Committee on Excellence in Teaching

Meeting: March 18, 2015, UHall 3030, 8:30-10:30am (called to order at 8:40am, adjourned at 10:40am)

Attendance: Laurel Franzen (Interim Chair), Nicole Bouvier-Brown, Chris Finlay, Dorothea Herreiner, Olga Moraga, Brad Stone, Charlotte D’Evelyn [only for the review of Part-Time Faculty Travel Grant applications]

Agenda:
1. Review of last meeting’s minutes
2. Review of Part-Time Faculty Travel Grant applications and review of Faculty Innovation Grant application
3. Complete the APRC’s form, “Scope Statement for Proposed Policy” for the CET’s proposed policy on student course evaluation waivers.
5. Discuss proposal for a CTE advisory board
6. Discuss timeline for reviewing and awarding Part-Time Teaching Award in the spring of 2015
7. Other CTE announcements & issues

Minutes:

Review of last meeting’s minutes
Approved after correction of an autocorrect typo.

Review of Part-Time Faculty Travel grant applications and review of Faculty Innovation grant application
Detailed discussion of 6 Part-Time Faculty Travel Grant applications submitted. One application emerges as consistent with the grant guidelines and as carefully compose; unanimous decision to fund Annemarie Perez’ travel application. Two applications, one of them in AY 2015-16, look promising but do not contain enough details about the relationship to classes taught at LMU, the role in which the instructor attends the conference, future teaching at LMU, and how the learning will be integrated into LMU classes. Unanimous decision to invite applicants to provide more details for further consideration (Dorothea will provide details to CET + Charlotte and decide, unless there are objections) once budgetary details have been clarified. Three applications, some of them in AY 2015-16, are rejected as not satisfying the grant criteria, in particular, but not only, based on being focused on scholarship without having established a relationship to the applicant’s teaching at LMU or based on being focused only on disciplinary content without any explanation of how it would change or impact the pedagogy of the applicants’ courses.

The following general observations were made about Part-Time Faculty Travel Grant applications:
- Several conferences seem very scholarship/research/creative experience focused with little to no connection to teaching; several applications do not attempt to connect travel to teaching.
- Some travel seems to be more targeted towards administrative role played by applicants than instructor role.
- Some travel applications seem to be more professional development than focused on the applicant’s teaching role at LMU.
- Applications mostly lack specifics about the pedagogical impact and the classes affected.
- Several applications are poorly written, do not explain or include necessary details, make heavy use of jargon, or fail to address key requirements of the application.
- There are no applications for pedagogy-focused/teaching/SoTL conferences.

Han Dai-Yu’s Teaching Innovation Grant was unanimously supported. Details of funding need to be clarified and manner of sharing results discussed with applicant.
Complete the AAPC’s form, “Scope Statement for Proposed Policy” for the CET’s proposed policy on student course evaluation waivers.

Committee reviews details of form and decides who to identify for different categories:
- Individuals and entities potentially affected by the policy: Instructors, deans, chairs, students, office of assessment, University course admission administrator
- Stakeholders to consult during policy development: Faculty Senate and Provost
- Relation to or interactions with other university policies or external policies: Faculty Handbook and R&T manual
- Timeline for development and expected date of implementation: Policy has been developed and should be circulated and reviewed spring 2015, implemented in Fall 2016 or asap.
- Proposed office or body responsible for the policy: Deans’ Offices and Office of Faculty Development

Identify necessary steps/timeline for finalizing the new Honor Code document by spring 2016
- Honor Code not subject to AAPC process.
- List of questions compiled by CET was not presented at Senate meeting → no response
- Although promised, no further comments on policy were sent by Senators to CET.
- CET is supposed to finalize draft and submit to Faculty Senate by October 2015
- To avoid time crunch at the end, would be helpful to get started asap.

Discuss proposal for a CTE advisory board
- Draft of suggestions (brainstorm) initially distributed in fall is distributed again. Short discussion of additional points to be considered. To be discussed at future meeting.
- Apparently, so far no date set for discussion of possible restructuring of teaching and technology committees in Senate.

Discuss timeline for reviewing and awarding Part-Time Teaching Award in the spring of 2015
- Tight deadlines for review to allow for inclusion in Academic Awards Convocation (will not be part of Commencement this year; future to be decided); announcements mailed out only on 3/16.
- Question raised by potential applicants and Chairs whether self-nominations are possible. The rules do allow that, but applications may be stronger with a third-party nomination, although it may not always be easy for Part-Time Faculty to secure such a nomination.
- Applications due 3/23, will be due also to CTE Box can be set up in time.
- Chairs and Deans have 2 weeks to review, including Easter/spring break week, due latest 4/6.
- 4/8, 8:30am, committee meeting to complete award selection.
- 4/9, 9am, decisions due to different LMU offices (binding deadline).
- CTE will distribute award applications as soon as available to allow committee as much time for review as possible.

Other CTE announcements & issues
- There will be an additional deadline for Part-Time Faculty Travel Grant Applications
- Not clear who will be CET Chair next AY.

Note-taker: Marcy Paguio-Salariosa
Minutes submitted by Dorothea Herreiner