

MINUTES
Excellence in Teaching Committee
Organizational Meeting
Monday, September 12, 2016 at Noon-12:50 p.m.
Center for Regional Engagement

All members of the committee were present including:

Edna Schack, EDU	Mesghena Yasin, BUS	Karen Taylor, Distinguished Teacher
Janelle Hare, S&T	Itza Zavala-Garrett, HUM	Stacy Baker, Distinguished Creative Production*
Jennifer Little, Library	Janet McCoy, CLPD Director/Chair	David Eisenhour, Distinguished Researcher*

**Only required to participate and vote when applications for sabbaticals and educational leaves are reviewed.*

New Business

1. Welcome and Introductions

Janet welcomed the committee members and thanked them for their willingness to serve. Each person introduced him or herself then identified their role on the committee and whether they had previous service.

2. Review Committee Responsibilities and Major Deadlines for Completing Tasks

Janet identified three major areas of committee responsibility: (a) review applications for sabbatical leaves of absence per PAC-17 and PAC-31; (b) review applications for education leaves of absence per PAC-28 and PAC-31; and (c) review portfolios, observe teaching and recommend recipient of Distinguished Teacher Award per "tradition" passed from year-to-year since there is no relevant PAC.

In addition, the committee may issue a call and review applications for scholarships to attend off-campus professional development events focusing pedagogy and teaching if funding becomes available in the budget for the Center for Leadership & Professional Development. Note, last year's committee developed criteria for these scholarships and was going to issue a call for proposals just as travel was restricted due to budget constraints. Consequently, no call was issued.

Major tasks related to these three areas were summarized and deadlines for completion were identified if known. During this overview, the committee discussed potential strategies to complete various tasks which are also noted below.

- a. Sabbatical Leaves of Absence
 - i. Review applications for current cycle during Oct. 24 - Nov. 7
 - ii. Per Provost request in 2015-2016, have an informational workshop for those interested in applying for a sabbatical before the next cycle.
 - iii. SUGGESTION: Offer a combined informational session on both sabbatical and educational leaves at least once per semester so faculty and their academic departments can plan ahead.
- b. Educational Leaves of Absence
 - i. Review applications for current cycle during Feb. 24 - March 7
 - ii. Complete informational PowerPoint, and per Provost request in 2015-2016, have an informational workshop for those interested in applying for a leave before the next cycle.
 - iii. SEE SUGGESTION ABOVE under 2.a.iii.
- c. Distinguished Teacher Award
 - i. All nominees for the 2015 award will receive a cloisonné pin identifying them as nominees for this award. **ACTION ITEM:** Volunteers are needed to attend Department meetings to hand out the pins and share highlights from the nomination letters and/or committee reviews.
 - ii. Oct. 17 is the deadline for nominations for the 2017 award. This is one month earlier than previous cycles so the committee can be more proactive when setting a schedule for classroom observations.

1. Before fall break if possible, the committee will identify the timeline and processes for the review and selection process. Eligible nominees will then be invited to an informational session with the specifics before the end-of-the-year break.
2. FUTURE DISCUSSION: Does this committee want to implement a process improvement suggested by the 2015-2016 committee? Namely, before the holiday break, have eligible nominees identify whether or not they intend to submit a portfolio for review. If so, the committee could be proactive when scheduling classroom observations.
3. FUTURE DISCUSSION: What is the role of the assessment rubrics for online and face-to-face classes in the review process? The committee aligned and revised the rubrics last year but their use needs to be clarified.
4. FUTURE DISCUSSION: Is there any value in recording a face-to-face class for each nominee so committee members are reviewing the similar artifacts for each nominee? If yes, how would the recording process be implemented?
5. **ACTION ITEM:** Janet will discuss with Laurie Couch the logistics the Department of Psychology has used to record classes for annual faculty evaluations. Janet will also explore whether or not the University is willing to supply a videographer so a class can be recorded for each eligible nominee.

3. Update on Nominations for 2017 Distinguished Teacher Award

Janet reported the award is currently being promoted via the fall convocation program, mass email from Provost, mass email to alumni from last 5 years, posters around campus, CLPD website, and news release to local media and posted on MSU's website.

4. Update on Applications for Sabbatical Leaves of Absence

Janet reported today is the deadline for applications for sabbatical leaves of absence to be submitted to Department Chairs. This deadline is in the Personnel Action Calendar coordinated out of the Office of the Provost.

A mass email was sent to all faculty from the Provost before the start of the school year with a link to the informational PowerPoint the Excellence in Teaching Committee developed last year. This year the committee can use the presentation to offer at least one face-to-face informational session.

That PowerPoint is available at: <http://www.moreheadstate.edu/clpdsabbatical/>.

5. **ACTION ITEM:** In order to end the meeting on time, Janet requested committee members identify their availability for future meetings per the list of options below. Regular meetings in the fall semester will be on Mondays or Fridays at Noon to 12:50 p.m. *(These are the only time slots when all committee members are theoretically available on weekdays)*. Janet will have the availability information compiled so a potential meeting schedule can be circulated to committee members for finalization.

- Monday, Sept. 19 and Friday, Sept. 23
- Monday, Sept. 26 and Friday, Sept. 30
- Monday, Oct. 3
- Friday, Oct. 14
- Monday, Oct. 17 and Friday, Oct. 21
- **Monday, Oct. 24 and Friday, Oct. 28 – option for sabbatical review**
- **Friday, Nov. 4 – option for sabbatical review**
- Monday, Nov. 14 and Friday, Nov. 18
- Monday, Nov. 28 and Friday, Dec. 2

6. Meeting adjourned promptly at 12:50 p.m.