

Teaching Academy Executive Council Minutes

November 20th, 2020

Members Present:

Angela Lumpkin, Courtney Meyers, Bob McDonald, Tara Stevens, Dominick Casadonte, Patrick Hughes, Carla Lacerda, Ali Duffy, Suzanne Tapp

Members Not Present:

Mitzi Lauderdale, Brie Sherwin, Susan Tomlinson

Approval of Minutes:

Dominick Casadonte moved to approve the minutes from October 23rd; Courtney Meyers seconded. The minutes were approved.

Discussion:

Continued Discussion on Updating the Bylaws

Angela reminded the council of the suggested updates from the October meeting for Article VI, Section 6.2. Courtney Meyers submitted proposed alternative language in the chat. Suzanne Tapp, Bob McDonald, Dominick Casadonte all gave suggestions to further clarify and the council agreed on the following language:

“Each committee will operate with a minimum of nine members with one representative elected from each of the colleges. If there is an insufficient number of Teaching Academy members who are current faculty in a particular college to elect a representative for any Teaching Academy committee, then the Teaching Academy will elect one or more “at-large” members of the Teaching Academy to serve on those Standing Committees.”

Courtney moved to approve the addition to Article VI, Section 6.2; Dom seconded. The council approved and the motion passed.

Chancellor’s Council Distinguished Teaching Award

The recipients have not been notified yet, and the selection information is still confidential. Angela submitted the council’s suggested changes for OP 32.13 to the Provost’s Office. She asked the council to consider finalizing suggestions for the Attachments A and B and shared a document with her suggestions with the council for their review. She suggested that the Attachment A Checklist be merged with Attachment B Area of Distinction column. Ali, Dom, Suzanne, Patrick, Tara, and Courtney all agreed that this update would be helpful and proposed adjustments in language for clarification. The council all agreed on the following table, with the changes to the existing Attachments in red:

Attachment A	Attachment B
Completed nomination form (not counted in 20-page limit)	
Dean’s cover letter highlighting nominee’s professional achievements related to teaching	
Add: Curriculum vitae emphasizing teaching contributions	

<p>External supporting letters from colleagues, focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters)</p>	<p>(a) Outstanding teaching and contributions beyond the institution (e.g., external teaching awards; evidence nominee has explored/developed effective instructional materials, methods, and models to foster student learning through external letters of support focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters); received grants to support teaching activities from external sources; evidence of impact of teaching to learned societies and professional organizations; publications on pedagogy; invited lectures, workshops, and other presentations outside of the institution related to teaching excellence)</p>
<p>Internal supporting letters from colleagues, focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters) Numerical summary scores from student evaluations (not to exceed 1 page - raw data should not be included)</p>	<p>(b) Outstanding teaching within the institution (e.g., internal teaching awards; Internal supporting letters from colleagues, focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters); teaching evaluation scores; evidence of teaching excellence, such as self-reflections, peer reviews and observations, and student evaluations; student comments; peer review of nominee's teaching materials; mentoring undergraduate and graduate students; evidence nominee has explored/developed effective instruction materials, methods, and models to foster student learning)</p>
<p>Supporting letters from current and/or former students, focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters) Optional support materials: To include pertinent documentation of distinguished excellence in teaching. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, written verification such as a course syllabus, quotes from student evaluations, etc. (not to exceed 4 pages).</p>	<p>(c) Contributions to teaching excellence within the institution (e.g., integration of teaching, research, and service to benefit members of the TTU community; service as an expert in support of teaching excellence; evidence on teaching of colleagues inside the university); supporting letters from current and/or former students, focusing on the criteria for this award (no fewer than 1 letter and no more than 3 letters)</p>
<p>Optional support materials: To include pertinent documentation of distinguished excellence in teaching. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, written verification such as a course syllabus, quotes from student evaluations, etc. (not to exceed 4 pages).</p>	

Ali moved to approve the suggestions for Attachments A and B of OP 32.13; Courtney seconded. The council approved and the motion passed. Angela will send these recommended changes to Rob Stewart.

Teaching Academy Commitment Initiatives Update

Suzanne gave an update on the weekly emails from the TLPDC and Teaching Academy. This has been a collaboration between Angela and her to promote teaching resources, and they will continue in the spring semester. Suzanne would like to emphasize the need for shorter recorded videos on teaching, rather than longer workshops.

Suzanne mentioned that she, Angela, Courtney, and Ken Griffith attended an NSEC workshop on teaching evaluations, and they would like Texas Tech to expand how teaching evaluations are carried out. Angela shared that they would like to emphasize the self-reflection aspect of evaluations and to optimize the existing questions in Digital Measures. They offer a place for self-reflection, and this is already used regularly by the College of Education. Tara shared how using this tool has been helpful in developing her teaching story, and that it is motivating to know that work done behind-the-scenes will be recognized. Courtney suggested that she make a short video tutorial on this tool as a resource for faculty. Angela shared that they are recommending making this part of the annual performance evaluation.

Courtney shared updates from the teaching evaluation group. They will meet in December to discuss how to better define teaching excellence. She referenced the peer evaluation website she created last year as a helpful tool for faculty.

Dom shared updates from the student mentoring group. He shared that many students have been responsive to the welcome letter. They hosted two virtual “Brown Bag” lunches, and the students who attended were very engaged. The group also created a video that will be published after Thanksgiving. Angela added that she assisted in sending emails to the OSS students.

Ali Duffy shared updates from the new faculty mentoring group. They have had positive feedback and would like to ask both the mentors and mentees if they would like more structure or less structure in the future. She asked the council if these mentor groups should still meet in the spring. Dom suggested that they should continue meeting because the spring semester brings new challenges. Ali would like to send out a survey for feedback and Suzanne offered to assist in creating a survey using Qualtrics.

Updates

Angela shared that the DETA application deadline is January 29th, 2021. Dom mentioned that he has never applied because of his department’s DFW rate and he was worried about a conflict of interest as the application preparer. Angela offered to send Dom the Kinesiology and Sport Management application packet as a resource. She shared that she didn’t include DFW rates, mainly faculty examples, teaching evaluation data, and student comments. She also shared that how the department plans to use the award money is an important factor in the selection. Suzanne mentioned that there shouldn’t be a conflict of interest because the Executive Council is not involved in the selection process.

The council agreed to not meet on December 10th and will reconvene in January.

Adjourn:

Angela adjourned the meeting.

Minutes respectfully submitted by Molly Jacobs.