

Teaching Academy Executive Council Minutes

January 24th, 2020

Members Present:

Bob McDonald, Angela Lumpkin, Mark Webb, Mitzi Lauderdale, Ali Duffy, Courtney Meyers, Comfort Pratt

Members Not Present:

Ali Nejat, Patrick Hughes, Brie Sherwin, Suzanne Tapp, Upe Flueckiger

Approval of Minutes:

Mitzi Lauderdale motioned to approve the previous meeting's minutes, Courtney Meyers seconded. Angela Lumpkin motioned to approve the meeting minutes from August, Mitzi Lauderdale seconded.

Discussion:

Lawrence Schovanec Teaching Development Scholarships

Bob McDonald let the council know that Wendy-Adele Humphrey, committee chair, could not attend today to talk about the committees proposed changes, but he will email the council members the report she submitted.

Peer Teaching Observations

Courtney Meyers presented her work as faculty fellow at the TLPDC. During the fall she helped Shane Blum gather information on peer reviews across campus. She created a webpage on the Teaching Academy website to provide resources for faculty doing peer reviews. She included external links, resources from TeMPO, and the link to the Teaching Academy membership list. Shane Blum led a committee to find out how peer reviews are done in different colleges and Courtney made a template based off his findings. Courtney also provided a sample letter since reflection is usually required. Courtney would like to interview specific faculty about how they conduct peer reviews and make short videos about their experiences. Courtney shared that the website is currently live.

Bob asked if this page is ready to be promoted. Courtney replied yes, she would like the council to promote this page and give feedback so she can build on her work.

The council commended Courtney for all her work.

Angela Lumpkin noted that the committee found many different types of peer review methods across campus. She suggested examples given by colleges.

Mitzi Lauderdale mentioned those examples are not as helpful.

Courtney asked if she could make adjustments on current college resources.

Angela noted that different areas need different kinds of examples for reviews. She mentioned there is an OP campus wide for peer reviews that needs to be followed and enforced, but is often ignored. Many people don't participate in peer reviews and the OP is not followed consistently.

Mark Webb asked if Arts & Sciences has a template. Angela answered that it does not, but the Dean would like to have a template. She noted that the college is so diverse.

Mitzi shared that the Deans office in Human Sciences has a teaching effectiveness initiative that will help with peer reviews.

Angela suggested, in regards to the Teaching Academy member list, creating a Teaching Academy Emeriti list faculty could use to find a reviewer.

Courtney said she plans to look through more resources from various colleges to see what could be easily usable. She would like to make templates for different types of classes as well, like labs, discussion based courses, etc.

Mitzi suggested a template for online classes.

Angela suggested talking to Melanie Hart for online resources.

Ali Duffy shared that she is part of a committee in her college and they could create a template for studio and one on one classes.

Angela suggested Lisa Garner Santa as a good resource for that area.

Courtney said she's been given a lot of helpful information and asked the council to continue to send her resources and make suggestions for faculty who could be in the videos.

Angela suggested Michael Galyean for a video. Courtney agreed and would like to do a video with him and Rob Stewart.

Updates:

Chancellor's Council Distinguished Teaching Award

A motion for changes to the OP was made at the last meeting and those changes are pending.

Mitzi noted that changes to this OP must go through the Chancellor's Council and the faculty senate. Bob asked if the updated language made it clear that assistant professors of practice were eligible. Angela confirmed they are eligible. Courtney stated for clarification that faculty must have completed 3 years to be eligible. Bob confirmed this, stating that the teaching award does have a 3 year minimum while the research award has a cap on time.

Teaching Academy New Member Deadline

There is a new deadline for nomination/recommendation letters. There was an issue last year with nominators and recommenders submitting letters and their deadline was unclear. The council decided that the letters should be due 10 days after the applications are due. The application will open February 3rd and the submission deadline is March 25th. The letters will be due on April 4th.

Sabbatical and Leave for Council Members

The council had previously discussed the need for a proxy when a council member is away for an extended period. Bob asked if there was an article in the bylaws that allowed for this. The bylaws do not address this issue. Mitzi asked if a proxy should be sent every time a council member is absent. Bob suggested creating an article in the bylaws so there will be a protocol for these situations. He asked if the college should select a representative.

Ali mentioned that could get tricky. Mitzi asked if the chair should elect someone or if the council should choose.

Comfort agreed the council should choose, and suggested they consider the runner up from the committee elections. Courtney suggested choosing someone from the college that's had experience on the council before.

Mark suggested allowing the council to decide on who when necessary instead of making a policy about who to choose.

Comfort agreed and likes that this leaves room for flexibility.

Bob agreed that someone with previous experience would be best.

Mitzi asked if this waives the rule in the bylaws about not being able to serve consecutive terms.

She also asked if they should elect someone to replace Ali Nejat since he is away on sabbatical.

Comfort stated she doesn't believe Ali should be replaced for the remainder of his term, but should just have a proxy while he is absent.

Bob remembered Lisa Garner Santa having a proxy while on sabbatical. He noted that the bylaws state no one can serve consecutive full terms, so no rules need to be waived if a proxy serves a partial term. He stated the council should appoint someone when necessary.

Angela stated it should be a person who has previously served.

Ali disagreed because that would limit the options.

Courtney suggested that be a heavy consideration, but not a requirement.

Mitzi asked if someone takes a sabbatical, do they forfeit their term.

The council agreed that should not be the case.

Angela asked if the member going on leave should submit this in writing as a formal notification of absence. Mark thought there was no need and that a verbal notice would be fine.

The following article 4.1.3 was proposed as an addition to the bylaws:

In the event of a member of the Executive Council taking a short term leave of absence, the Executive Council shall appoint a temporary replacement from the same college.

Mark Webb moved to adopt this article, Comfort Pratt seconded. All members approved of adoption and the motion passed.

Bob asked if anyone had a member in mind who could be a substitute for Ali Nejat while he is away this semester. He thought Audra Morse could be interested.

Comfort suggested Mario Beruvides. Bob agreed he would be a good choice and has served before.

Bob also suggested Tanja Karp, although wasn't sure if she was out of the country.

Courtney thought Mario would be a good choice and Tanja could be approached if Mario was not available. Bob agreed to reach out to Mario to ask him to serve as a substitute.

Departmental Excellence in Teaching Award

The application deadline is January 31st. Feedback about applications is provided by the selection committee to the department chairs. Angela asked the selection committee chair for feedback last year and they gave great advice and information.

Mitzi asked if giving feedback was the policy each year. She shared that fellow faculty members in the past have wanted feedback in order to submit a better application in the future. She asked if the winner should give example of their budget to help give ideas to future applicants. Bob confirmed that giving a detailed budget was key in the application. Angela would like feedback from the selection committee to be a continuous piece of the process.

Teaching Academy New Member Information Sessions

Lou Densmore will be leading two informational sessions about the Teaching Academy application. An email with more information about those meetings will be sent out today.

Advancing Teaching & Learning Conference

The conference will be held this year on March 5th. Mitzi and Courtney are excited to attend and will be sharing information with their colleagues.

Adjourn:

Mark Webb motioned to adjourn the meeting, Courtney Meyers seconded.

Minutes respectfully submitted by Molly Jacobs.