

**MINUTES
COMMITTEE ON TEACHING
Meeting of October 4, 2006**

Present: Chair Murray Baumgarten, John Borrego, Lindsay Hinck, Cynthia Polecritti, Kevin Karplus, Ruth Harris-Barnett, Rachel Dewey, and Jan Carmichael

Absent: (with notice) Henry Burnett

Introductions

Committee members introduced themselves and provided departmental affiliation.

Chair's Announcements

Committee on Teaching (COT) Chair Murray Baumgarten announced that he is an *ex-officio* member of the Information Technology Committee (ITC) which is the forum for reviewing, evaluating, and recommending strategies, plans, and policies for campus information technology. ITC advises the Vice Provost of Information Technology on resources and allocations. Chair Baumgarten will inform COT of ITC issues and decisions. He will also be asking members to attend some of the ITC meetings. The Committee agreed to have meeting minutes instead of meeting notes. All COT minutes will be approved by the entire committee and will be distributed to other Senate committees.

COT Charge

13.29.2 The duties of the Committee include:

- 1) To consult with departments as to the form and use of any methods designed to evaluate faculty teaching performance and to recommend to the Academic Senate how such methods should be used in the evaluation of faculty members' teaching effectiveness.
- 2) To propose programs that will foster good teaching, and to stimulate and aid all departments in strengthening their efforts to foster good teaching.
- 3) To formulate general policies concerning instructional support activities on the campus, and to advise the administration regarding campus budgetary needs for instructional support.

Raising the Teaching Profile at UCSC – Plans and Proposals. Faculty Initiated Teaching Awards, Activating the Emeriti Faculty

Presently, there are teaching awards initiated by both students and alumni. Chair Baumgarten asked COT to consider the idea of a teaching award that would be initiated by faculty. COT noted that there is very little organized campus discussion on teaching. There are parallel courses being taught and there is a real need for departmental chairs to become more involved in several teaching issues. COT agreed to devote a future meeting to the issue of increasing departmental interest in issues on teaching.

Committee Process: Discussions and Decision-Making

COT will meet every other week unless there is a lack of business. The special longer adjudication meetings will occur during Winter quarter.

CTE Director's Announcements State of CTE Report

CTE Director Ruth Harris-Barnett reviewed the programs that the Center for Teaching Excellence (CTE) and COT work together on: adjudicating IIP grants, approval of mini grant proposals, planning the Teaching and Learning Symposium, and adjudication of the teaching awards.

Despite increased enrollments the funding for the Scantron evaluation program is flat. There is a compliance issue regarding follow-up reports that needs to be resolved before COT asks the administration for more funding for this program.

CTE has conducted a Teaching Assistant (TA) Orientation for the past three years that has been funded by the Graduate Division. There was a lengthy discussion on the topic of TA training. There is a campus wide need to improve TA training and it was noted that there are departmental differences in the amount of TA training being offered. The School of Engineering has a divisional TA training program. Some departments offer no TA training. Getting graduate students involved in planning of TA training may increase the interest and attendance of graduate students. The Graduate Division conducted a TA training survey two years ago that was never sent out to the departments.

COT will invite Graduate Dean Lisa Sloan to a future meeting to discuss the improvement of TA training and overall funding for TA positions. These issues impact instruction in three ways:

- Impacts faculty ability to teach effectively, particularly in large courses (they don't have enough TAs)
- Impacts grad students' professional development (i.e., they don't get much teaching experience)
- Impacts TAs' effectiveness (little experience and little training mean they often don't know what they are doing)

COT and CTE Working Together: Description of Recurring Responsibilities

Convocation on Teaching: Planning for this event will take place Fall quarter and the event is usually scheduled for February.

Adjudication of IIP mini-grants: Submission for mini-grants begins on October 9, 2006 and COT can expect to see grants on the October 18th agenda.

Adjudication of IIP Course Development Fellowships, Major Grants: Adjudication will take place in February; two three-hour meetings will be scheduled.

Excellence in Teaching Awards: Adjudication takes place during Spring quarter and the event is in late May.

Discussions and Decisions from Last Year's Work

Instructor/Course Evaluations

Chair Baumgarten noted that the 2005-06 COT proposal for online system for instructor/course evaluations was forwarded to the Senate Executive Committee (SEC) in May 2006. Senate Chair Crosby communicated that she will send a transmittal letter to COT regarding SEC's supplemental comments as well as their recommendation for a pilot program. COT will decide how to proceed with this issue after receiving this letter from Chair Crosby.

Instructional Improvement Grants: How to increase funding

COT discussed the importance of increasing the funding for the Instructional Improvement Program (IIP). Due to a decrease in the budget for IIP funding, only 40% of the grants received last year were funded (60% were funded the previous year). COT agreed to consult with VPDUE Bill Ladusaw in order to state the case for increased funding for this program.