Committee on Excellence in Teaching  
Meeting Minutes, 23 February 2012

Present: W. Binder, M. Cabrera, D. Herreiner, A. Shabazian, K. Wetmore

Excused: A. Harrison, B. Serlin, W. Sijun

The meeting was called to order at 12:20.

I. Amendments to the Bylaws
The first order of business was amending and approving the committee bylaws. Copies of the proposed amendments were circulated via email earlier in the month. Committee members not present at the meeting were given the opportunity to comment on the amendments and offer opinions and suggestions. The present members reviewed the amendments, adding several grammatical and other minor corrections. The amendments were then voted on and passed unanimously. K. Wetmore will send them to President Burcham for approval.

II. Mission and Goals of the CTE Revisions
After emailing back and forth at the end of last semester possible language and concerns for the Mission and Goals of the CTE, the committee reached an agreement on Director Herreiner’s proposed changes – the last bullet point of the goals has been changed to “Other Services in Support of Teaching and Learning” The committee voted and the changes passed unanimously.

III. New Business: Adjunct Faculty & the CTE and the CET
D. Herreiner suggested that more attention needs to be paid to part time faculty for the purposes of improving academic quality at LMU. Possible action items:
   A. Evaluation of Adjuncts
   B. Changing language of contracts to incorporate all aspects of teaching at LMU (office hours, etc.)
   C. A list of requirements for each department and course.
   D. A teaching award for adjunct faculty.
The last triggered considerable debate. A variety of suggestions and models were discussed for D. Herreiner to take to Joseph Hellige including, but not limited to: more than one award, awards by college, various amounts of honorariums attached and selection criteria.

IV. New Business: A Pre-Tenure Teaching Award
The committee discussed the possibility of creating a pre-tenure teaching award, with all the attendant benefits and problems such. In the case of both awards, we seek to “right size” every aspect of the awards: how many, how much, how onerous is the criteria.

V. New Business: FSR Language on teaching
D. Herreiner suggested the committee might wish to take a look at the language about teaching as required for Faculty Service Reports. There are opportunities to suggest ways to improve the quality of teaching by making FSRs more reflective. She suggested we discuss this at our March meeting with an eye towards suggesting to the CAO that such language be incorporated.

VI. Next Meeting
Our next meeting is Friday, February 24 at 1:00 in the CTE. In anticipation, Walsh Grant scores were distributed and the amount of money available was discussed.

The meeting was concluded at 1:32.