Committee on Excellence in Teaching (CET) Meeting
January 22, 2013

Present: Wendy Binder, Laurel Franzen, Dorothea Herreiner, Zahra Nourani, Beth Serlin, Damon Willick

Excused: Anna Harrison, Ani Shabazian

Meeting commenced at 11:00 am.

Minutes from the previous meeting were approved by members present.

Upcoming Center for Teaching Excellence events were shared with the committee. The Core Gatherings on the January 24th and 31st will most likely be cancelled. Check the CTE events calendar for most up-to-date information.

Changes to the committee by-laws were voted on and approved – All in favor.

Patricia Walsh SoTL Grants:
- Dorothea will send applications out to everyone on the committee once they are complete.
- There is an online evaluation form/rubric that will be made available when the applications are sent out.

Fritz Burns Distinguished Teaching Award:
- Committee agreed that the number of submissions will not be disclosed. The option not to have an awardee this year will be kept open if no submissions satisfy grant guidelines.
- In about 2 weeks, when applications/nominations are complete, tenured members of the CET will be notified to review the Burns submissions at the CTE.
- Wendy is waiting to hear back from Sue Scheibler about names for replacements of the untenured committee members for the purpose of the selection the Burns Distinguished Teaching Award.

Regarding the sunset of the CCET, Wendy will meet with Kevin Wetmore and Jenn Pate in order to discuss how the CET will carry forward the work completed by the CCET. Materials completed (or in progress) by the CCET are currently under the Resources tab on the CTE website (www.lmu.edu/cte).

John Parrish suggested the CET open its membership to include students. Members agreed this would be beneficial to the committee if:
- The students are involved in the more non-personnel-related meetings.
- They contribute to the discussion of substantive matters (i.e. honor code).
- The CET bylaws are rewritten to reflect the inclusion of the students.

Honor code:
- Reed and Machado suggestions plus original honors code distributed.
- Committee will provide a first draft of options for the Honors code to be presented to the Senate to get feedback before fully fleshing out details.

Next meetings (tentatively, Wendy will confirm via email closer to the meeting dates):

- Friday, February 15th at 9am
- Friday, March 22nd at 9am
- Friday, April 12 at 9am

Action items:

- Revise by-laws to include students in the committee.
- Send feedback on the honor code revisions.

Meeting concluded at 12:00 pm.