Committee On Teaching  
Meeting Minutes for Jan 14, 2015

In attendance:  Cynthia Ellwood, Terence Ow, Jake Carpenter, John LaDisa, Shaun Longstreet, Jack Moyer, Jim Pokrywczynski, Tim McAuliff, Gary Meyer

Meeting began at 3:38 pm.

1. Reflection: provided by Terence Ow for Evelyn Donate-Bartfield  
   Recorder: John LaDisa

2. Approval of Minutes: The minutes were approved after corrections were made as follows: dates should be 2015 instead of 2014 in point B and C and elsewhere as needed.

Discussion regarding Announcements and Information:

3. Terence is pleased to introduce Cynthia Ellwood.

4. Teaching Excellence Award schedule was reviewed:
   - Semi-finalist dossiers due 2/2
   - Dossiers distributed to COT electronically 2/4 in preparation for CoT meeting that day
   - COT rankings (top three or four) due 3/2
   - Recommendations to Provost 3/17

5. Inspiring Minds Inspiring Teaching Award Ceremony will be Wed April 1 in the Henke lounge from 3-4:30 PM.

Continuing Business:

1. Way-Klinger Teaching Enhancement scoring was summarized by Gary Meyer. Scoring indicated Wiemiller & Frenn will be granted the award. There was some discussion surrounding the budget and justification, as well as other pros and cons of the proposals. It was suggested that comments from reviews of the proposal could be disseminated to the applicants in an anonymized form.

2. Possible ways of increasing the number of Way-Klinger Teaching Enhancement applications. Possible causes for a low number of applications this year could have included bypassing submission in favor of Innovation Funding later in the academic year. Committee members didn’t feel the requirements were too laborious, or that interest in the initiative was lacking. In contrast, it was felt that better advertising could increase the number of applications. One idea would be to include abstracts of recent award winners and project titles in the RFP to better convey the range of projects that are applicable to the program. Another idea centered on providing ideas that have worked in other institutions as examples, or having committee members individually target a number of possible candidates they believe would submit competitive proposals. The RFP could also be put out in summer so potential applicants begin
thinking and preparing their proposals sooner. ORSP will be contacted to discuss whether they would consider playing a role by holding a session for potential applicants.

**Action item: Dr. Ow will reach out to Kathy Durben regarding potential ORSP involvement in the Way-Klinger Teaching Enhancement application process.**

3. **Peer-review of teaching.** The rationale and framework will be revisited for review by the next meeting.

4. **Minutes for the prior meeting were reviewed.** The following remains open:

**Action item: Dr. Ow will report back to the committee once he has identified materials that would be useful for the development of a mid-semester evaluation instrument.**

Meeting Adjourned at 4:27 pm.

The Minutes are respectfully submitted by John LaDisa.