

MINUTES
COMMITTEE ON TEACHING
September 30, 2008
Tuesday, 10 a.m.-11:30 a.m., Kerr Hall Rm 129

Present: Elisabeth Cameron (Chair), Doris Ash, Tammi Blake (Staff advisor), Henry Burnett (Media Services Director), Hongyun Wang.

Absent: Clare Max.

1. Introductions.
2. Chair's Announcements.

COT was informed that the October 29 Senate Meeting will be replaced with a forum on General Education reform. It will be from 3-5 p.m. at Colleges 9 and 10 Multipurpose

3. Routine functions and their timing were reviewed for the Committee. The committee will stay focused on teaching and instructional quality as its primary directive this year.
 - a) Instructional Improvement Program; Mini and major grants. The flow of monies was discussed. Chair Cameron and Assistant Vice Provost Jessica Fiske-Bailey re-wrote a portion of the Call this summer based upon COT discussion last year. 2 changes noted:
 - a. Results of grants are required to be disseminated. A plan for dissemination and what has changed/improved as a result of the grant must be reported to the committee.
 - b. New language stresses that applicants must have an assessment plan in place. Also stressing improvement of instruction and not just innovation in teaching.
 - b) Noted: The adjudication of Fellowships and major grants require an extra committee meeting approx. 3 hours in length to be set by the committee.
 - c) Teaching Symposium: may be held later in the year (Spring quarter) to give the new CTE Director an opportunity to become familiar with the office's responsibilities. COT would like to leave the door open to new ideas coming from the new Director for the Symposium.
 - d) Excellence in Teaching Awards: COT to discuss changing the structure of the awards this year. The committee may read the teaching evaluations of candidates, added as an extra layer of confirmation due to the inherent conflict of interest regarding department chairs and their nominated teaching faculty. COT may explore processes of other campuses for similar programs to find an alternate model.

- e) Advising the Academic Senate: Committee members can expect to review and opine on several hundred pages of documents on behalf of the Senate. This is a primary role of every Senate committee. Voting members of COT to share out the workload; each will draft a response letter, chair to review.
5. Ongoing Committee work.
- a) Director of Media Services Henry Burnett reported to the committee on the Online Student Evaluations of Teaching Project.
 - a. Three Faculty from Psychology and one from Computer Engineering participated in an Alpha Test of the online system during the 2008 Spring Quarter. The return rate from students was 30-35%.
 - b. A Pilot will be conducted in the 2008 Fall Quarter for further testing and assessment of the system. It is undetermined whether paper or online evaluation results are better at this point. Further development of the system will depend on the level of staffing and funding dedicated to the integration of software for the program from ITS and the VPDUE's office.
 - b) Learning Management System: it has been decided to use open sources software for the system. COT and CCT to weigh in on which program is to be used. A decision may be made in Winter quarter.
6. COT voted in favor of inviting Assistant Vice Provost Jessica Fiske-Bailey to committee meetings for Fall quarter.
7. COT voted in favor of inviting Director of Instructional Technology Jim Phillips to committee meetings for Fall quarter.
8. Chair Cameron gave an update on search for new CTE Director. An offer has been extended to a candidate.
9. VPDUE Ladusaw requested that COT nominate and send a faculty member to the International Conference on College Teaching and Learning. The cost would equal that of a mini-grant. COT to inform VPDUE that the committee will wait until a CTE Director is in place and can examine the worthiness of the conference.

So attests,

Elisabeth Cameron, Chair
Committee on Teaching