

# Teaching Academy Executive Council Minutes

## April 26<sup>th</sup>, 2019

### **Members Present:**

Bob McDonald, Nathan Collie, Angela Lumpkin, Lisa Garner Santa, Scott Burris, Katie Langford, Brie Sherwin, Suzanne Tapp (via Lync), Comfort Pratt (Chair)

### **Members Not Present:**

Upe Flueckiger, Mark Webb, Ali Nejat, Mitzi Lauderdale

### **Approval of Minutes:**

Angela Lumpkin motioned to approve the previous meeting's minutes, Bob McDonald seconded.

### **Welcome:**

Comfort Pratt welcomed Executive Council members and introduced Lou Densmore, Chair of the New Member Selection Committee

### *Teaching Academy New Member Selection Committee Meeting*

Lou Densmore informed the Council that the committee met to select new members from the submitted applications. He noted that the group of applicants stood out this year and announced that they selected all of the twelve applicants. Lou mentioned to the Council that one of the committee members was a spouse of one of the applicants and that the voting protocol needed to be changed to excuse committee members from scoring applications of family members.

He shared that the committee was frustrated with the online review system and suggested using Dropbox or sending reviews by email using PDF. He also mentioned that some of the applications were in a CV style and would like to make it clearer next year that the committee would like to see more explanations of accomplishments.

Lou brought up the issue of the unclear deadline and format for recommendation and nominations letters. This year two applications were disqualified because the recommendation letters were not found on the online review system by the deadline. Lou suggested giving a week beyond the deadline to allow more time for recommendation letters to be submitted.

Lisa Garner Santa stated that there needed to be more clarity for recommenders about the deadline and how to submit. There was no clear direction and she expressed how that was unfair to those two applicants. As a recommender for one of those disqualified applicants, she shared that the applicants are not involved in the process for submitting letters of recommendation and therefore should not be disqualified. She shared that this does not leave a good impression on those two applicants who were treated unfairly. As a recommender, she noticed all the hard work and long hours that went towards those applications and she strongly disagrees with the decision to disqualify.

Comfort Pratt stated that she made the decision to disqualify the applications because she wanted to stay committed to the deadline given to the applicants.

Lisa stated that she understood the reason for a deadline for applicants, but that the issue was really with unclear directions given to recommenders on where and how to submit the letters. She shared that the recommendation letters had been completed, but were not uploaded onto the online review portal due to lack of information.

Katie Langford asked if the recommenders could have two weeks after the deadline. Lou stated that any amount of time was acceptable.

Brie Sherwin asked if there could be a point person in each college or department who could help put applications together and give direction.

Comfort Pratt mentioned that she facilitated two sessions about applying to the Teaching Academy and suggested hosting another session next year.

Lou agreed and stated that the Teaching Academy needs to make more information available.

Bob McDonald stated that most of the recommenders and nominators should be asked to write letters before the deadline.

Lou agreed, but shared that there needs to be more time given because the recommenders often are not able to review their nominee's application until the deadline.

Scott Burris asked how committed the TLPDC is to the online review portal where the letters should be submitted (WizeHive).

Molly Jacobs stated that WizeHive was a large financial investment for the TLPDC and is extremely helpful from an administrative perspective since the TLPDC helps to facilitate the application process each year.

Scott Burris then stated that the Teaching Academy needs to learn to use the platform more efficiently.

### **Updates:**

#### *John M. Burns Conference Speaker*

Bryan Dewsbury was selected as the speaker for fall 2019. Comfort asked that the Council help to choose a date for the conference. She also suggested putting together a committee to help plan the conference each year.

#### *Apparel*

The new blazers have been delivered and Comfort asked the Council members to wear them to the Departmental Excellence in Teaching Award Ceremony, on the last day of class, and to the student panel event.

#### *Meeting of the Minds*

Comfort announced that there will be three Teaching Academy members on the faculty panel and four students on the student panel. She was not able to find anyone who was available to moderate. She asked the Council to encourage their students to attend. The session was advertised on the university communications site and TechAnnounce.

#### *Peer Review Sub-committee*

Comfort would like the committee to present on their findings in the fall and shared that the committee still has work to complete on best practices.

### *Communications and Marketing*

Comfort would like communications and marketing for the university to come to more events and invited them to the Meeting of the Minds panel and the Departmental Excellence in Teaching Award Ceremony. She would like them to also feature stories and interviews from the Teaching Academy and make promotional videos.

### *History*

There currently is no complete written history of the Teaching Academy. Comfort talk with John Burns, James White, and Jim Brink and both shared there are some documents in the library's Southwest Collection. She is working with Roselyn Smith to create a written history and would like to interview impactful Teaching Academy members.

### *Departmental Excellence in Teaching Award Ceremony*

President Schovanec will speak at this year's ceremony and the spring business meeting will take place immediately after.

### *Commencement Ceremonies*

The Teaching Academy representatives at this spring's ceremonies will be Angela Lumpkin, Lisa Garner Santa, Ali Nejat, Bob McDonald, and Brie Sherwin. Mitzi Lauderdale and Comfort Pratt will be representatives in the summer. Comfort asked if anyone could be a backup in case someone was sick this year. Bob volunteered.

### *Standing Committee Elections*

The nomination and voting period have passed and the new committee members have been elected. Comfort noticed that Architecture and the Honors College were underrepresented and asked if the bylaws needed to be adjusted to not require 12 members on each committee. Katie suggested that those vacancies be considered "at large". Scott asked if the bylaws required twelve members. He agreed that if a college has no representative, then the space should remain empty and added that some colleges may never have enough members for representation.

### *Executive Council Photo*

Comfort would like a group photo of this year's Council for the website. She would like a photo each year to keep a record of Council members. The photo will be taken at the Departmental Excellence in Teaching Award Ceremony when everyone will be wearing their new blazers.

### *Executive Council Terms Ending*

Katie Langford, Nathan Collie, Lisa Garner Santa, and Scott Burris will all be completing their terms on the Council this spring. Comfort would like to formally recognize them at the Departmental Excellence in Teaching Award Ceremony.

### *Visibility and Impact*

Comfort would like to form a sub-committee to continue this work. Right now there are six self-nominated members: Roman Taraban, Kirsten Cook, Charles Crews, Angela Lumpkin, Bill Gelber, and Comfort Pratt.

### *Provost Council*

Comfort gave the Council two handouts from the previous meeting about HSI and TTU Costa Rica. She noted that interviews are being conducted to hire the Dean of Education and there is also a search for a new director of the museum.

The commencement speakers this spring will be Susan Graham and Barry Lopez.

### *Policies and Procedures*

Comfort asked the Council to look over the policy documents to see if anything needs to be changed or added.

### *Chair Election*

Voting to elect a new Chair for the Executive Council will take place next week over email. Comfort asked that everyone send their nominations to her.

There will be no meeting held next week.

### **Adjourn:**

Comfort Pratt closed the meeting.

Minutes respectfully submitted by Molly Jacobs.