

IUSB Senate Teaching Committee Meeting Minutes

January 13, 2021 10:00 am via Zoom

Attending: Ann Grens, Ni Chang, Carolyn Schult, Kyle Schwieterman, Liguu Yu, Maryann Oake, and Barbara Mociulski

Not Attending: Warren Shrader

Discussion Items:

1. **Minutes** from 2020-10-30 Meeting—approved

2. **We noted Vincci Kwong** as newly-appointed Director of Online Education at IU South Bend

3. **We noted results of Teaching Committee Motion** proposed and passed in the Senate meeting on 11-20-20 69% yes to 31% no. In follow-up discussion, we clarified that while faculty have the option whether to share course evaluations from Spring/Summer/Fall 2020 for annual or other reviews, faculty cannot take an evaluation apart and offer only portions of it. Faculty must either share the entire evaluation or omit it entirely from review. **Action list item:** email this clarification to Senate President Elaine Roth to be shared with executive committee.

4. TTA discussion items:

- **Edit TTA webpage:**

Committee agrees to **the following TTA webpage edits:**

Within **Call for Applications** 6th bullet point, change Vicki Bloom to Interim Dean Susan Thomas

Within **Call for Applications** 7th point, clarify whether applications go to the IUPUI-based Dean of the School of Social Work Tamara Davis.

Action list item: contact IUSB School of Social Work Program Director Otrude Moyo to clarify.

Within **Application Content and Format, 5. Appendix** 2nd bullet, **add two sub-bullet points:**

- If you are applying in the spring of your third year, submit all IUSB student evaluations and comments from courses taught since you have been at IUSB
- Given the ongoing disruptions caused by COVID-19, course questionnaire results from Spring, Summer and Fall 2020 semester courses shall not be required to be reported beyond the level of the individual instructor. Not submitting the results shall not affect instructors negatively during their annual and other campus reviews (e.g., PT&R and awards).

Action List Item: email Teresa Sheppard to make the above edits to the TTA webpage

Within **The Process for Selection of TTA Recipients, A. Committee Structure**, Point 1:

We noted the requirement that each College or School, including the Library, select a TTA committee as specified. We agreed each College or School TTA committee should use the scoring rubric used by the Senate Teaching Committee. We agreed to these proposals:

- 1) **Advertise** the TTA for Spring 2021 in the Daily Titan on January 19 and weekly through the third week in February
- 2) **Email** each College/School Dean on January 19th
—a reminder to select their College/School TTA committee
—the TTA scoring rubric

Action List Item: 1) email Deans as above and 2) arrange for weekly Daily Titan post to call for TTA Applications

Finally, in **A. Committee Structure, Point 2**, we noted that the majority of Senate-level Teaching Committee members must be past recipients of a teaching award. It is felt this committee meets the standard base on general verbal survey. Question: is it possible to address this at the time of Senate committee sign-ups each spring, or...?

- **Excel Scoring Rubric**—discussion and decisions:
 - We will not include the College/School TTA rankings in the Senate TTA committee composite scores
 - Senate TTA Committee’s composite score for each application will be an average, to the first decimal point
 - Senate TTA members may score each category to the first decimal point, e.g. 3.2 or 3.5
- **Recusals:** general discussion regarding when it is appropriate to recuse, e.g. you’ve written a letter for the applicant, you are married to the applicant, you have a conflict of interest, etc.

5. Student Engagement Roster Reporting:

General discussion about SER reporting—e.g. who has access to information submitted by faculty, how can information be used, and potential ramifications for students. Plan is to invite Doug McMillen, Associate Vice Chancellor of Operations and Initiatives, to meet with us this spring for the purpose of learning more about SER reporting.

Action List Item: invite Doug McMillen to meet with committee this spring

6. Other—Carolyn raised the question: do we want to offer a TTA workshop on the process of applying?

Carolyn indicated UCET resources are available to assist. Kyle is interested in presenting at this workshop. Plan is to follow-up on this.

Meeting adjourned at approximately 11am.

Next scheduled meeting: early April, 2021 (date and time TBA)

Recorder: Barbara Mociulski