Committee on Teaching
Minutes for September 12th, 2018
Zilber Hall 470, 3:30 to 5:00 pm

Members Present: Laurieann Klockow (Chair), Evelyn Donate-Bartfield, Cynthia Ellwood, Julian Hills, Elinore Hope, Shaun Longstreet, Sarah Peck, Susan Schneider, John Su, Joyce Wolburg

Members Excused: Jake Carpenter, Jill Guttormson, Carolyn Hurlburt

Call to Order: The meeting was called to order at 3:30 p.m.

Reflection: Cynthia Ellwood

I. Committee Welcome and Introductions

II. Minutes
Minutes from the May 2nd meeting were previously sent to the committee. Minutes were approved.

III. Review of the University Academic Senate Charge for the Committee on Teaching
Dr. Michelle Mynlieff, Chairperson for the UAS asked the committee to review the following charge to see if it still accurately reflects the committee’s focus. The current charge is as follows:

<table>
<thead>
<tr>
<th>Charge of the Committee on Teaching</th>
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<tbody>
<tr>
<td><strong>2.05 Committee on Teaching</strong> (amended by UAS on September 21, 2015)</td>
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<tr>
<td>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.</td>
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<td>Responsibilities:</td>
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<tr>
<td>1. Promotes quality teaching and learning through the development of recommendations to the UAS regarding policies and practices related to teaching.</td>
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<td>2. Identifies and implements methods to recognize and promote the scholarship of teaching.</td>
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<td>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.</td>
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<td>4. Collaborates with the Center for Teaching and Learning to provide seminars and resources for faculty development.</td>
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<td>5. Reviews and recommends policies to provide a supportive academic teaching and learning environment including educational technology.</td>
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<td>6. Provides an annual report to the UAS.</td>
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The committee was asked to consider the following questions in determining the alignment of the UAS charge with the committee’s recent activities:

- Are the responsibilities listed reasonable in scope for your committee?
- Are there responsibilities listed that the committee has not addressed in the past five years which should be deleted or perhaps are carried out by a different committee?
- Are there responsibilities not listed that the committee has worked on in the past five years which should be added?
- Is the membership structure listed being followed and is it working well for your committee?
- Any additional comments or changes?

The committee examined each item of the charge and considered whether it still accurately reflected the committee’s direction.
Some discussion centered on whether SOTL activities (Scholarship of Teaching and Learning) should be added as a separate item on the list and become part of the ongoing committee charge.

Some members felt that items one and five on the list (i.e., 1. Promotes quality teaching and learning through the development of recommendations to the UAS regarding policies and practices related to teaching and 5. Reviews and recommends policies to provide a supportive academic teaching and learning environment including educational technology) really reflect the same activity and should be combined into a single directive.

Finally, there was a discussion of:
- The overall effectiveness of the committee’s past efforts in promoting good teaching practices at Marquette.
- A reflection on ways the committee could improve the effect of their interventions.

The committee decided to accept the existing charge for this year without changes. It will continue to examine what it can do to support each item of the charge, being mindful that 1) the committee has limited time and resources and 2) that the committee needs to prioritize actions to achieve the most important goals.

**Action:** Report to University Senate that The Committee on Teaching recommends no change in the current committee charge.

### IV. University Committees that need Representation from the Committee of Teaching this Academic Year

#### a. Student Teaching and Learning Materials Evaluation Committee
- The Committee on Student Teaching and Learning Materials needs a representative from the Committee on Teaching to serve on this new committee.
- This committee will evaluate which vendor would be best for the university and our students in terms of providing teaching and learning materials. The committee’s help is needed because Marquette University’s current provider’s contract (Follett/Bookmarq) expires in June of 2019.
- Laurieann Klockow and Jill Gutormson agreed to serve on this new committee. Ms. Gutormson will also be representing Marquette’s University Board of Undergraduate Studies.

**Action:** Laurieann Klockow and Jull Gutormson will serve on this committee as Committee on Teaching Representatives.

#### b. Committee to pilot iclicker Administrator Interface
- The Office of Student Educational Services requested a representative from the Committee on Teaching to serve on a new committee examining the uses of iclicker technology to record attendance in classes already using this technology (e.g., Biology and Chemistry). The attendance data will be analyzed to identify at-risk students.
- The time commitment for this committee will be a 30-minute training conference call that will be scheduled in a few weeks, a 20 to 30-minute feedback session every two weeks (taking the form of a survey, journaling assignment, etc.), and one 30 min individual phone call at the end of the semester.
- The committee had questions about how the term “at-risk” student was defined.
- The chairperson of the Committee of Teaching, Laurieann Klockow, agreed to serve on this committee.

**Action:** Laurieann Klockow will serve on this new committee as the Committee on Teaching Representative.
c. **Illume Courses Committee**
   - The committee was informed that Marquette established a partnership with Civitas Learning in 2017; this organization specializes in tools to improve student retention and graduation. One such tool is called Illume Courses, which can generate data that shows how students’ performance in certain key courses is related to the likelihood of them successfully continuing their studies and/or graduating from Marquette.
   - The Office of Institutional Research and Assessment is requesting a representative from the Committee on Teaching to serve on a new committee that will guide how the university can best make use of the data generated by this tool.
   - Time commitment: The committee will meet about three times during the fall 2018 semester.
   - The committee did not identify a volunteer at this meeting.

**Action:** The Committee on Teaching still needs to identify a representative to serve as a member of the Illume Courses Committee.

*update from Laurieann: Joyce Wolburg has agreed to serve on this committee*

V. **The Way Klinger Teaching Enhancement Award**
   - Committee members were given the 2017 Way Klingler Teaching Enhancement report.
   - The 2018 winning team included: Lynne Knobloch-Fedders, Mauricio Garnier-Villarreal and Brooke Magnus for their proposal, “Development of an Interdisciplinary Curriculum to Advance Graduate-Level Research Training”
   - The committee was asked to consider the following proposed 2018-2019 deadlines for the Way Klinger Teaching Awards. There were no objections raised to any of these dates, and committee members were asked to record Monday, January 7th, 2019 as the due date for ranking this year’s proposals.

<table>
<thead>
<tr>
<th>Steps in the Process</th>
<th>2017-18 Deadlines</th>
<th>2018-19 Proposed Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement to campus community</td>
<td>Week of Sept. 5th</td>
<td>Mid-September</td>
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<tr>
<td>Application deadline</td>
<td>December 8th</td>
<td>Friday, December 7th</td>
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<tr>
<td>Packets to the Committee</td>
<td>December 12th</td>
<td>Wednesday, December 12th</td>
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<tr>
<td>Committee on Teaching rankings due</td>
<td>January 15th</td>
<td>Monday, January 7th</td>
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<td>Committee on Teaching discussion and final rankings of proposals</td>
<td>January 24th meeting</td>
<td>January 16th Meeting</td>
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   - The committee reviewed the rubric for the Teaching Enhancement Award proposals. Some changes to the rubric were made last year, and several new edits were discussed and agreed on during the meeting. For example, the section called “Clear and Compelling Purpose” will be changed to “Clear Purpose” and the criteria under the section called “Budget” will be changed to reflect the importance of project sustainability and efficiency as part of the criteria.
   - The committee agreed to use the rubric as a guideline for ranking the proposals and agreed to allow the rubric to be shared with applicants.

**Action:** Committee members should anticipate reviews arriving in mid-December with a due date for ranking of proposals on January 7th, 2019.

VI. **Teaching Excellence Awards**
1. Last year’s awardees for the Teaching Excellence Awards were Sujean Choi, Jill Guttormson, David Krause, and Andrew Kunz.
2. The committee discussed this year’s deadlines for the Teaching Excellence Awards. These dates were acceptable to the committee.

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<th>2018-19 Proposed</th>
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<tbody>
<tr>
<td>Announcement to campus community</td>
<td>Oct 31st and Nov 7th</td>
<td>Late October/ early November</td>
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<tr>
<td>Nomination deadline</td>
<td>November 15th</td>
<td>November 15th</td>
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<tr>
<td>Semi-finalists notification</td>
<td>December 2nd</td>
<td>December 2nd</td>
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<td>Semi-finalists’ dossiers due</td>
<td>February 3rd</td>
<td>February 3rd</td>
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<tr>
<td>Dossiers to the Committee (emailed)</td>
<td>February 5th</td>
<td>February 5th</td>
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<tr>
<td>Committee on Teaching rankings due</td>
<td>March 3rd</td>
<td>Wednesday, March 6th</td>
</tr>
<tr>
<td>Committee on Teaching and recommendations to Provost</td>
<td>March 17th meeting</td>
<td>March 20th meeting</td>
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</table>

VII. Continuing Business

- Review Revised Draft for the Rubric for Teaching Excellence Award
  - The committee worked on editing this document last year; the revised document was redistributed for the committee to further review, revise and/or approve for use with this year’s candidates.
  - Two new categories were added this year: “Exemplifies *Cura personalis*” and “Creates a culture that is inclusive for all students.”
  - After some discussion, the revised rubric was approved as an instrument that could guide evaluation of the candidates for the Teaching Excellence Awards. It was also decided that given the diversity of teaching environments that potential candidates experience at Marquette, this document would best be considered as offering general guidelines for committee members in assisting them to rank the candidates for the award. As such, it was decided that these guidelines will not be shared outside of the committee.
- The committee had planned to discuss whether (and if needed, how) consideration should be given to ensuring that the Teaching Excellence awards are well-distributed across Colleges. A decision was made to discuss this topic at a future meeting when more time can be dedicated to the topic.

  **Action:** Schedule a future time for the committee to discuss factors that may contribute to the uneven distribution of Teaching Excellence Awards across colleges.

IV. New Business

- The committee briefly discussed some ideas for shaping this year’s direction for the Committee on Teaching. The ideas generated included:
  - Examining current practices around the use of Student Evaluation of Teaching at Marquette
    - Are student evaluation data being interpreted and used correctly by both faculty and administrators? Is training needed? If so, what kind?
    - Do current practices around the use of teaching evaluations support instructors in their efforts to improve their teaching?
  - Developing orientation materials to support new faculty.
    - The Committee on Teaching could be helpful by developing a packet of information for new instructors. The committee discussed some ideas about what might be useful for
supporting new faculty including: guidance on what to put on a syllabus, how to make course materials compliant with accessibility standards, and tips on classroom management.

- Assessing effectiveness of student learning
  - There was an interest in exploring how faculty can assess their impact on student learning including qualitative assessment of learning outcomes. It was noted that the new institutional assessment Director, Dr. Nick Curtis, may be helpful to the committee in this regard.

V. Announcements
- Update on the status of the proposed adoption of IDEA
  - Dr. Su reported that Dr. Myers has decided not to adopt the IDEA Student Evaluation of Teaching Services at this time.

Next meeting October 10th, 2018

Respectfully submitted,

Evelyn Donate-Bartfield