

**MINUTES**  
**Excellence in Teaching Committee**  
**Monday, October 3, 2016 at Noon-12:50 p.m.**  
**Center for Regional Engagement**

Committee members:

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.*

## OPENING

Welcome and roll call at Noon – All nine members of the committee were present.

Review of minutes – No additions or changes were suggested. The minutes were approved as sent via email and posted in Blackboard prior to today's meeting.

## OLD BUSINESS

Update on sabbatical leave requests – Requests are currently under review in the department. The chair will pass them to the Dean on October 14 who passes them to the Provost by October 24. **ACTION ITEM:** Jennifer will set up a locked case in the library where committee members can review the applications before the October 28 meeting.

Update on nominations for Distinguished Teacher Award – Deadline for applications is October 17. Communication & Marketing has re-posted the call for nominations on MSU's homepage. **ACTION ITEM:** Janet/CLPD will post the nomination documents in the Blackboard shell in a timely manner after they have been forward by the Office of the Provost.

Discussion of processes and procedures for Distinguished Teacher Award in 2016-2017 only.

- After lengthy discussion, it was agreed by consensus the rubrics would be used to develop "Observation Guidelines" that would be used during the review process. **ACTION ITEM:** A sub-committee was formed to develop these guidelines. Group members include: Karen, chair with Edna and Stacy. *Please copy Janet on emails and see next section for additional task.*
  - The observation guidelines will be shared with the nominees in a letter and at an informational session.
- After lengthy discussion, it was agreed by consensus to continue using face-to-face classroom observations. The group is open to revisiting this matter, however, if there are regional campus nominees. If video recording become necessary, it was agreed all nominees would need to be recorded but this really wasn't the preferred observation method.
  - The process for observing classes was discussed including: (1) need to make prior arrangements rather than showing up at a class unannounced; (2) option of attending in observation teams rather than as individuals; and (3) the benefit of having the observers discuss the class with the nominee after the lesson.
  - **ACTION ITEM:** Karen, Edna and Stacy will develop a timeline for the review process to be discussed and finalized at the October 28 meeting.

## NEW BUSINESS

Discussion of committee member assignments to sub-committees and/or individual tasks

- Identify processes and develop a timeline for Distinguished Teacher Award in 2017-2018 – Deferred to later date so the committee can build upon what is learned in the current cycle.
- Coordinate and present an informational session for this year's DTA nominees – Deferred to later meeting. While be discussed and finalized after Karen's committee gives their report at the October 28 meeting.

- The informational PowerPoint on educational leaves of absence was discussed. **ACTION ITEMS:** (1) Based on feedback from the group, Janet will make the necessary changes to the current document. (2) Presentation will be distributed before the next meeting and finalized at October 28 meeting.
- Committee members volunteered to deliver cloisonné pins to Distinguished Teacher Award nominees for 2015-2016 at their departmental meetings. **ACTION ITEMS:** (1) Janet will have a student deliver the pins to the volunteers below. (2) Each Volunteer is responsible for contacting the appropriate department chair to make arrangements to deliver the pin.
  - Foundational and Graduate Studies in Education - Edna Schack
  - Communication, Media & Languages – DONE / Janet McCoy
  - Music, Theatre and Dance - Stacy Baker
  - Sociology, Social Work & Criminology – Janet McCoy
  - Mathematics & Physics - David Eisenhour
  - Biology & Chemistry - Janelle Hare
  - Engineering & Technology Management - Mesghena Yasin

**Adjournment by 12:50 p.m.**

**Next Meeting on Friday, October 28 at Noon to 12:50 p.m. at the Center for Regional Engagement**

**Order of the Day: Review of Sabbatical Applications**