Committee on Teaching
Minutes
October 10, 2012
Zilber Hall 470 (3:30-4:45 PM)
Recorder: Terence Ow


Excused: Kristin Haglund

Call to Order: Meeting called to order at 3:30 pm

1. Approval of minutes from September 12, 2012 as amended including a possible change in the time table for the Teaching Excellence Award

2. Announcements and Information
   a. Follow up on online evaluation form

   Summer pilot of modified instrument       Heidi Schweizer from the Center for Teaching headed the discussion of online course evaluation. A year and half ago, discussions were made on the suitability of the MOCES instrument for online and blended courses and feedback was requested. The pilot instrument was implemented last summer. Tenure track, experienced faculty in online courses participated. Eleven (11) courses were evaluated. Issues about validity of the questions such as inter-correlation between items, comparing questions and scores for regular courses for promotion and tenure purpose were brought up. The recommendation from the committee is to pilot with a bigger sample.

   Timing for evaluations, especially for summer courses       Heidi discussed the timing for evaluations for non-traditional courses, including summer courses or short courses such as 8 week course etc. Evaluation period is 2 weeks, regardless of classes. And for some courses, the evaluation period might include the final exam. Hence this is a concern. We discussed the possibility of instructors having more control of this period of evaluation. No conclusion was reached.

   Mobile functionality and moving data back into classrooms was discussed. Heidi presented an increase in response rate when evaluation was done with mobile devices. The hope is that we can increase the response rate and again tie to the previous discussion that the instructor can come to class and tell the students to do the evaluation in class with the mobile devices ie. Smartphone, tablets or laptops. No conclusion was reached.
Teaching Excellence Award

Issue is brought up with regards to adjuncts applying for the award. The committee agreed that full time adjunct with one year appointment can be part of the team that applies for the award.

It was agreed upon that the dossiers for the Teaching Excellence Award would be distributed electronically.

It was noted that the existing timeline to put together a dossier is very short. The evaluation of the nominees is done during the spring break. With the new proposed schedule, there is double the time for preparation of dossiers and for getting the Dean’s Approval.

b. Discussion of Standardized List of information to include in syllabi and online
   The standardized list of information is to be included online in CheckMarq. This is required for all courses in the core curriculum. The committee is asked to discuss and convey this implementation with their respective, departments and colleges and discuss that potentially this might be included in all future courses.

c. Chair-elect for AY 2012-2013
   Each member of the committee was asked to consider this position for next year.

3. With little time for discussion, the following items under the new business will be attended in the next meeting.

   COT focus for AY 2012-2013
   • High impact education practices
   • Collaborative teaching and learning strategies

Respectfully submitted,

Terence Ow