

Meeting Minutes

Excellence in Teaching Committee Meeting (via WebEx) Wednesday 3/10/21

Meeting time 1pm

Attendees: Karen Taylor (chair), Daryl Privott (Chair-elect) , Ahmad Hassan, Sherry Stultz, David Eisenhour, Gary Mesa-Gaido.

Absent: Gary O'Dell, Dieter Ullrich. (Jennifer Birriell met with Chair Taylor earlier and went over the agenda for the meeting. Dr. Birriell gave Chair Taylor her positive votes on the approval of minutes and chair-elect)

First order of business: Dr. Julia Finch

Dr. Finch presented the highlights from “ **The Evaluation of ‘Hybrid’ Employees at Morehead State University: An Analysis of History, Policies, and Practice with Recommendations** - A report of the ad-hoc committee called by Interim Provost Bob Albert to recommend evaluation protocols for ‘hybrid’ employees at Morehead State University”.

Dr. Finch asked if there were any “standard/baseline” evaluations of teaching faculty that the committee could share in the efforts to create a “teaching bill of rights”. The questions presented to the committee were:

- What does excellence in teaching look like across the university, and at all levels of instruction?
- How can a teaching bill of rights support all instructors at MSU in their quest for excellence in the classroom?

In response to these questions Chair Taylor offered to share the teaching evaluation/rubric documents that are used by the committee in evaluating the candidates for the Distinguished Teacher Award. Chair Taylor is going to share these documents with Dr. Finch.

Second order of business: Approve minutes from last meeting. The minutes were approved by motion (Dr. Hassan) and by second (Dr. Privott).

Third order of business: Elect new chair. Dr. Sherry Stultz had volunteered for this position and due to other obligations has withdrawn her name from consideration. Dr. Daryl Privott was voted in by acclamation as Vice Chair/Chair Elect by the committee members. Chair Taylor and Chair-elect Privott collaborated on taking minutes for this meeting, and Chair-elect Privott will assume this responsibility for future meetings.

Dr. Gary Mesa-Gaido - Creative productions award recipient was excused from the meeting.

Fourth order of business: Distinguished teacher award

The typical schedule was disrupted by the departure of Ms. Sabra Lowe from the Provost's office, then the February ice storm(s).

Chair Taylor shared her awareness of four (4) eligible candidates for the award:

Dr. Flint Harrelson – Associate Professor, Animal Science

Dr. Katy Carlson – Professor, English

Dr. Nilesh N. Joshi - Professor, Engineering & Technology Management

Dr. Shondra Nash – Professor, Sociology

The deadline for portfolio submission was March 10, 2021 by 4:30pm. Chair Taylor will make contact with the Provost office on Thursday, March 11, 2021 and ask who submitted a portfolio, and share this information with the committee. The committee will then begin the process of observing classes. The observation of classes should occur before **April 2, 2021**. Chair Taylor will request the teaching schedules of the candidates and send them to the committee.

Chair Taylor also agreed to contact David Flora – Distance Education & Instructional Design (DEID) for enrolment into the candidates Blackboard Course Shells. In the past this has meant that the committee members are flooded with e-mails meant for students. This information can be used as part of the evaluation in assessing the communication between the professor and student. Once there has been sufficient information gathered, the committee member can then request to be removed from the instructor's BB shell.

Chair Taylor shared her request after the problems the committee members had viewing the sabbatical application portfolios, that all portfolios be submitted in electronic form, but this request was not approved. It was discussed that if there are faculty members who are not comfortable coming to campus to view portfolios in the library, efforts will be made to get a scan/electronic version of the portfolio information. Several committee members identified that they were not planning on coming to campus for the review of portfolios.

Discussion followed on committee members who are not comfortable visiting face-to-face classes and several committee members identified they were not comfortable visiting face-to-face classes. Chair Taylor suggested that the committee members contact the candidate directly and see what arrangements can be made to review a recording, attend a WebEx session and review/consult online materials.

Once we have the candidates' schedules, committee members communicate directly with the professors they will be observing so that we can be sure there is a seat available on a given day, and that our visits fall on appropriate days (not a test day, for example). The candidates won't be informed of who is on the committee; so we should identify ourselves as such when we e-mail the candidates requesting a time to visit their classes.

Be sure to communicate with professors about which classes are online, recorded, or face-to-face. Also communicate with the committee on what you have scheduled with the candidates to avoid duplicative efforts. One visit per committee member per class is sufficient.

Chair Taylor emphasized:

It is our responsibility to contact the professors we wish to observe, and that these must be announced class visits, not surprises. We must stay for the whole length of the class unless requested not to do so by the instructor, and we must not disrupt the class or student learning in any way.

There was discussion about the next committee meeting and Chair Taylor identified that she would send a “doodle poll” to establish the best day for the meeting. At this meeting we will discuss the results of our observations, the candidates’ strengths and deltas and then rank the candidates.

Chair Taylor shared that the rubrics serve as a good starting point, but discussion between the committee members is crucial to coming to an accurate decision.

The meeting was adjourned at 1.45.