Teaching and Advising Committee
MINUTES
10/4/2012: 3:30 – 5 pm
Art & Architecture 206 - Dean’s Conference Room

Present: Miranda Anderson, Andrew Brewick, Jeanne Christiansen, Shenghan Xu, Karen Gillespie, Michael Kyte, Jodie Nicotra, Kelli Schrand, Bernhard Stumpf, Jayme Jacobson
Absent: Chris Lighty, Shannon Gil, Steve Saladin

The meeting commenced with approval of the minutes from the September 20, 2012 meeting. Andrew Brewick happily accepted the responsibility of taking minutes and commenced typing furiously. Jayme Jacobson from the office of Distance and Extended Education was introduced and the committee entered a discussion on TEBB talks for the upcoming year.

Discussion of potential TEBB talk ideas:

1. Jayme Jacobson reviewed current DEE activities:
   - Faculty cohorts building courses based on current best practices
   - Workshops being offered for faculty teaching blended or hybrid courses outlining BBLearn improvements, course design
   - New functionalities in BBLearn being discovered all the time

2. Suggestions for TEBB talk presented by DEE
   - Miranda suggested a partnership between TEAC and DEE to offer at least one TEBB talk this year
   - Panel of faculty course design participants to discuss best practices
   - Jodie Nicotra suggested covering a single topic that is common in the cohort structure.
     Suggested title: Making BBLearn work for your work
   - Jayme said the rubric, grade book, and communications tools in BBLearn are excellent
   - Michael Kyte suggested gathering reflections from past cohort participants and allow this feedback to inform the proposed DEE session topics and structure. He suggested we add three DEE presentation to the current slate of three TEBB talks hosted by last year’s award winners
   - Jodie Nicotra suggested the following topic for consideration: “Building your online community”
   - Shenghan Xu identified file size and uploading errors as a major problem for the College of Business and Economics faculty. Suggested collecting commons questions/issues and addressing them in a TEBB talk
   - Jayme Jacobson will solicit suggestions on other areas of need
   - Miranda Anderson clarified that TEBB talks are designed to inspire a larger (more aspirational) discussion and the committee agreed that the purpose of the proposed session should not be a tool-specific workshop – already offered through DEE
   - Jayme Jacobson talked about the efficiency of online delivery and a new book entitled, Teaching Naked
• Michael Kyte asked what types of discussion are being had at the Provost’s level about products and techniques in the world of distance education
• Jeanne Christiansen identified online program development as an upcoming institutional priority, instead of single course development
• Michael Kyte gave credit to the Civil Engineering department for focusing on teaching and learning four times per semester.
• Michael Kyte and Miranda Anderson think this session will be a great introduction to DEE and online teaching and learning issues for faculty and staff

3. Structure and implementation plan for TEBB talks
• Committee decided one session on DEE information will be offered this year
• Michael Kyte suggested forming two small groups: 1) to work with DEE, and 2) contact past winners
  o Jodie Nicotra and Michael Kyte volunteered to work with DEE
  o Miranda Anderson and Andrew Brewick (I guess...) volunteered to contact past winners
• Committee agreed to host four TEBB talks – three with last year’s award winners and one in collaboration with DEE
• Kelli Schrand suggested we identify the target audience of the DEE sessions.
• Jeanne Christiansen said one of the initial conversations should be around the purpose of DEE, which would then inform the session
• Karen Gillespie volunteered to craft a short survey for students to gather feedback. She said that consistency in online delivery is an issue she hears about from advisees.
• Michael Kyte asked to review the questions before administering the survey. Karen agreed

Item 2 – Teaching and Advising Awards

• Miranda Anderson notified the committee that the teaching awards packets will not be altered to align with the professor of the year nominations
• Jodie Nicotra shared feedback from faculty colleagues that the nominations packets are too long and onerous
• Miranda Anderson led a review of packet contents and page limits. She suggested the goal section be incorporated into the personal statement
• Shenghan Xu suggested shortening page limits and removing the past teaching responsibilities in lieu of a complete C.V.
• Shenghan Xu described the IBC model of faculty development – where junior faculty are required to attend the lectures of colleagues – and suggested having open lectures/lessons instead of TEBB talks
• Bernhard Stumpf asked is all lectures are open to the public.
• Committee agreed that current packet shape and length are appropriate for award nominations
• Miranda Anderson suggested rechecking criteria and including rubric in the letters
• Packet changes: letter limited to one (1) page, rubric will be attached, and goals for the future will be wrapped into the personal statement
• Committee suggested packets be submitted in PDF form instead of a paper file

Other issues that will be addressed:

• Plus and minus grading
• Summer advising strategies
• Deadline for student evaluation of teaching
• Response rate on student evaluation of teaching

Meeting adjourned

Minutes submitted by Andrew Brewick