

MINUTES
Excellence in Teaching Committee
Friday, October 26, 2016 at Noon-12:50 p.m.
Center for Regional Engagement

Meeting Called to Order – Janet McCoy, Chair

Roll Call – all members of the committee were present

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.*

ORDER OF THE DAY - Review Applications for Sabbatical Leaves of Absence and Make Recommendations to Provost

- The chair checked to ensure no one had served on a sabbatical review committee in his or her department. All committee members were eligible to participate in the process since none had served in this capacity.
- After lengthy discussion and several votes, the four applications for sabbatical leaves of absence were ranked.
- It was moved and seconded the application which had been ranked fourth out of the four applications be removed from the rankings since an incomplete application had been submitted. (*Missing information: evidence of annual performance evaluations which had been mentioned as being missing in the letters from both the chair and the dean*).
 - Vote was a 4/4 split.
 - Chair broke the tie and voted in favor of the motion to remove the application from the rankings.

ACTION ITEM: The chair will write up the committee's recommendations and submit them to the Provost.

Additional agenda items as time allows:

1. Review of minutes from October 3 meeting (*posted in Bb*)
David moved and Edna seconded the minutes be approved as posted in Blackboard. Motion carried unanimously.
2. Update and Discussion on Distinguished Teacher Award
 - Karen reported on her committee's work and presented the observation sheet to be used in face-to-face classes. It was moved and seconded the observation sheet be approved. Motion carried unanimously after discussion.
 - Karen reminded the committee she will be on sabbatical leave in the spring but is willing to observe nominees this fall. Janet noted arrangements could be made for Karen to join meetings in the spring via Skype or conference call.

ACTION ITEMS: Janet will contact the nominees regarding Karen's situation. Karen will make arrangements directly with nominees to observe classes.

3. Review of informational PowerPoint presentation on Educational Leaves of Absence (*posted in Bb*)
It was noted the presentation needs to be revised to include librarians
ACTION ITEM: The chair will revise and submit for review at a future meeting.
4. Overview of Pilot Project - CLPD Ambassador
Due to time restrictions, the committee was directed to a handout provided by the chair.

Meeting adjourned promptly at 12:50 p.m.