

**COMMITTEE ON TEACHING
MINUTES
November 3, 2015**

Present: Judith Scott (chair), Phil Hammack, Dannie Scheie, Marc Matera, Jim Phillips (Director of Learning Technologies), Mark Baker (NSTF) Christopher Kan (Grad Student Representative), Mecaila Smith (Chancellor's Graduate Intern), Leanna Parsons (CUIP Intern)
Absent with Notice: Matthew McCarthy

Guest: Aaron Zachmeier

Announcements

Members reported that they found the Senate Orientation, useful, especially for seeing the broader context for Senate issues. It was noted that due to demographics, UCSC will be replaced about half the faculty in the next ten years. The discussion of graduate growth was also interesting and members were surprised at how long the Senate has been working on it. COT draft minutes for October 6 and October 20 were approved with minor edits.

Center for Innovations in Teaching and Learning (CITL)

COT Chair Scott reported on a meeting with the EVC, especially about the negotiations around the budget. The meeting highlighted the need for the Center's first Faculty Director to be someone who can raise money; both external grants and from donors. EVC Galloway's priority for the Center is learning assessment. So this should be a focus of the instructional improvement grant program.

CITL Job Descriptions

COT wants to get a first draft of the job description for the Faculty Director done so that when the proposal for the Center is approved, a call for applicants can be issued. The Faculty Director will be a part time position. COT had a preliminary discussion about the CITL administrative structure, exploring various advisory structures for the Faculty Director. Until the reporting line for the Center is set, it is difficult to determine which is most appropriate. Due to lack of time, this discussion was incomplete but demonstrated ability for fundraising, grant writing and excellence in teach will be required.

Consultation with Instructional Designer Aaron Zachmeier

Last year, COT tentatively identified the topic "Innovative Tech in Teaching" as a forum topic. The committee explored with the Instructional Designer different formats for the forum. The committee concluded it would like to show case a range of tech use in the classroom including hybrid courses, using on-line peer review, collaborative translation and using web-based tools like google earth. COT would like to also highlight the services that Aaron provides and give faculty some exposure to what it is like working with an Instructional Designer. COT drew up a list of names of faculty it will pursue to participate in a panel. The format will be four people with 20 minutes each (inclusive of questions). The forum will also be a good venue to showcase two informational pieces: something about Canvas and the new glass board technology in FITC, hopefully with a short video that can be shown at the event.

Course Evaluations

COT finalized their recommendations to the VPAA's proposal that COT oversee course evaluation policies. COT notes that the current situation with course evaluations has a lot of room for improvements; problems with inappropriate content, students who do not complete the course can submit evals, lowered response rates, incentives offered by some faculty, timing of the open period for students, lack of standardization, unreliability of the current system, variability of which responses are used in the personnel process, and limitations for providing incentives (like early access to grades) due to incompatibility with other systems, like AIS.

COT can provide oversight into the policies that will govern course evaluations. VPAA Lee has started an Implementation Steering Committee but is looking to the Senate to collaborate on policies and guidelines. In theory COT endorses this model: the policy collaboration makes sense since COT has historically worked with the administration on course evaluations. Also, the committee has studied best practices around evaluations and looked at the response data since converting to the on-line delivery method. However, the committee sees the problems with evals as crossing both policy issues and issues of implementation. It is not clear how these two groups will coordinate their work. When selecting the new system, attention needs to be given to the system requirements and how they intersect with policy. It is imperative that the campus define basic policy issues in advance of purchasing a new system. COT will recommend that it participate in the needs requirement analysis prior to procurement of a course evaluation system.

Pre-consultation for Vice Chancellor University Relations Keith Brant

COT is scheduled to meet with the VCUR at its next meeting. The committee will discuss the possibilities for support from University Relations for development, fundraising, and branding of the Center.