

## MINUTES

### Excellence in Teaching Committee

#### Organizational Meeting

Via Email from 8/24-9/6 2023

#### Attendees:

Patricia Harrelson COS(Chair)  
Benjamin Fitzpatrick HUM (Chair-Elect)  
Lola Aagaard, COE  
Bernadette Barton, (Distinguished Teacher)  
Alison Hruby (Director, Center for Teaching and Learning)

#### Absent:

Euijin Kim, CBT  
Mykie Howard, Librarian

#### Order of Business on 8/24:

At 3:21 pm, Dr. Lennox sent an email informing the committee that she had spoken with Julia Hypes, Chair of the Excellence in Teaching committee last year and that Julia said no Chair-Elect had not been determined last year. Therefore, it was necessary for the current committee to hold elections for Chair (2023-24) and Chair-Elect (for 2024-25) and to submit approved committee minutes to Dieter Ullrich for the archives. The results of the elections were to be reported to Dr. Lennex no later than September 29, 2023.

At 8: 54 pm, Dr. Aagaard responded suggesting that the committee could perform all its organizing via e-mail. She then nominated Dr. Harrelson for Chair 2023-2024 and nominated Dr. Fitzpatrick for Chair-Elect, 2024-2025. Dr. Aagaard also volunteered to act as secretary and take minutes. Dr. Aagaard also shared two documents used by previous committees: the Professional Development Committee Timeline and a flyer calling for nominations for the Distinguished Teacher Award. She then suggested that the committee put out the call for nominations early, so nominees could have the Christmas break to put together a portfolio. Furthermore, the committee would have more time to conduct classroom observations of professors. The flyer, although old, would provide the committee with a model to create a new one.

#### Order of Business on 8/25:

At 8:31 am, Dr. Hurby sent an email thanking Dr. Aagaard for getting the committee started and informed that she would take a closer look at the material once she was back in town on Monday.

At 8:41 am, Dr. Barton responded thanking Dr. Aagaard as well and seconded the nominations of Dr. Harrelson and Dr. Fitzpatrick, assuming they were willing to serve.

At 10:36 am, Dr. Fitzpatrick responded that he was willing to serve as Chair Elect.

At 6:56 pm, Dr. Harrelson responded, also thanking Dr. Aagaard and she agreed to serve as Chair. She also clarified that according to the committee description the Chair-Elect is to serve as secretary and to submit minutes to Mr. Ullrich.

**Order of Business 8/28:**

At 8:21 pm, Dr. Aagaard thanked Dr. Harrelson and Dr. Fitzpatrick for serving. She informed the committee that our e-mail meetings are required to have official minutes circulated to the committee for approval. She also stated that once we hear from the other committee members, minutes can be recorded and sent to Dr. Lennex along with the election results for our current Chair and Chair-elect.

At 8:46 pm, Dr. Hruby seconded the nominations of Dr. Harrelson and Dr. Fitzpatrick, thanked both for serving and thanked Dr. Aagaard for volunteering to be secretary. She also agreed with Dr. Aagaard suggestion to put out the call for nominations early as possible to give the committee more time for observations.

**Order of Business 9/6:**

At 8:31 am, Dr. Aagaard communicated that we had heard from a majority of the members, so we could report our election results regarding the Chair and Chair-elect. She believed the Chair should send the names to Dr. Lennex. She also stated that the minutes of the email meeting should be written up and sent to the committee for approval before sending them on to Dieter Ullrich for the archive.

At 12: 29 pm, Dr. Fitzpatrick, being the Chair-Elect, responded that he would get started on the minutes.

At 10:41 pm, Dr. Harrelson responded, agreeing that a majority of the committee had voted for Chair and Chair-Elect. She assumed the role of Chair, and thanked Dr. Fitzpatrick for working on the minutes. She also told the members she would update Dr. Lennex and begin formatting the flyer for the distinguished teacher award nomination. Once she has created a rough draft, she will send it to the committee for review.

No more emails sent. Meeting adjourned on 9/6

Compiled by Benjamin Fitzpatrick 09/08/2023