

Agenda for Excellence in Teaching Committee
Monday, November 14, 2016 at Noon-12:50 p.m.
Center for Regional Engagement

Meeting Called to Order – Janet McCoy, Chair

Roll Call – All members were present except Edna Schack who had a UTeach commitment.

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.*

Update on DTA Nominees

The chair reported all of the nominees for Distinguished Teacher had been contacted regarding observations of their classes by Karen Taylor before she goes on sabbatical in Spring 2017. After this email was sent, one of the eight nominees replied he would not be submitting a portfolio and removed himself from the review process.

ACTION ITEM: Karen is contacting the other seven nominees directly to work out a classroom observation schedule.

ORDER OF THE DAY – Selection Process and Timeline for Distinguished Teacher Award

After lengthy discussion, the committee agreed to the following parameters by consensus:

- Key deadlines in 2017:
 - January 23 – Nominees submit teaching portfolio
 - February 13 through April 21 – Classroom observations
 - May 12 – Committee forwards their recommendation for the Award recipient to Provost
 - No later than June 2017 – All nominees are notified of their status in the review process
- Before the holiday break, and as soon as the information is available, nominees will receive a letter regarding the review and selection process for the Distinguished Teacher Award. This information will include a PowerPoint presentation outlining the process and a list of potential items to include in the teaching portfolio.

ACTION ITEM: This process will be coordinated by the committee chair. In addition, the chair will coordinate opting in/out of the review process and obtaining written permission for reviewers to access online classes in Blackboard.

- It was agreed the notification process for both the award recipient and other nominees needs to be more structured and consistent. Suggestions for improvement include:
 - The award recipient will be contacted directly on his or her cell or home phone number. *(Rationale: Unrealistic to expect a faculty member on 9-month contract to answer an office phone in the summer).*
 - All nominees who submit a portfolio and are reviewed will receive a letter at their home address notifying them of their final status. *(Rationale: Unrealistic to expect faculty on 9-month contracts to check their campus mail in the summer. The University sends critical information such as contract renewals to home addresses in the summer. This practice needs to be adopted for this award).*

ACTION ITEM: All nominees will need to submit contact information minimally including a home or cell phone number along with a home address.

- The committee discussed what items should/could be included in the teaching portfolio submitted for review. There was strong agreement the portfolio requirement should not place an undue burden on nominees.

ACTION ITEM: Due to limited time for further discussion at the meeting, the chair agreed to survey committee members to identify potential items for inclusion in the portfolio. The foundation of the survey will be the handout Itza prepared for last year's nominees.

Additional agenda items as time allows:

1. The minutes from the October 28 meeting were approved by consensus since no changes or additions were identified.
2. Update on awarding of pins to 2015-2016 Distinguished Teacher nominees (*no time/updates via email*)
 - **Foundational and Graduate Studies in Education - Edna Schack – scheduled for Dec. 2 @ dept. meeting**
 - Communication, Media & Languages – Janet McCoy – DONE in Aug. 2016 @ department meeting
 - **Music, Theatre and Dance** - Stacy Baker – DONE - Denise Watkins made presentation when theatre & dance faculty met
 - **Sociology, Social Work & Criminology – Janet McCoy – scheduled for Jan. 2017 @ dept. meeting**
 - Mathematics & Physics - David Eisenhower – DONE in Oct. 2016
 - Biology & Chemistry - Janelle Hare – DONE in Nov. 2016 @ department meeting
 - Engineering & Technology Management - Mesghena Yasin – DONE face-to-face in Oct. 2016

ACTION ITEM: Edna and Janet need to complete delivery of pins to last year's nominees.

3. Review of informational PowerPoint presentation on Educational Leaves of Absence (*no time/review via email*)
ACTION ITEM: Chair will email revised PowerPoint presentation to committee for review. Committee members will suggest changes and/or additions if needed. Otherwise presentation will be approved and distributed.

Meeting adjourned by 12:50 p.m.

Next Meeting

As needed . . . please save the date

Friday, December 2, at Noon to 12:50 p.m. at Center for Regional Engagement

NOTE

The following tasks must be accomplished via email in order to cancel this meeting:

1. Finalize and approve suggested content, size and deliver method for teaching portfolio
2. Finalize and approve informational PowerPoint presentation on Educational Leaves of Absence

NOTE: These minutes were unanimously approved at the December 2, 2016 meeting.

