Committee On Teaching
Minutes for December 5, 2018
Zilber Hall 470, 3:30pm - 5:00pm

Members Present: Laurieann Klockow (Chair), Jake Carpenter, Evelyn Donate-Bartfield, Cynthia Ellwood, Jill Guttormson, Julian Hills, Sarah Peck, Susan Schneider, John Su, Joyce Wolburg, Elinore Hope, Paul Martin (by phone)

Invited Guest: Nick Curtis (Director of Assessment), Shaun Longstreet (CTL)

Members Excused: Carolyn Hurlburt

Call to Order: 3:35pm

Reflection: Laurieann Klockow

I. Approval of Draft Minutes from Nov. 14th meeting: Approved as amended regarding attendance.

II. Announcements and Information: Reviewed data numbers provided by John Su on Teaching Excellence Award nominations. The next stage is to contact the finalists.

III. Continuing Business:

A. The Committee discussed the syllabus creation initiative. Points the Committee discussed included the following: (1) Creating a template the faculty could take, contemplate, and adapt for their needs; (2) The template could include annotations explaining a piece of content—why each part included is important; (3) Including statements of inclusion and accessibility that are Marquette based; (4) What the template should look like visually—week by week basis; (5) Including explanations on how the course “works”—how what each class period covers fits into the course as a whole; how the course fits into the major as a whole, how it connects to other courses, etc.; (6) How the syllabus should be a learning tool instead of just a long document of “legalese”; (7) Whether the syllabus should be handed out in paper form, available online, etc.; (8) What parts of the sample syllabus should be flexible for adaptation versus which parts should be fixed; (9) That having MU graphics could be helpful; (10) What language should be included for academic integrity, accommodations, etc.; (11) Whether the template should be circulated to Department Chairs for advice and input; (12) Whether the syllabus could be interactive (such as having links to D2L, articles, websites, etc.); (13) That learning outcomes must be listed on the syllabus; (14) Whether extra credit opportunities should be included in the syllabus; etc.
This list are just various topics Committee members raised and asked the CTL to consider when creating a syllabus template. The CTL representatives offered to create an initial template, with annotations, and distribute it to the Committee on Teaching as a starting point and to get feedback.

B. **Discussion of IDEA.** The Committee discussed whether and how to reiterate its support for the adoption of IDEA. The Committee may draft a letter supporting the adoption and implementation of IDEA.

IV. **New Business:** In the January meeting, the Committee will welcome a guest invited by John Su for a panel discussion on issues of inclusion, diversity, and equality in teaching and learning.