Committee on Teaching  
Minutes for November 14, 2018  
Zilber Hall 470, 3:30 pm – 5:00 pm

Members Present: Laurieann Klockow (Chair), Evelyn Donate-Bartfield, Cynthia Ellwood, Jill Guttormson, Julian Hills, Carolyn Hurlbut, Sarah Peck, Susan Schneider, John Su, Joyce Wolburg

Members Excused: Elinore Hope, Paul Martin, Jake Carpenter

Call to Order: 3:35 pm

Reflection: Julian Hills

I. Approval of Draft Minutes from October 10, 2018: minutes were reviewed and approved

II. Announcements and Information
A. Continue to advertise and encourage proposals for the Teaching Enhancement Award and nominations for the Teaching Excellence Award
   - Nominations for Teaching Excellence award is Thursday, November 15th
   - Application deadline for Way Klinger Teaching Enhancement Award is Friday December 7th

B. Teaching and Learning Materials Distribution
   The current contract with Follett, our on-campus book store partner is expiring next summer and the University is evaluating different teaching and learning material distribution models. If you’d like to provide your comments to the committee exploring this, fill out the faculty survey (emailed to CoT members) and return to TLMAdvisorGroup@marquette.edu by November 16, 2018

C. Paul Martin, Shaun Longstreet, and Nick Curtis have agreed to have a panel discussion with CoT in January

III. Continuing Business
A. Teaching and Learning Materials Distribution
   - The committee discussed various ways that materials could be distributed to students:
     - Traditional text book store model
     - Box of all text materials that can be picked up at a book store as a depot
     - On-line text books
     - Open resource texts
   - There was discussion about that the needs of freshman are different from upper classman as they are new to the college experience.
   - There was also a discussion about ways that Marquette could make textbooks more affordable for all students but particularly for those students with limited financial resources.
   - John Su agreed to find out how the University could work with publishers to provide funds for students in need to purchase textbooks.
• Laurieann Klockow is representing CoT and Jill Guttormson is representing UBUS on the committee making the decision on the Follett contract.

B. Develop a process and system to disseminate CoT’s work to MU faculty

• The committee discussed this process and agreed that CTL is the best position to collect and organize materials and that the committee is would serve in an advisory role.
• The CTL would then become a “one stop shop” for teaching resources.

C. Collect stories (videos) that highlight innovative teaching on campus

• The committee discussed ways in which these videos could be made and concluded that videos should be made on a voluntary basis as faculty might have different comfort levels with making a video.
• The committee agreed that the past winners of the Teaching Excellence Award would be a good place to start identifying faculty that would be interested in making a video.
• The committee would also ask the winners of the Way Klinger Teaching Enhancement Award to consider making a video about their teaching innovation.
• Finally, winners of College Teaching Awards would also be invited to make a video.
• The CTL will take administrative responsibility for developing and housing the videos.
• The videos can also be used to highlight the importance of teaching at Marquette to various constituencies such as potential students and their parents and other institutions.

D. Develop a resource of guiding principles and best practices to support new faculty at Marquette

• The committee decided that the CTL were in the best position to maintain materials with respect to best practices as well as to provide guidance on best practices
  ▪ Best practices for new faculty
    ▪ Syllabus design beyond minimum requirements
    ▪ Course Design
    ▪ First day of class
    ▪ Classroom management
  ▪ Best practices on how faculty can contextualize and document their teaching
    ▪ Teaching portfolios
    ▪ Teaching philosophy
    ▪ Demonstrate an understanding of how to use student feedback to inform one’s teaching and document changes one makes to their teaching in response
  ▪ Non-evaluative peer feedback to address online teaching
  ▪ Provide guidance on how to best measure and document the impact of teaching on student learning and retention
  ▪ Teaching resources for Graduate students and Teaching Assistants.

F. Minimum University Requirements for Syllabi

• Syllabi will be required to include MU verbiage regarding ADA and academic integrity.
• Committee members will provide examples of syllabi guidelines provided by individual Colleges as a starting place to develop University requirements.
G. 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. The committee asked John Su to remind both the provost again about the importance of adopting IDEA in the University’s budgeting priorities.

H. Proposed Goal for Coming Year: Inclusiveness of Students
   • The committee discussed the selection of another goal for the year and decided that tacking inclusiveness was important and particularly given Marquette’s mission.
   • Develop recommendations of best practices to inform faculty of underrepresented students’ experience in the classroom and how to better include these students
   • Develop recommendations for understanding the experience of first-generation College students and resources they need
   • Invite Dr. William Welburn to meet with the committee in January

Adjourned: 5:00PM
Minutes respectfully submitted by: Sarah Peck