Committee on Excellence in Teaching (CET) Meeting

November 20, 2012

Present: Wendy Binder, Anna Harrison, Dorothea Herreiner, Vanessa Newell, Ani Shabazian, Damon Willick

Excused:

Meeting commenced at 11:15 am.

Review of minutes of previous meetings (September & October)

- Changes to minutes noted to be emailed to Wendy and Dorothea Herreiner
- October meeting minutes approved with slight changes.

Recent CET events:

- Wendy asked if any of the committee members had attended any of the recent CET events and shared about the talk that she had attended. Wendy informed that committee that at the onset of every meeting she will conduct a brief review of the CET events that have occurred and ask members if they have attended. Committee members are strongly encouraged to attend CET events.
- Dorothea went over the list of upcoming events. There will be several CET events occurring between now and January 18th. One key event CET will be hosting will be a talk given by Diane Halpern on February 19th.

Review of travel grants:

- The guidelines governing CTE Travel Grants 2012-2013 was distributed.
- CET Budget for Grants: $5,000 set aside for travel grants, with a $1,000 limit on each. Thus far, we have received one submission for the travel grant.
- The grants are on a rolling deadline until the funds are exhausted. April 5th will be the last possible day to submit an application.
- Dorothea suggested that next year the committee consider bringing the deadline for the travel grants up to mid-September. This would mean the committee would begin to review these grants in our first meeting.
- Travel grants are meant to be a means to improve classroom teaching. Applicants must specify how this grant would specifically impact the classroom and, thus, classroom learning. Discussion pursued regarding the one submitted travel grant and the committee felt this grant did not fit within the description and, thus, was declined funding.
- Recommendation was made to add a bullet in the description of the travel grants to clearly differentiate grants funding improvements in classroom instruction from overall program development.
Discussion on including adjunct faculty for travel grants

- **LMU Adjunct faculty (Part-time Instructors):**
  - Statistics: As of Fall 2012, 30% of adjuncts are new included in the 70% of adjunct at LMU who have been teaching at LMU for 5 years or less. These instructors do not necessarily teach every semester but have taught at least one semester. The remaining 30% of adjunct faculty have been at LMU for over 5 years.

- **Visiting Professors**
  - Length of time various across departments but typically the appointments range from one to two years. If decided to be eligible for travel grants, committee agrees that they need to be awarded in their first year.

- **Discussion pursued regarding the inclusiveness of travel grants**
  - Recommendation was made to open the grants up to those who plan to teach at LMU for more one semester. Dorothea will work on verbiage to make grants more inclusive of all LMU faculty (ladder/ non-ladder/adjunct/ visiting).

Announcement and guidelines for the Fritz Burns Distinguished Teaching Award:

- Wendy briefly informed committee about the announcement and guidelines for the Fritz Burns Distinguished Teaching Award sent through the Provost’s office.

- Faculty Senate decided to place the committee under the purview of the CET and so the committee needs to decide how to populate this committee. There are some Burns subcommittee issues for our committee being on the subcommittee. First, recommendation is made to have someone placed on the committee who has previously served on the committee, so there is some overlap. Since none of the current CET members have previously served on the Burns committee, Wendy will need to consult with the Committee on Committees to get recommendations on potential faculty who have served previously. Further the Burns committee requires that all committee members that serve on the subcommittee be tenured faculty representing colleges from across the campus. Currently, all schools have eligible representation except for the School of Education and the School of Business. Thus, we need to get an appointee that is tenured from the School of Education and the School of Business to serve on the subcommittee. Everyone on the committee who is eligible (tenured) is asked to serve on the Burns subcommittee. Wendy will consult with the Committee on Committees to finalize the subcommittee and notify the committee on their confirmed membership. Wendy will chair the subcommittee.

- The bylaws governing the Fritz Burns Distinguished Teaching award was distributed. There are some concerns with the Burns bylaws, however, committee decided to address this next year because we are on a tight timeline to be able to review bylaws thoroughly and incorporate changes for this year. The committee will return to this and related topics to review it again in the Spring when it is more timely. Items for discussion: sending out, changes for next year, subcommittee for 2013, Burns bylaws.
Announcement and guidelines for the Walsh grants:

- The Walsh grant guidelines was thoroughly reviewed by the CET last year, in the interest of time, committee members are asked to review criteria individually. Please notify Wendy and Dorothea if any changes are needed.

Honor code:

- Review of policies and procedures in regards to the honor code at LMU – review meeting with Don McCabe and his talk, agenda. One thing that was noted was that student input in other schools was much greater than at LMU.
- Full-time Faculty (453 sent out and 115 responses) and Student Survey responses regarding issues surrounding the need for an honor code.
  
  Common thread in faculty survey response was that faculty stated that they do not know what to do if they encounter cheating and the response to cheating seems very individualized. Another common thread amongst the faculty responses appeared to be the vagueness surrounding the punishment of cheating as well as the policy.
- Committee members expressed a concern regarding pursuing this conversation without knowledge of the University’s Administration’s role in supporting honor code.
- Due to the lack of time, discussion was tabled on this topic and the committee members were asked to return to the next meeting reviewing the current honor code in place at LMU and coming up with their suggestions for changes to it.

Next meeting:

- Scheduled during finals week on December 10th at 2:00pm

Meeting concluded at 1:55pm.