminars and resources for faculty development.
5. Reviewing and recommending policies to provide a supportive academic teaching and learning environment including educational technology.
6. Providing an annual report to the UAS.

There were no questions regarding the function or purpose of the committee. The membership agreed on a three-day turnaround for receiving a draft of the minutes. We will abide by the past practice as related to beginning each meeting with a reflection. The agenda will be distributed a week prior to the committee meeting. The time for future meetings will be 3:30 – 5:00 pm.

I. New Business
   A. U.S. Professor of the Year Award.
      i. Do we want to nominate a candidate this year?
      ii. Could a subcommittee be formed to determine the nomination and selection procedure? Who?
      iii. If yes to forming a subcommittee; does the committee have any immediate feedback or criteria for the subcommittee to consider?
If yes, please send this feedback by Monday, September 16 to Alan Burkard.

A discussion of whether we should participate in the U.S. Professor of the year Award ensued. As applications are not due until April of 2014, the Committee agreed to defer the final recommendation until a future meeting. The award is limited to those who teach undergraduates. In the past, those awarded demonstrated some form of community outreach, including publications that have been widely accepted or teaching in the community. MU’s past candidates had to have earned a previous teaching award. Members were encouraged to review the website: http://www.usprofessorsoftheyear.org/Nominations.html#.UjDb62p8MV in preparation for future discussion and recommendation.


The Center for Teaching and Learning will work on scheduling and announcing this workshop.

For the past few years, the favored topic for the Way-Klingler Award has been high impact practices. It was suggested that we might want to focus this year’s proposals on either creating a MOOC on social justice, which could enhance awareness of MU as well as enhance future enrollments or on focus on high impact practices that engage large classes. In general, the CoT did not want to see the Way-Klingler funding used to create a MOOC in that the funding is likely to be inadequate and some members questioned whether the award should be used for this purpose, as it did little to enhance teaching for currently enrolled students.

We should encourage applicants to think creatively about ways of using the funds for things other than course buyouts. CoT needs to finalize its recommendations during the Oct 9 meeting.

C. Strategic Planning; Discussion Item.

The Committee agreed that its focus should align with the university’s strategic plan. The re-affirmation self-study chapter pertaining to teaching might serve as a good resource in identifying topics. The Committee should identify a 2 – 3 year action plan for its work.

1. Ideas generated in last COT meeting:
   a. Development of ongoing peer evaluation policy and procedures for faculty at all levels.
   b. Review four criteria for Way-Klingler Teaching Enhancement Award.
c. Consider nominations for US professor of the year.

2. Additional ideas to consider:
   a. Review and revision of the MOCES evaluation
   b. CheckMarq grading characteristics; moving forward
   c. The appropriate percentage of full time versus part time faculty across colleges as related to increasing research and maintaining high quality teaching
   d. Implementation of additional MOOC’s, including implementing a MOOC on social justice
   e. Evaluation of teaching across colleges for different faculty classifications; some colleges (nursing as an example) have implemented post-tenure review; how we screen for hiring may be a factor; faculty review is listed as a weakness in the reaffirmation self-study; it was pointed out that if there are no consequences involved with a poor review, the activity would not be of value; the use of mentoring relationships and development plans may be of benefit; it was agreed that these activities need to be internal to the college versus coming out of the Center for Teaching and Learning
   f. Preparing ourselves for future trends in teaching

As committee members represent their colleges and departments, the Chair requested that members return to their colleges and departments to share the preceding list and solicit further items to be included. Send any additional items to the Chair as soon as possible. Next week the Chair will distribute a list of items for the CoT to prioritize at a future meeting.

Members need to discuss with their colleges effective and timely methods of sharing information from CoT meetings.

The meeting adjourned at 5:00pm.

Next Meeting:
October 9, 2013

Respectfully submitted,

Jay Caulfield