Committee on Excellence in Teaching  
December 10, 2013  
Center for Teaching Excellence Classroom, University Hall 3030

Present: Wendy Binder, Laurel Franzen, Anna Harrison, Dorothea Herreiner, Vanessa Newell  
Excused: Marta Baltodano, Damon Willick

Meeting commenced at 9:10am  
Meeting adjourned at 10:38am

1. CET reviewed and approved the minutes from the previous CET meeting, which occurred on November 26, 2013. Due to the lack of a quorum at the November 26th meeting, the CET minutes from the October 25th meeting had not yet been approved. The minutes from the October 25th meeting were now approved.

2. Damon W. has stepped down as CFA member of the CET. Wendy B. has submitted a replacement request to the Chair of the Committee on Committees for a representative from CFA to serve on the CET and the Burns Committee.

3. CET discussed CET bylaws and ex-officio voting.
   a. The Chair of the Committee on Committees, Sue Scheibler, asked Dorothea to speak to Amy Woodson-Boulton, the Chair of the Senate Governance & Bylaws Committee about the voting status of ex-officio faculty members, since there is a difference in decision making power between administrator ex-officio and faculty ex-officio committee members. Dorothea will report back once she hears from Amy about the role of faculty ex-office committee members.
   b. CET tabled the bylaws discussion for a future meeting until details are clear.

4. Dorothea H. discussed CTE announcements and issues.
   a. Jeff Phillips hosted a CTE presentation and submitted the final report for his project, “Training Self-Assessment and Task Selection Skills in General Physics.” This completes the requirements for his 2012-13 Patricia Walsh SoTL Grant.
      i. Motion: CET approves Jeff Phillips’ final report releasing the final installment of the grant ($1,000) (unanimous approval).
   b. CTE grant deadlines: Walsh SoTL Grant: January 31, 2014; Scholarly Teaching Grant: January 31, 2014; Teaching Innovation Grant: March 14, 2014; Travel Grant: accepted on a rolling basis as long as funds are available.

5. CET discussed the President’s Fritz B. Burns Distinguished Teaching Award Committee, including changes to the guidelines and bylaws.
   a. Since Wendy B. does not have the Burns Committee charge, changes to the guidelines and bylaws will likely not be effective until 2014. Wendy B. will send the revisions to the Faculty Senate, the Committee on Committees, and the Provost for review/approval.
   b. The call for nominations for the awards from the Provost to faculty is overdue and should be sent as soon as possible.
   c. CET reviewed the Burns Committee’s guidelines as suggested at the last CET meeting and agreed on the following additional changes (and approved all previous changes):
i. Number six, second paragraph, second bullet: “Original student evaluation forms from, at most, three recent classes, including students’ comments; at least one of which should be from the last 2-3 semesters the applicant taught (not including summer school).”

ii. Number six, second paragraph, sixth bullet: “Course material for 3-5 different courses that were recently taught, including the most recent syllabus and up to 2 additional items (e.g., examinations, assignments, study guides, students’ work samples, etc.) for each course (not including summer school).”

iii. Number ten: “Information and advice in preparing evidence will be available from Dr. Dorothea Herreiner, the Director of the Center for Teaching Excellence...”

d. Motion: CET approves the changes to the Burns Committee’s guidelines (unanimous approval).

e. CET discussed the reasons why the President’s Fritz B. Burns Distinguished Teaching Award is restricted to tenured faculty. Some members of the committee feel that the award should be extended to tenure-track, visiting, clinical, and adjunct faculty.

i. Some see the President’s Fritz B. Burns Distinguished Teaching Award as a career award for an established faculty member with a history at LMU.

ii. Others feel that this is not a career award. For instance, some long-term faculty members are now administrators who are not currently teaching (and consequently, cannot apply for the Burns Teaching Award).

iii. CET decided to table this discussion for a future meeting.

f. CET reviewed the Burns Committee’s selection process document and agreed on the following changes:

i. Number one: During the weeks prior to the selection meeting, one complete set of dossiers is to be made available to members in a single location, usually the Center for Teaching Excellence (CTE). The other set is still available for circulation, and can be checked out by from the CTE. Prior to the discussion, the committee members read all dossiers and rate each applicant on the selection criteria in the Guidelines (on a scale of 1 to 5, with 5 being highest on the scoring rubric attached).

ii. Number two, first bullet point: “the teaching philosophy statement articulates their his/her approach to the practice of teaching,”

iii. Number four: The first and third bullet points are deleted.

g. Motion: CET approves the changes to the Burns Committee’s selection process (5 approvals, 1 abstention).

h. Motion: CET approves the Burns Committee’s bylaws (unanimous).