The Committee on Comprehensive Evaluation of Teaching  
March 25, 2010 Minutes

Attending: Adam Fingerhut, Suzanne Larson, Maria Quijada

Resource Persons: Christine Chavez, Jackie Dewar, and Nick Mattos

Handouts: Statement on Effective Teaching, BCLA Teaching Review Framework

The meeting began at 10:00am

Minutes from the previous meeting were approved.

Jackie introduced Suzanne Larson who will be joining the committee as a representative of the College of Science and Engineering.

Kevin Wetmore will be the acting chair of the committee for rest of Spring semester 2010. Amy Woodson-Boulton may join committee in Fall and possibly co-chair the committee with Jenn Pate.

Resources have been added to a website for the committee, but we might consider using MyLMU Connect, the intranet to share confidential documents. Jackie recommends reading the Millis article first and an updated version including referenced forms is forthcoming from the library or from Barbara Millis. Jackie noted that the article offers good advice with clear points that are still current. The Wilkerson outlines the same major points, but is less detailed in Jackie’s opinion.

The committee discussed some possibilities for future work, including holding workshops or bringing in outside experts/speakers. A faculty learning community model was also suggested, but was recognized to be time/energy intensive. It was suggested that the committee be cautious when presenting this work in order to engage faculty without being prescriptive.

The committee could develop/promote a toolkit of teaching evaluation resources that would be more standardized and available to faculty across the institution. This process could develop from the work of the Committee on Excellence in Teaching on the Statement on Effective Teaching. This would be a way to operationalize the statement. The committee would also like to connect this work to the departmental/program statements on effective teaching.

Action Items (before the next meeting):
1. Each Committee member should forward their departmental statement on teaching via REPLY ALL email for others to see.
2. Jackie will see: (a) if there can be a spot on the Faculty Senate agenda for a report later in April, or if the committee will just submit its work in writing to Faculty Senate; (b) if Ernie will give the committee access to all the departmental statements on teaching; (c) what are the R&T Committee’s expectations or directions about peer evaluations of teaching.

Next Steps:
Begin to draft a committee report to Faculty Senate to include:

- # of meetings
- Work plan for next semester.
- Stress the importance of multiple measures to evaluate teaching.
- Build off the work of the CET on the Statement on Effective Teaching.
- Reference the Faculty Handbook

Next meeting(s):
Thursday, April 8 at 10 AM to review statements and document future plans.
Save the date Thursday, April 22 at 10 AM for a final meeting.

Meeting adjourned at 11:10 AM