Committee on Teaching Agenda  
Draft Minutes  
November 13, 2013  
Zilber Hall 470 (3:30 - 4:45 PM)

Recorder: Kristin Haglund

Members Present: Alan Burkard (Chair), Jay Caulfield, Kristin Haglund, Katie Hazlett, Shaun Longstreet, Gary Meyer, Sarah McClanahan, John (Jack) Moyer, Terence Ow, James Pokrywczynski

Members Absent: Jake Carpenter, Evelyn Donate-Bartfield, Paul Gasser, Kristina Ropella,

I. Meeting called to order at 3:30.

II. Draft minutes from October 9, 2013 were approved with one correction to the time of the meeting.

III. Announcements and Information.
   A. COT awards timelines
      i. Way Klinger Teaching Enhancement Award
         Gary reported that no applications have been received yet. Applications usually are submitted on, or close to, the deadline. Committee members were encouraged to remind faculty to submit applications.
         1. Announcement to Campus Community: Announcement was sent out Thursday, September 27.
         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
         Reviewed eligible nominators (full-time faculty and presidents of student organizations). To date 75 nominations have been received. Committee members were encouraged to remind faculty to nominate their peers.
         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
IV. New Business

A. Reviewed procedures for Way-Klingler Teaching Enhancement Award selection process. Gary Meyer will receive electronic applications. He will distribute the applications electronically to the committee members. Student members are welcome to evaluate and rank applications. Committee will discuss applications at Jan. COT meeting. Committee rankings of application due to Gary by Jan. 18, 2014. Winner will be announced end of January.

B. The evaluation rubric for Teaching Excellence Awards was discussed. Committee members may choose to use the rubric as it meets their needs. A small group will work on revising the rubric after the candidates for the 2014 award are chosen. Gary may provide this group with deidentified evaluation comments that committee members included with their candidate rankings. These comments may provide examples and language to complete the rubric.

C. Discussion of new charge from Academic Senate. “In collaboration with the University Board of Undergraduate Studies (UBUS), examine how to match rooms with teaching needs. This issue was raised by faculty as an area of concern during the HLC meeting (See Appendix B for additional information from email exchange with Marilyn Frenn).” The committee agreed in general that there is a need to evaluate classrooms and teaching needs. However, members were not clear exactly what the charge means. A. Burkard will seek to speak with the Chair of UBUS to gain clarity on the charge and to determine how the committees may work together to accomplish this joint charge.

V. Strategic Planning: Discussion Item. The committee discussed and agreed to continue to work on the following goals and objectives. Beginning with the first objective, the committee discussed the first step which is to educate ourselves on evaluation of teaching. To this end, S. Longstreet provided readings (Benton, S., Cahin, W. (no date). Student ratings of teaching: A summary of research and literature. Idea Paper #50, The Idea Center; Chism, N. V. (2007). Peer review of teaching. San Francisco: Jossey-Bass; Felder, R., & Brent, R. (2004). How to evaluate teaching. Chemical Engineering Education. 38, 200-202). The committee agreed to read the first chapter of the book by N. Chism and the two articles for discussion at the December meeting.

i. Initial Goals and Objectives: CoT intends to explore the development of policy and practices to promote the development of faculty teaching to enhance student learning outcomes. As objectives of this work, we intend to explore the following:
1. 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).

2. Examine policy and methods to develop a campus-wide system of ongoing faculty teaching development to improve or enhance student learning.

3. After the initial work has been completed, a revision of the MOCES items will be examined and considered.

ii. Identify subcommittees to work on the first two goals. Establish charge to the subcommittees.

VI. Upcoming Meeting Topics
   A. Review and finalize procedures for the Teaching Excellence Award:
      December 4, 2013.
   B. Discuss readings regarding teaching evaluation provided by S. Longstreet.

The meeting adjourned at 4:30 pm.

Next Meeting:
December 4, 2013

Respectfully submitted,
Kristin Haglund