

**MINUTES**  
**COMMITTEE ON TEACHING**  
**October 2, 2007**  
**Tuesday, 10 a.m.-11:30 a.m., Kerr Hall Rm 129**

Present: Doris Ash, Elisabeth Cameron (Chair), Rachel Dewey (NSTF Rep), Ruth Harris-Barnett (CTE Director), Kevin Karplus, Roxanne Monnet (Senate analyst), Jie Qing.

Absent: Henry Burnett (Media Services Director).

**1. Introductions.**

Members introduced themselves.

**2. Chair's Announcements.**

COT was informed that the October 10 Senate Meeting will be replaced with a forum on professional schools soon to be announced. It will be from 3-5 p.m. at Stevenson Event Center.

**3. CTE Director's Announcements.**

None.

**4. Description of recurring COT work.**

Routine functions and their timing were reviewed for the Committee. Director Harris-Barnett provided a written timeline for COT's functions in collaboration with CTE.

a) Convocation on Teaching.

The annual teaching and learning symposium occurs in February.

b) Adjudication of IIP mini-grants.

Mini grants are reviewed throughout the year.

c) Adjudication of IIP Course Development Fellowships, Major Grants.

One special meeting will be devoted to adjudication of the course development fellowships and major grants during winter quarter.

d) Excellence in Teaching Awards.

COT was informed of the timing of the excellence in teaching awards and that there is an awards ceremony in the spring which they are strongly encouraged to attend.

Member suggested the following agenda items for the year:

Doubling of the audience size of the T&L symposium audience, particularly of faculty.

Teaching of graduate students.

Rewards for teaching.

Teaching of Teaching Assistants.

New techniques for teaching large lecture courses.

COT discussed returning to the on-line evaluation project raised by the 2005-06 COT and inviting the chair of the Committee on Academic Personnel to a fall meeting.

## **5. State of CTE report.**

Director Harris-Barnett apprised COT regarding the carry forward topic from last year of summer stipend for those who prefer them over teaching relief. She learned that although summer stipends are not an option, summer salary is possible. The basis for the amount is the same as what their department would have received for a course development fellowship. Course development fellowships increased in cost significantly; the range of the increase is from \$700-900 per award—necessitating fewer awards this year.

Regarding the carry forward topic of on-line evaluations, VPDUE Bill Ladusaw is working with CTE to get more ITS support in order for a pilot to occur during winter quarter, using WebCT.

In addition to the goal of increasing faculty participation at the symposium, Director Harris-Barnett wants to increase use of the mid-quarter feedback opportunity. She will promote the electronic option which takes less time in class (with use of a Scantron).

## **6. Setting an agenda for 2007-08.**

See member items under agenda item 4. COT agreed that for the fall, planning the symposium (and outreach for it) and the on-line evaluation project would their primary foci, in addition to the routine functions, such as mini-grant requests.

Invitations will be extended to the Chair of CAP and to ITR, per the request received by VP Merkeley.

ITC invites a COT Representative. Members were asked to volunteer for those that Chair Cameron cannot attend and will be contacted by email with the schedule of meetings..

**7. Committee Process: How we conduct business.**

- a) Bi-weekly meetings.
- b) Special longer adjudication meetings.

Some longer meetings may be necessary in the spring if there are a significant number of mini-grant proposals to consider.

So attests,

Elisabeth Cameron, Chair  
Committee on Teaching