Approved Minutes  
Committee on Teaching  
October 13, 2010  
3:30-5:00 PM, Raynor A

**Members Present:** S. Bhatnagar, P. Bradford (Chair), D. Buckholdt, J. Caulfield, E. Donate-Bartfield, F. Lee, H. Hathaway, K. Haglund, M. Havice, S. Hodges (Undergraduate student representative), G. Meyer, Reeves, K. (Graduate student representative) Heidi Schweizer

**Members Excused:** S. Schneider

**Meeting called to order at 3:35**  
**Reflection by Pat Bradford**

**Approval of Minutes**
Minutes approved from September 8th with several small corrections (Attendance was corrected along with spelling of names). Dr. Levy’s handout titled “MOCES Issues Needing Clarification and Direction” (this was referenced in the minutes) needs to be attached.

**Announcements and Information**

1. **2011 Way Klinger Teaching Enhancement Award**
   Final application materials for the Way Klinger Teaching awards were finalized and distributed since last meeting. Applications for awards are due on December 1st, 2010. Application notes that “for 2011-2012, projects featuring innovations that promote active learning and/or use of e-learning approaches are of particular interest.” Committee was advised that consultation is available through the Center on Teaching and Learning for faculty needing help in designing hybrid or on-line courses.

**Continuing Business**

1. **Election of Vice-Chair (chair elect) for AY 2011-12**
   Dr. Kristin Haglund was elected vice-chair (chair elect) for the 2011-2012 year.

2. **Finalize awards calendar for AY 2010-11**
   Tentative awards calendar for 2010-2011 was distributed.

3. **Review award descriptions, criteria, and procedures**
   Discussion began on detailing the tasks the committee needs to perform in the next year; discussion began with procedures for selecting the US Professor of the Year.
a. The previous criteria for nomination limited applications to full time faculty who had previously won the University Teaching Award; one candidate received final nomination. School selection and sponsorship of the candidate were also required. There was general agreement that these criteria were too restrictive, and that nominations should be opened to all faculty (including part time faculty and self-nominations), with nominations being solicited from the entire academic community. More than one final candidate would also be considered.

b. The COT role would be to review and screen this larger number of applicants and help with the dossier preparation for up to three applicants selected. It was felt that this larger call for nominations would promote greater faculty involvement and identify quality candidates that were not recognized using previous guidelines. The Committee briefly discussed procedures for facilitating the collection and management of application materials.

c. In keeping with last year’s US Professor of the Year guidelines (this year’s calendar has not yet been released), the following tentative time line for this year was established:

- Nominations for awards would be solicited in November with a deadline for nominations set at the end of November
- Final candidates would be selected and contacted in December with deadline for materials from the candidates on February 1st
- The final application for Professor of the Year Award would be submitted to Case/Carnegie Foundation in early April.

One benefit of this schedule would be to allow possible nominees for Way-Klingler awards to be identified before the close of the US Professor of the Year application process. It was noted that the schedule and guidelines for next year’s award are not yet available. Dr. Hathaway contacted the CASE/Carnegie Foundation for the Advancement of Teaching to obtain next year’s guidelines/schedule. She will notify committee when that information is received.

d. Dr. Schweitzer volunteered to draft a call for nominations that can be used to solicit this year’s nominations. Ms. Hodges volunteered to draft an advertisement calling for nominations that would run in the Marquette Tribune in November. A potential online nomination process for faculty was also discussed.

4. Next month’s discussion will continue to review the award descriptions, criteria and procedures for other COT activities: The committee will discuss the Marquette Teaching Excellence Awards at the next meeting.
New Business

1. Formation of work group to develop education around Fair Use Guidelines

Dr. Meyer announced the formation of a University Committee to advise faculty on fair use practices for the classroom, D2L and e-reserve settings. Dr. Schweizer and Dr. Hathaway were elected to represent the COT on this new committee.

Meeting adjourned at 5:01
Respectfully Submitted,
Evelyn Donate-Bartfield