Members Present: Laurieann Klockow (Chair), Cynthia Ellwood, Jill Guttormson, Julian Hills, Elinore Hope, Carolyn Hurlburt, Sarah Peck, Susan Schneider, John Su, Joyce Wolburg

Members Excused: Jake Carpenter, Evelyn Donate-Bartfield, Shaun Longstreet

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

Reflection: Joyce Wolburg

I. Approval of Minutes from September 12, 2018: minutes were reviewed and approved

II. Announcements and Information

1. Update from the Committee on Student Teaching and Learning Materials (Lauriann Klockow and Jill Guttormson)
   - Contract with Follett (bookstore) is up for renewal in late Spring 2019
   - Laurieann Klockow is representing CoT and Jill Guttormson is representing UBUS on the committee
   - To solicit input from faculty on their needs for book/course material selection and availability:
     i. Faculty Forum on Nov. 12, 9-11AM
     ii. Faculty Survey
   - To solicit input from students for their needs in obtaining course materials:
     i. Student Forum on Nov. 12, 3-5PM
     ii. Student survey
   - Input from CoT committee members is greatly appreciated/welcomed

2. Cherry Award
   - Information about the award:
     i. Awarded by Baylor University
     ii. Includes monetary prize
     iii. Requires faculty to spend one semester at Baylor
     iv. Extensive application
   - Discussion
     i. If CoT would recommend nominating someone, how would the faculty member be selected; perhaps from pool of University teaching award recipients in last three years.
     ii. Does this committee want to create a process for nominating a person?
        - Concern voiced that culture and underlying philosophy of Baylor is unique and differs from MU; would this decrease the number of potential interested MU candidates?
     iii. Would this improve teaching at Marquette?
        - Consensus from committee: it would not impact teaching at MU but would honor great teaching
     iv. Should Marquette explore development of their own National Teaching Award? How would it be financed? What is the benefit to Marquette?

   - Committee Decision
     i. Motion: Do not consider application for Cherry Award; instead the Committee should investigate and consider nominating a MU faculty for a different national teaching award
     ii. Motion was approved
• Action Item: John Su to identify the national teaching award for which Marquette had previously nominated faculty.

3. Advertise and encourage proposals and nominations for the Teaching Enhancement Award and the Teaching Excellence Award
   • Application deadline for Way Klinger Teaching Enhancement Award is Friday December 7th
   • Nominations for Teaching Excellence award is Thursday November 15th
   • Call has been sent out twice to date
   • Discussion of how to increase the number of proposals for the Teaching Enhancement Award
     i. Committee work last year revised the Teaching Enhancement Call to include broader focus areas and examples of types of proposals; the goal was to shift from solely course development proposals
        • Two examples of the type of proposals that would be considered were discussed: a proposal focused on how MU can better serve minority students and a proposal for support of development of a new interdisciplinary major
   • Recommendations:
     i. As one of the focus areas of the award relates to the CORE, contact Sarah Feldner requesting she encourage applications
     ii. Contact CTL are there projects/ideas for which CTL is assisting faculty that might fit
     iii. CoT committee members need to spread the word in faculty/college/department meetings
   • Discussion of Teaching Excellence Award
     i. Last year there were smaller numbers of votes for each faculty nominated; however there was also a more broad representation of faculty from different departments and colleges. Potential reasons for this were discussed including:
        • more focus on department cohesion rather than recognition of individual faculty
        • faculty/chairs/deans overloaded
        • messaging problem: how is the call sent out and are faculty reading the email(s)?
     ii. Concern regarding sufficient input from students was discussed
        • Currently only students that are leaders of student organizations are invited to nominate faculty; Is there time for these leaders to discuss with other students in their organization or does the nomination come from the student leader without input from others in the student organization?
        • Is there a way to allow all students to submit nominations?
     iii. Recommendations regarding Teaching Excellence Award
        • No changes made for this year
        • Consider nomination process for next year: can it be expanded to include students not in leadership roles?
III. Continuing Business

A. UAS statute for the Committee on Teaching was provided for reference during discussion of CoT Goals AY 2018/19

**Charge of the Committee on Teaching**

**2.05 Committee on Teaching** (amended by UAS on September 21, 2015)

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.

Responsibilities:

1. Promotes quality teaching and learning through the development of recommendations to the UAS regarding policies and practices related to teaching.
2. Identifies and implements methods to recognize and promote the scholarship of teaching.
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.
4. Collaborates with the Center for Teaching and Learning to provide seminars and resources for faculty development.
5. Reviews and recommends policies to provide a supportive academic teaching and learning environment including educational technology.
6. Provides an annual report to the UAS.

B. Identify and prioritize Goals for CoT in 2018-2019. Goals proposed at the September meeting were discussed.

- Two overlapping goals were prioritized by the committee:
  - *Develop a process and system to disseminate CoT’s work to MU faculty*
  - *Develop a resource of guiding principles to support new faculty at Marquette*
  - Discussion
    - Resources should be housed on the CTL website if able to do so
    - Possible resources
      - Support of inclusive teaching; this should be done in partnership with Diversity & Equity to identify potential resources
      - Tips on classroom management
      - Collect stories (videos) from Teaching Excellence Award recipients that highlight innovative teaching
      - Topics that are key for new faculty; topics/key resources will need to be identified
      - Resources would also include documents developed by CoT
        - Example: non-evaluative peer feedback
  - Next Steps:
    - CTL leadership: Paul Martin and Shaun Longstreet will be invited to the next CoT for discussion and collaboration
- Discussion of proposed goal: *Provide guidance on how to best measure and document the impact of teaching on student learning - what is evidence of student learning and retention? Promote SOTL?*
  - Discussion: not a first priority but decision was made to invite Paul Martin, Shaun Longstreet, and Nick Curtis to January board meeting for discussion
• Discussion of proposed goal: Develop recommendations for campus policy and process to improve feedback through student course evaluations
  o Discussion: recommendations were made last year to improve student response rate (e.g. having students complete at the beginning of class).
  o Discussion did not include planning for this year regarding this goal

• Discussion of proposed goal: Develop a guide with the rationale, principles and best practices for using student feedback to improve teaching
  o Last year, the committee reviewed and recommended the adoption of IDEA to the University Academic Senate (UAS) and UAS endorsed CoT’s recommendation of IDEA. However the Provost indicated that tight budgets are preventing us from moving forward with IDEA at this time. The Provost indicated that he is open to reviewing this again for next academic year.
  o The committee will discuss IDEA at the November meeting
  o If the committee is to recommend adoption of IDEA again this year and the Provost approves; IDEA has interpretation and recommendations for how to improve teaching based on student course evaluations
  o If IDEA is not adopted, committee will discuss.

Adjourned: 4:55PM

Minutes respectfully submitted by: Jill Guttormson