Committee on Teaching
Approved Minutes
February 8, 2012
Zilber 470 (3:30 to 5:00 pm)

Recorder: Kristin Haglund


Members Absent: Patricia Bradford, Dennis Garrett, Heather Hathaway, James Pokrywczynski, Heinz Schelhammer

I. Minutes from January 18, 2012 approved with one correction.

II. Announcements and Information: Suzanne Abler presented issues regarding Pere Marquette dinner including faculty who RSVP and do not attend, late announcement of awardees which impacts attendance and discussion of guest list. She will forward an email message to committee members to collect recommendations for these issues.

III. Continuing Business

   a. Discussion of Teaching Excellence Award including:

      i. Nominations – Ten faculty members will be invited to submit dossiers for the Teaching Excellence Award. Each of these candidates received seven or more nominations. Dossiers will be distributed to committee members March 7.

      ii. Standardization of dossiers and electronic submission – Committee reviewed letter drafted by G. Meyer. Letter described dossier including presentation, order and page limits. Committee agreed with letter and made two changes, including changing maximum page limit for teaching philosophy to 3 pages and to specify IAS/MOCES in regards to student course evaluation scores.

      iii. Rubric – will be available to committee members. If using the rubric, members are requested to make notes that will further the discussion regarding revisions to the rubric.

   b. Discussion of course characteristics to be included on Checkmarq

Committee determined characteristics as described below. This information will be included on Checkmarq only for courses where grading is done. Information will not roll over but will need to be added each time the course is offered. Characteristics that are not used in a course, and for which ‘none’ is selected will not be visible to students. Percent of grade must add up to 100%. K. Haglund to discuss with MUSG.

   Examinations (None, 1-2, 3-4, 5-6, > 6) (% of grade)
   Quizzes (None, 1-3, 4-6, 7-10, > 10) (% of grade)
Oral presentations (None, 1-2, 3-4, 5-6, > 6) (% of grade)
Group projects (None, 1, 2, 3, >3) (% of grade)
Papers (None, 1, 2, 3, >3) (% of grade)
Homework (None, 1-3, 4-6, 7-10, > 10) (% of grade)
Labs (None, 1-3, 4-6, 7-10, > 10) (% of grade)
Class participation/ Discussion (No, yes) (% of grade)
Other (free text) (% of grade)

IV. New Business
   a. Chair-elect for AY2011-12. Four current members will remain on committee in 2012-2013. K. Haglund to invite these members to consider accepting the chair position for next year.

V. Next Meeting
   a. March 7, 2011 3:30-5:00