University Committee on Teaching (CoT)  
Annual Report to Academic Senate 2013-2014  
April 28, 2014

1. **Committee Description.** The Committee on Teaching (COT) 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. Promotes quality teaching and learning through the development of recommendations to the UAS regarding policies and practices related to teaching.  
   2. Identifies and implements methods to recognize and promote the scholarship of teaching.  
   3. Manages the selection process for faculty teaching awards and grants including the Faculty Awards for Teaching Excellence and the Way Klinger Interdisciplinary Teaching Award.  
   4. Collaborates with the Center for Teaching and Learning to provide seminars and resources for faculty development.  
   5. Reviews and recommends policies to provide a supportive academic teaching and learning environment including educational technology.  
   6. Provides an annual report to the UAS.

2. **Committee Membership**

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<thead>
<tr>
<th>Name</th>
<th>Institution/Department</th>
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<tr>
<td>Alan Burkard (chair)</td>
<td>College of Education</td>
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<tr>
<td>Jay Caulfield</td>
<td>College of Professional Studies</td>
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<td>Jake Carpenter</td>
<td>Law School</td>
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<td>Evelyn Donate-Bartfield</td>
<td>School of Dentistry</td>
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<td>Kristin Haglund</td>
<td>College of Nursing</td>
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<td>Shaun Longstreet</td>
<td>Center for Teaching and Learning</td>
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<td>Gary Meyer</td>
<td>Office of the Provost</td>
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<td>John (Jack) Moyer</td>
<td>Klingler College of Arts &amp; Sciences</td>
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<tr>
<td>Maura Moyle</td>
<td>College of Health Sciences (Spring 2014)</td>
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<td>Paul Gasser</td>
<td>College of Health Sciences (Fall 2013)</td>
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<tr>
<td>Terrance Ow</td>
<td>College of Business Administration</td>
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<tr>
<td>James Pokrywczynski</td>
<td>Diederich College of Communication</td>
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<tr>
<td>Kristina Ropella</td>
<td>College of Engineering</td>
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<tr>
<td>John O’Rourke</td>
<td>Marquette University Student Government</td>
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<tr>
<td>Katie Hazlett</td>
<td>Graduate Student Organization</td>
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3. **Committee Meetings (how many times met during academic year).** CoT met monthly during the course of the 2013-14 academic year, for nine total meetings. The meetings began in September, 2013, and the final meeting is scheduled for May 7, 2014.
4. **UAS Charge to Committee (if assigned/done annually).**
   During the Higher Learning Commission accreditation visit, a concern was raised regarding the match between room assignments for instructors and the educational needs of the assigned course. Given this concern, the University Academic Senate requested that the Committee on Teaching in collaboration with the University Board of Undergraduate Studies examine the following issue:
   E. **Committee on Teaching:** Consider matching classroom space to course needs/teaching strategies in collaboration with the University Board of Undergraduate Studies.

5. **Response to Charge (n/a if not assigned).**
   The committee reviewed the concerns related to classroom space concerns. Similar to UBUS, COT believes that chairs and faculty should be informed of current policies and procedures regarding classroom assignments, and that any current faculty needs that remain unaddressed seem to be related to lack of understanding of these policies and procedures. As such, perhaps colleges need to be more active in communicating these assignment procedures and that chairs may need to work more actively with their faculty to ensure their teaching needs are being meet and communicated to schedule builders. Overall, increasing communication and knowledge seems to be important in addressing this issue, and to ensuring that faculty understand that they can indeed make such requests. As a secondary issue, if classroom needs remain problematic after increasing the communication about classroom assignment procedures, then it may be important to pursue further action to determine if and where the shortages occur.

6. **Committee Work and Accomplishments (included any unfinished business).**

   **Long-term Work Plan for CoT Established:**

   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:
   i. 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).
   ii. Examine policy and methods to develop a campus-wide system of ongoing faculty teaching development to improve or enhance student learning.
   iii. After the initial work has been completed, a revision of the MOCES items will be examined and considered.

   This year, CoT a long-range plan, and sought to make progress on the first objective by reviewing literature and practices related to peer evaluation of teaching. In the 2014-15 academic year, CoT intends to develop recommended guidelines for peer evaluation of teaching, and begin to explore meetings of meeting the second objective of examining policies or methods designed to develop effective teaching on campus.
**Teaching awards:**
Recommended candidates for Way Klingler Teaching Enhancement Award. CoT also reviewed and revised applications procedures for 2014-15 awards to help improve the quality of faculty proposals.

Recommended candidates for the Teaching Excellence Award evaluation timeline and rubric.

**University Academic Senate Charge:**
Reviewed and responded to the charge from Academic Senate regarding a concern identified during the HLC site visit in the Fall of 2013 regarding room assignments for teaching and teaching/technology needs. A response was sent to Academic Senate in March, 2013.

**Academic Integrity:**
CoT provided comment to Dr. Gary Meyer regarding the University Honor Code and university initiatives to increase commitment to academic integrity on campus. Representatives will present this information in their respective colleges.

**Archival of D2L Materials:**
CoT met with university library archivists regarding the potential issues and concerns related to the archival of D2L course materials that are intended to be purged from D2L. Currently, CoT members are gathering feedback on potential issues and concerns if D2L materials are to archived, which will be submitted to the archivists.

**Chair-elect for 2014-15:**
CoT chair for 2014-15 will be determined during the May 7, 2014 meeting.

**Future activities:**
May’s meeting agenda includes an evaluation of the criteria for the Way-Klingler Enhancement Award, the D2L upgrade scheduled for May, 2013, peer evaluation of teaching and identification of agenda items for academic year 2013-14.

7. **Committee Recommendations.**

None at this time.

Respectfully submitted,
Alan Burkard, Chair
University Committee on Teaching