UI Teaching & Advising Committee (TeAC) Minutes
2018-19 Meeting #3
October 3rd ~ 11:30am-12:30pm
ED 430

Attending: Erin Chapman, Stephan Flores, Brian Smentkowski, Cher Hendricks, Joana Espinoza, Kamal Kumar, Raffaella Sini, Carlos Vasquez, Darryl Woolley, Helen Joyner, Aaron Johnson (Faculty Senate Chair)

- Minutes from September 12th meeting approved, M/S by Stephan/Carlos (Helen abstained as she was not present at that meeting).

- Brief discussion of need to extend meetings time to 90 minutes and/or meet more regularly (every week rather than every other week). Decision was made to extend meetings to 90 minutes, beginning at 11am rather than 11:30am.

- Aaron Johnson, Faculty Senate Chair, updated/shared with TeAC messaging coming out of Provost's Office (e.g., VIP, “Year of Transform”, student success) and ASUI (moving the needle on agenda items related to student needs such as timely reporting of grades). Aaron would like to find common ground with ASUI and student concerns and discussed ideas how to handle the workload Faculty Senate is asking TeAC to take on regarding some of these issues. Faculty Senate and Senate Leadership is offering help to TeAC (if) as needed.

- The discussion turned to a more in-depth conversation about the timely reporting of grades issue (see minutes from 9/12/18 also), assessing the “scope” of the problem, how to access information/data on the complexities of this issue (i.e., Registrar reports on midterm grades, BbLearn usage data, and communication(expectations for faculty/instructors to post feedback, early warning, midterm grades, etc.). In summary, TeAC will likely be asked to help explore this issue more in the future.

- Aaron also commented on Faculty Senate's expectations for TeAC in “being in the loop” regarding VandalStar implementation, including reviewing the feedback Faculty Senate compiled (to be shared/discussed at a future TeAC meeting). Overall, Aaron would like TeAC to be proactive and be aware of what is going on with VandalStar in case the committee is called upon to provide recommendations, etc. to Faculty Senate.

- After Aaron left the meeting, there was some continued discussion of the timely reporting of grades issue including BbLearn usage data. Brian discussed the ethical issues involved in how deeply to dig into data (i.e., concerns/delicacy over drilling down to the instructor or course level to avoid a perception of “comparison”). Brian also shared that CETL has offered in the past and will do so again this semester a workshop on using BbLearn (Gradebook tool) for midterm grades, however attendance at these workshop is usually low (5 participants). How to reach faculty and instructors in these efforts can be difficult. Kamal mentioned perhaps instructors ignore calls to post midterms because they are posting scores/feedback/grades on a more regular basis (weekly) so midterms seem redundant. Cher brought up the need to get
BbLearn and VandalStar to communicate (this digital handshake is being explored, worked on by David in CETL) in order to make it easier and more seamless for instructors and students. Raffaella mentioned the need for newer faculty to have help/guidance regarding how to use BbLearn and other instructional technologies and tools (such as Dreamweaver). Brian reiterated that one of the purposes of CETL is to provide those services—that guidance—and that the Center continues to work on getting the message out to folks regarding what all it has to offer. Darryl mentioned faculty are overloaded with emails and often ignore the Registrar so miss information about workshops, etc. Finding an effective communication strategy with faculty can be difficult, however, a personal communication might be warranted.

- The conversation then turned to our guest, Joana Espinoza, Executive Assistant to the Vice Provosts, who shared the timeline (deadlines) for the University Teaching & Advising Awards—TeAC’s responsibility! Joana needs the finalized version of the letters to the nominees, the rating sheets (rubrics) and the website call for nominations information no later than Oct. 26th. The call for nominations will go out (go live) on November 1st. Nomination come in until mid-December (approximately Dec. 14th). Joana then reaches out to the nominees to gauge their interest in submitting a nomination packet. These packets are due Jan. 23rd. Joana then passes along the compiled packets to TeAC. We will have until Feb. 15th to review the packets and make our recommendations for awardees to the Provost’s Office.
  - Joana shared that a big concern is that about 1/3 of all nominees decline to submit a packet due to the arduous nature of the packet (i.e., too much to pull together, not enough time, over the semester break).
  - TeAC began discussion of how to streamline the packets, particularly focusing on the rating sheet for the Hoffman Teaching Award. Brian and Cher shared their edits to the scoring sheet and additional discussion ensued. Due to time constraints, the committee decided to continue discussion on this issue in the future. Brian offered to do another review (edit) of the Hoffman rubric. Erin asked all members to email to her or Brian edits/suggestions/comments on the rating sheet, letters to nominees, and website call for nominations. Helen concluded the conversation with a salient point: What do we mean by “teaching excellence”?

- The +/- grade system agenda item was tabled until a future meeting due to lack of time.

Meeting adjourned well past 12:30pm... (approximately 12:50pm)

Minutes submitted by Erin Chapman