Committee on Excellence in Teaching (CET) Meeting
September 27, 2012

Present: Wendy Binder, Laurel Franzen, Dorothea Herreiner, Vanessa Newell (replacing Beth Serlin who
is on sabbatical during fall 2012), Zahra Nourani, Damon Willick

Excused: Monica Cabrera, Anna Harrison, Ani Shabazian, Matthew Siniawski

Review of last meetings
Previous meeting structure was discussed and previous minutes were reviewed. Minutes will be posted
to CET webpage on the CTE homepage. Committee decided that confidential information (i.e. names
associated with grants) should be omitted from public minutes unless publicly available (i.e. winners)
but kept on file for the CET.

Agenda items carried over from last year
SoTL travel grants and Patricia Walsh grants will be anchors for CET meetings this year as before. To that
timeline the Burns events need to be added. See timeline distributed by Wendy Binder.

Dorothea reported about the International Institute for SoTL Scholars and Mentors (IISSAM) conference
held at LMU in late May/early June 2012. Event is mainly a mentoring conference for SoTL scholars –
details can be found at http://www.iissam.org. This previous year’s conference was run successfully with
good feedback. Due to room scheduling difficulties at LMU, the 2013 IISSAM event has been pushed up
to May 30-June 2 (instead of the weekend later it was originally planned and advertised for). The CET
can aid by:

- Getting the word out at LMU and to professional organizations. Registration deadline is at the
  end of January. Details will be communicated later.
- Sending referrals for a speaker to explore the topic of “storytelling”.

Upcoming CTE events were shared with the committee. Members are encouraged to attend a few of the
events and to suggest topics for future events.

New agenda items
The Fritz Burns Teaching Award will now be determined by the CET. The old selection process document
was distributed to members for review.

- In order to have more applicants, may want to consider rolling over applications for a fixed
  number of years.
- Letter calling out for applications needs to be changed from previous years as it is now on behalf
  of the CET.
- Record-keeping for the applications need to be discussed at future meetings.
- Action items:
  o Determining if committee as a whole will decide on applications or if it should be
    assigned to a subcommittee.
Each committee member will recommend changes to the Selection Process document and send to Wendy for compilation.

Old Burns committee by-laws should have pertinent bits distilled to the CET’s procedures.

- Decisions reached: in the past, previous winners have occasionally become members of the Burns committee; the CET members present decided that is not necessary or possible

The CET has been charged by the Senate to review LMU’s Honor Code and to come up with suggestions for revisions. Keeping the faculty informed and establishing clear guidelines will be of utmost importance. Don McCabe, Rutgers University, a leading authority on academic integrity, will be running a survey at LMU and present his findings at an event, currently planned for October 23rd.

- Action items:
  - Wendy to meet with Kathy Reed (Registrar) and Cathy Machado (Assistant Dean BCLA) to assemble a list of shortcomings of the code of conduct in order to determine how the document could be more specific.
  - Consider inviting Kathy to future CET meetings.

It was shared with committee members that the Committee on Comprehensive Evaluation of Teaching (CCET) is now a subcommittee of the CET.

Next meeting will be held 11am – 1pm on a Thursday, most likely on October 18 (alternatively Oct 25)

Meeting concluded at 12:20pm