Committee on Teaching  
Minutes for Wednesday, September 11, 2019  
Zilber Hall 470, 3:30 pm – 5:00 pm

Members Present: Abigail Bernhardt (GSO), Lynn Bryan, Jake Carpenter, Gee Ekachai, Cynthia Ellwood, Jill Guttormson (Chair), Kaitlyn Hill (MUSG), Julian Hills, Laurieann Klockow, Jennifer Maney, Dragomir Marinkovich, Terrance Ow, John Su

Call to Order: 3:30 pm

Reflection: Cynthia Ellwood  
Recorder: Laurieann Klockow

I. Committee Welcome and Introductions

II. Approval Minutes from Wednesday, May 1st, 2019: minutes were reviewed and approved, abstention by 1 member

III. Review of the UAS statutes of the Committee on Teaching
   a. The committee discussed its role and the understanding of the role of the committee at the college, school, and department level.
      i. How do we know the department/college/schools interest in what the committee is doing?
      ii. How do we get feedback from the members’ schools/departments when the committee is focusing on a particular project.
      iii. Julian Hills volunteered to type up a proposed document to support communication between committee members and the unit they represent

IV. Awards
   b. Timeline Teaching Enhancement Award
      i. promote the Teaching Enhancement Award to each of their areas:  
         https://www.marquette.edu/provost/faculty-development.php
      ii. Applications due December 6, 2019
      iii. Review by Committee: January

• Please encourage your colleagues to consider applying for the Teaching Enhancement Award
• If faculty are looking to discuss their proposal with someone, send them to John Su. As a non-voting member, he can be everyone’s advocate.
• John Su proposed inviting the faculty team who won the 2018 Teaching Enhancement Award to speak.
c. **Timeline Teaching Excellence Award**
   i. Nominations due mid-November
   ii. Review by Committee: February/March

- The volatility in terms of the numbers of faculty nominations and of distribution among colleges and schools was discussed.

d. **What are existing Teaching Awards across campus**
   i. Where, eligibility (tenure-track, participating faculty, teaching assistants, graduate assistants, etc), criteria, selection process, award received (e.g. money)
   ii. What are the gaps if any?
   iii. Should CoT create a teaching award for nontenure or part-time faculty?

- The committee discussed gathering information about teaching awards Marquette colleges/departments/programs offer.
- The committee decided to collect the following information:
  o Which, if any, teaching or related awards are given by your unit?
  o Who is eligible?
  o What is the process for selection?
  o What are the criteria for award?
  o Is there a cash award?

- **Action Item:** John Su will develop an excel sheet to consolidate this information that he will email to the committee. Each committee member should reach out to the relevant person within our college or school to get the information and then complete the excel sheet for our unit and email it to John Su.

V. **Establishing Committee Goals AY2019/2020**

- The committee discussed potential goals for this upcoming academic year. Two goals were established.

1. **Mechanism for 2 way communication between CoT and those we represent**

- It was proposed to develop a system to receive input for the colleagues we represent. We are formally representative but for true shared governance, we need more/better connection between representatives and their constituents.

- Several ideas were discussed:
  o We each send an email to the colleagues we represent introducing ourselves and our committee’s statutes.
  o We develop a mechanism to solicit broad input about who our constituents are.
  o Solicit input on a specific committee initiatives that we will take action on. We want to be careful about asking for input/data that we then do not use or act upon.

- Ultimately the committee decided we would develop a mechanism to:
1. Introduce ourselves and our committee, and solicit general feedback from our colleagues as to their self understanding as it relates to statues 1 and 2; Julian Hills volunteered to draft a document to solicit this feedback.

2. Solicit specific feedback regarding the goals/ initiatives/ issues we are specifically working on that academic year

2. Develop and Engage in an Inclusive Teaching Strategies Community of Practice

The committee discussed a proposal to engage as a community of practice about issues of Inclusive Teaching over the course of the next 3 semesters.

- Laurieann Klockow provided some history regarding how the Committee on Teaching last year developed this goal and idea. Laurieann provided some context for how the committee last year came upon the idea of a community of practice as opposed to the many alternative ways the committee discussed last year to work on the issue of inclusivity in teaching. The idea is that we start with a small cohort of faculty who can go deep but then share our work with our respective colleagues and establish a model for a community of practice around issues of inclusivity that could continue for years (to achieve a broader impact).

- Jennifer Maney provided some context surrounding other conversations on campus about inclusivity in the classroom.

- Jennifer Maney also informed the committee about the Center for Teaching and Learning’s multi tiered programming regarding transparent design for equity this year. The question was raised what is transparency in teaching. Jennifer and Cynthia provided some background in this “TiLT” (Transparency in Learning and Teaching) movement. It was suggested to check out the TiLT website: [https://tilthighered.com/abouttilt](https://tilthighered.com/abouttilt)
  - A flyer containing various CTL offering regarding TiLT was circulated. Committee members are encouraged to attend and invite colleagues to attend.
  - The committee was asked if they’d be willing to endorse and sponsor the MU Faculty Forum on Transparent Design for Equity. The motion of the Committee on Teaching to endorse the Faculty Symposium was approved.

- An additional CTL offering (co-sponsored by College of Engineering) is a webinar with Mary-Ann Winkelmanes, an author of the book, Transparent Design in Higher Ed and Leadership. She has expressed interest in helping interested MU faculty assess the impact of transparency in teaching.

- The issue was raised as to how can we get some metrics on inclusive teaching to see if there are improvements. How can we enforce that this is something every faculty member receives training in? It was agreed that how to measure inclusiveness is complex but there are ways such as surveys of student experience, retention rate, etc. This may be something Mary-Ann Winkelmanes can assist us with.

- The committee discussed the drafted proposal for a community of practice that would use time during the CoT meetings for this work. The committee had
consensus that engaging as a community of practice around issues of inclusivity, diversity, and transparency in teaching would be one of our goals this year. Various readings were suggested and Cynthia summarized some of the shorter suggested readings. The committee agreed to begin next meeting with a discussion of “A Talk To Teachers” by James Baldwin. It was agreed that we would establish a predetermined amount of time for this work at our regular CoT meetings to ensure that we have time to carry out the regular business of CoT.

3. **Potential Additional Goals** The committee revisited some of the goals proposed and discussed last year. Particularly the goal to “to develop a process and system to disseminate CoT’s work to MU faculty” was discussed. This goal was something that the committee may want to continue working on.

Adjourned: 4:55pm
Minutes respectfully submitted by: Laurieann Klockow