Committee on Teaching
Minutes for September 9, 2015
470 Zilber Hall (3:30 to 5:00 pm)

Members Present: Jake Carpenter (Chairperson), Bridget Dolan, Evelyn Donate-Bartfield, Cynthia Ellwood, Kristin Haglund, Patrick McNamara, Shaun Longstreet, Daniel Meissner, Gary Meyer, Maura Moyle, Terrance Ow, James Pokrywczynski, Cameron Vrana

Recorder:
Evelyn Donate-Bartfield

1. Call to Order
The meeting was called to order by Jake Carpenter at 3:35.

2. Reflection
Dr. James Pokrywczynski provided the reflection.

3. Committee Welcome and Introductions
Dr. Meyer discussed his new role at Marquette. He will remain on the Committee on Teaching until the new Vice Provost for Academic Affairs is appointed.

Dr. Pokrywczynski will be on sabbatical during the spring semester; Dr. Joyce Wolberg will replace Dr. Pokrywczynski on the committee during this time.

4. Minutes
The minutes from the May 6th, 2015 meeting were unanimously approved without changes.

5. Announcements and Information
The committee reviewed the 1) Committee’s charge (see Appendix A), 2) assigned committee tasks and 3) last year’s deadlines for the Way Klingler Teaching Enhancement Award and Teaching Excellence Award (see below). The consensus was that the committee would adopt the same general timelines for completing these tasks this year.

No presentation has been scheduled for last year’s Teaching Enhancement Award winners to present the results of their project. (Dr. Marilyn Frenn and Mary Jo Wiemiller, “Developing and Implementing Interprofessional Education in the Health Sciences through a Collaborative Learning Approach”)

The dates for last year’s COT activities were:

Way Klingler Teaching Enhancement Award
- Announcement to campus community: October 2
- Application deadline: December 1
o Packets to Committee: December 3  
o CoT rankings due: January 7  
o CoT discussion: January 14

**Teaching Excellence Award**

- Announcement to campus community: October 30  
- Nomination deadline: November 14  
- Semi-finalist notification: December 1  
- Semi-finalist dossiers due: February 2  
- Dossiers distributed to CoT: February 4  
- CoT rankings due: March 2  
- CoT recommendations sent to Provost: March 16

Follow up: Set deadlines for committee activities, Schedule presentation for Way Klinger Teaching Enhancement Award winners to share activities with Marquette Community.

6. **Continuing Business**

   a. **Peer Evaluation of Teaching**

   The committee’s work on establishing guidelines to encourage informal peer evaluation of teaching was presented to the University Senate in May and distributed to the Deans of each academic unit. The committee discussed ways to promote peer evaluation of teaching going forward.

   Suggestions included making assessment templates for peer review easily available to faculty, identifying ways to support and recognize faculty who serve as assessors for peer assessment (including promoting these activities on the University Website), designating a place for faculty to document peer assessment of teaching in the Faculty Activities Report, and having leadership encourage faculty involvement in this process (i.e., possibly doing a presentation to Marquette University Department Chairpersons and Deans about the importance of faculty engaging in a voluntary peer review teaching process). To assist faculty who are serving as assessors in the peer teaching process, the Center on Learning and Teaching will hold workshops to help faculty evaluate teaching, including giving productive feedback during a consultation.

   The committee also attempted to identify an outcome measure which can assess whether more informal peer review is occurring at Marquette. No clear measure was identified; examining data presented on the Faculty Activities Report or informal feedback from the Tenure and Promotion Committee were identified as possible markers that could be monitored for change.

   Follow up: Identify times and dates of Center for Teaching and Learning workshops, Post teaching assessment forms to website; Investigate possible presentation to Deans and Department Heads to encourage peer assessment of teaching.
b. **Timely Student Feedback Policy Discussion**  
Last year, the committee discussed student feedback from the undergraduate senior exit survey that indicated that many students believed that they were not receiving “timely feedback” from instructors.

During the initial discussion of this issue, it was pointed out that this survey data was incomplete: it did not provide information on how long students actually waited for feedback, student responses did not specify the type of course or activity, and there was no data available on student expectations in this area. In addition, there are no established or standard expectations for faculty on the amount of time needed to provide feedback to students; it was noted that this time could vary greatly due a number of factors, such as the type of assignment, the number of students enrolled in a course, when the assignment is given, and so on.

Most committee members did not feel it was the committee’s role to comment on what “timely” would mean, especially given the number of variables involved in determining these expectations. It was also noted that responses to this one question were not consistent with other data in the same survey that suggested that faculty were generally responsive to students overall.

The general consensus was that it would be useful to review the 2015 survey data to see if the trend persists, and if it does, request a more fine-grained analysis of the feedback before deciding to further pursue this issue.

Follow up: Committee to revisit issue when 2015 Senior Survey exit survey is available.

c. **Additional Funding to support Teaching**

Last year’s committee suggested investigating additional ways to recognize, award and provide incentives for good teaching.

The committee agreed to discuss this at future meetings.

d. **Final exams**

Last year, the committee was asked to comment on problems with scheduling when students had several final examinations scheduled on the same day.

This issue has been resolved.

7. **New Business**

   a. **Course Evaluation Forms**
The University is in the process evaluating the current student evaluation form. Dr. Alex Riley would like to meet with the Committee on Teaching to get their feedback on this issue.

Follow up:

b. Best Practices for Using
Dr. Meyer noted that the use of on-line Digital Course Support Systems (such as Mindtap) as an adjunct for teaching introduces a number of questions about the curriculum, student assessment, confidentiality of student assessment, and control and ownership of teaching materials. He also noted that currently, there is no guidance for faculty on the permissible use of these resources at Marquette or best practices for the use of these materials in teaching. He suggested that the Committee might want to discuss these issues at a future meeting.

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

Next Meeting: October 14th, 2015

Respectfully submitted,
Evelyn Donate-Bartfield
Appendix A
Section 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. (See 2013-2014 Report)