Committee on Teaching  
Wednesday, May 1st, 2019  
Zilber Hall 470, 3:30 pm – 5:00 pm

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

Members Excused: Cynthia Ellwood, Jill Guttormson and Elinore Hope

Guests: Kaitlyn Hill (MUSG) and Jenny Alexander (Purchasing Department)

Reflection: Jake Carpenter

Recorder: Laurieann Klockow

I. The meeting began at 3:03 p.m.

II. Approval of Draft Minutes from April 10th, 2019. The minutes were unanimously approved as written.

III. Announcements and Information

A. Ms. Kaitlyn Hill will serve as the undergraduate student government representative on CoT next year and participated in today’s meeting as replacement of Ms. Hope who was unable to attend.

B. Dr. Ekachai will serve as the faculty representative from the College of Communication. Dr. Schneider’s term is complete but it wasn’t yet known if she will continue for another term or if the College of Engineering will have a replacement.

C. Dr. Klockow will present CoT’s work to UAS on May 6th. A summary report was emailed to the committee and was submitted to UAS.

D. Last year, Dr. Su sent an initial call for proposals for the Way Klinger Teaching Enhancement Award to faculty to encourage them to consider possible projects to propose for Way-Klingler Teaching Enhancement Award

IV. Continuing and New Business

A. Teaching and Learning Materials Distribution. Ms. Alexander, Director of Purchasing, gave a brief update to the committee about the work of the Teaching and Learning Materials Distribution (TLMD) committee. This group is evaluating models of providing access to teaching and learning materials, reviewing contracts of potential learning materials providers, considering models for ongoing oversight of the learning materials supplier and exploring tools that support faculty and students in choosing and obtaining learning materials. As the current MU contract with Follett is ending, this group sent a request for proposals to 8 suppliers, received 4 bids and have narrowed the selection to two possible vendors: Follet (current provider) and Barnes and Noble Education. Ms. Alexander noted that faculty adoption of learning materials is the biggest driver of cost. Not only the choice of material (text book vs OER vs rental) but also how early faculty adopt materials (affects supplier’s ability to obtain rental copies, offer higher buy back prices, etc) impact costs to students. Several committee members offered examples of their positive experiences and satisfaction with our current learning materials supplier, Follet.

B. The Disrupting Bias CoT Initiative for AY 2019-20. John Su reported on the discussions of a working group that consisted of Dr. William Wellburn, Dr. Cynthia Ellwood, Dr. Laurieann Klockow, Ms. Lisa Lamson, Dr. Paul Martin and Dr. Sarah Peck about possible initiatives to enable faculty to make meaningful changes in their classrooms that disrupt bias. The group proposed to establish a faculty cohort program similar in structure to Dr. Meyer’s Faculty Fellows that would include:
• Disrupting bias training
• Social activities
• A faculty-developed project that applies their learning about disrupting bias to a change in their class, to an assignment or to a characteristic activity common to courses in their discipline
• Assessment of the impact of the teaching intervention
• A showcase of the faculty participants’ efforts potentially at next year’s Symposium of Diversity Inclusion and Social Justice or at Marquette Forum events celebrating the 50th Anniversary of the EOP.

Another idea raised was to connect faculty with undergraduate mentors to help them understand the student perspective of bias in the classroom. Dr. Schneider posed the question to the committee, “Could the Committee on Teaching participate as this learning community?” It was noted that we represent all of the colleges and schools on campus and are perhaps best poised to influence teaching within our respective departments, colleges and schools. It was also raised that the committee as learning community would provide us with a shared learning experience and a common lens to evaluate dossiers and proposals for the awards we review. Thus, the impact could not only influence our classrooms but also how inclusive teaching is valued on campus. The idea was met with enthusiasm by several members. Dr. Hills suggested that we need to see a concrete plan for this project before we commit. Ms. Hill expressed that students have an appetite for faculty to address issues of diversity and inclusivity in the classroom. She volunteered to discuss the project and potential need for student mentors with MUSG. Ms. Lamsen raised the idea of the involvement of graduate students and/or the Preparing Future Faculty program in this project. Perhaps a project around the hidden curriculum for graduate school could be developed by a graduate student participant in the learning community cohort.

Next step: Dr. Su agreed to develop a more concrete plan and seek feedback from Dr. Welburn, Ms. Black, and the Center for Teaching Learning.

C. Syllabus Guidelines and Annotated template. Dr. Martin presented to the committee a revised template of a syllabus and a copy of the lib guide outline that he is developing with librarian, Claire Dinkelman that will organize an array of resources regarding syllabi design and its use as a teaching tool including a syllabus template, tools to make syllabi accessible, syllabi examples, syllabi research, CTL event about syllabi, Marquette links and college specific guidelines. Dr. Martin asked the committee for feedback. The idea was raised to ask Deans and Chairs or former Teaching Excellence Award winners for their exemplary syllabi to be included as syllabi examples. A committee member asked how would faculty access this lib guide or know of its existence? The lib guide link will be accessible through the CTL website. The committee also discussed other themes the CTL may want to consider developing a lib guide around. Suggestions included: implicit bias, assessment and learning outcomes (versus learning objectives).

Next step: Please review the lib guide DRAFT by accessing the link provided (https://libguides.marquette.edu/CTLSyllabus). If you have ideas or suggestions for resources to be included in the Syllabus lib guide, please send to Dr. Paul Martin.

As for other ideas for the CTL, Dr. Schneider reported to the committee about an activity that she found valuable that was done in the College of Engineering. The Engineering faculty were given a book about pedagogy and received a weekly email with a suggested exercise to apply ideas from the book to their teaching. The weekly emails were similar in style to Faculty Focus or the Teaching Professor emails which contain short articles that contain practical tips for teaching. A communal shared learning activity that invigorates discussion about teaching could be quite valuable.

D. Election of Incoming Chair. The Committee elected Dr. Guttormson to the position of Committee Chair for the Academic Year 2019-20. Dr. Guttormson will be on sabbatical during the spring semester 2020 so the committee will need to choose a sabbatical replacement chair when the committee reconvenes in the fall.
E. **Conclusion of the Academic Year.** Dr. Su and Chair Klockow thanked the members of the committee sincerely for their service.

V. **Adjourned at 4:55pm**

Respectfully submitted,
Laurieann Klockow