Committee on Teaching  
February 13, 2019  
Meeting Minutes

Members Present: Jake Carpenter, Evelyn Donate-Bartfield, Cynthia Ellwood, Laurieann Klockow (Chair), Paul Martin, Sarah Peck, Susan Schneider, John Su, and Joyce Wolburg

Members Excused: Jill Guttormson, Julian Hills and Carolyn Hurlburt. Elinore Hope, the undergraduate representative to the committee, has a schedule conflict with the CoT meetings for the duration of the spring semester

Reflection: Evelyn Donate-Bartfield

Recorder: Cynthia Ellwood

1. Approval of Draft Minutes from January 16, 2019. The minutes of the January meeting were unanimously approved.

2. Announcements and Information

- Teaching Excellence Process. Committee members were reminded that the deadline for teaching excellence rankings is March 6, 2019. This deadline supersedes the previously announced date of March 4. John Su asked that committee members not make use of “ties” in submitting rankings, as this can distort the results. The committee further discussed how to structure next month’s process for deliberating on the results of the rankings and recommending awardees. It was agreed that we would have a candid, confidential discussion of about one hour (as needed) using names.

- Initiative to Establish Guidelines for Proctoring. John Su shared a draft “Marquette University Assessment Proctoring Guidelines.” Committee members are asked to read the guidelines and come prepared to provide input next week. This issue arises as Marquette moves toward its first fully online undergraduate degree offering (in the College of Communications) this fall. It also connects to Marquette’s work to address the needs of persons with disabilities. John noted that the document represents a proposed procedure, not an academic policy. At the March meeting, the committee will meet with three individuals overseeing the development of the procedure who are seeking the committee’s input regarding best practices and procedures. They are:

  o Sandy Cleveland, Director of Online Campus Operations, Center for Teaching and Learning
3. Continuing Business

- **IDEA Memo.** Committee members offered feedback on a draft memo to Interim Provost Kimo Ah Yun. Laurieann and Cynthia will incorporate the feedback and send the memo on the committee’s behalf to the interim provost.

- **Next Steps to Address Diversity and Equity Issues.** The committee explored ideas for how we might further this work. Committee members offered thoughts about how to advance the “culture change” needed, including:
  - **Regarding new faculty/staff orientation**
    - Developing/distributing a guide to best practices for inclusion
    - Including the topic in the weeklong orientation bootcamp
    - Whether it was best to have each department run their own professional orientation on this topic, or whether much of the issues are common enough that a joint orientation is best.
    - Offering monthly workshops year-long
    - Inviting Gary Meyer to talk with our committee about the orientation to explore how diversity is incorporated.

- **Ideas from Other Universities**
  - Dartmouth includes diversity outcomes in their program assessment plans.
  - University of Michigan holds “tons of workshops”

- **Other Ideas**
  - Include in FAD
  - Lots of conversations
  - As part of department or college meetings, the dean or chair might pose the question, *What are you doing to address diversity and inclusivity?* to open up dialogue and raise the profile of this issue. Paul Martin agreed to raise this idea as he makes his rounds of deans and chairs.
  - Jen Maney of the CTL is running workshops now regarding diversity and inclusion.
  - Currently underway: Unlearning Racism program (series of dialogues)
  - Consider a “traveling road show” on the topic.
  - Develop tools for all faculty/staff such as Best Practices guidance.
  - Provost might ask deans to converse about it (“messaging from on high”).
  - Diversity coordinators for each college or department.
  - Upcoming on February 28th: Beyond Compliance: Creating Inclusive Classrooms for Students with Disabilities
Agreed Next Step for the Committee: Dialogue with UAS Committee on Diversity and Inclusion. Laurieann will contact the chair and coordinator of the committee to arrange a joint meeting in April to discuss/explore collaboration around the question: What can we do as a specific project for AY 19-20 to further a culture of inclusion in the classroom (as a strategic theme of CoT)? Our work could be tied to programming around the 50th Anniversary of EOP, currently being planned.

Summary of Actions Planned:

- All committee members read the proposed assessment protocol for discussion with our guests next week.
- Committee members come prepared to discuss Teaching Excellence rankings/candidates.
- Laurieann and Cynthia revise and send IDEA memo.
- Laurieann arranges for a joint meeting in April with the Committee on Diversity and Equity.

Meeting adjourned at 5:00 pm.

Respectfully submitted,
Cynthia Ellwood