Minutes of the Meeting of the Center for Teaching Excellence Committee
3:00 p.m. – September 20, 2004
Jennings Room

PRESENT: Jeanne Butler (Director), Daryl Kelley, Julie Shaffer, Don Kaufman, Janet Wilke, Patricia Cruzerio

Jeanne Butler noted that she had a lot of information to share with the committee. In the future the meetings will be more discussion oriented.

1. Director Butler thanked the continuing members of the committee and introduced the new members. She also recognized the committee members who left the committee at the end of last year.

2. Dr. Butler provided a handout on the history, mission, and activities of the Center. She summarized the role of the committee members as faculty who will provide input and guidance on issues, and also help design and participate in activities.

3. The mission statement was rewritten over the summer. Last spring Dr. Butler had gathered information from the deans and the chairs concerning the mission. She invited the members of the committee to also send feedback on the mission.

4. Dr. Butler wants to expand the programs and services that we have offered in the past. She announced that the website includes some of the new activities that have been or shortly will be initiated. We will expand the consulting services including providing more help in integrating technology into teaching practice. We will increase the amount of scholarly research on teaching and help faculty publish. We will identify innovations in technology in order to support efforts and disseminate innovations.

She has already begun to lay the foundation with Distance Education and working on improving multi-media opportunities. After consulting Don Ray, Dr. Butler purchased extensive software and has set up a workstation so that faculty can prepare multi-media presentations. In addition to supporting the individual efforts in teaching, she hopes to increase collaboration among faculty. In response to a need in undergraduate research, the Center has purchased a printer capable of printing research posters for faculty and student presentations at conferences.

Dr. Butler is working on a grant with others on campus to develop a digital repository of reusable learning objects for faculty to use in classroom presentations and online courses. Funds will be sought to support faculty and students interested in participating in the project.

She will continue to work with other offices on campus to make resources go as far as possible. She again encouraged committee members to send her ideas concerning programs or services.

5. CTE Goals for Spring 2004. During the spring and summer Dr. Butler completed the goals that had been established in May.
6. CTE Goals for 2004-2005. The first of the new goals was the survey that was sent to all faculty at the beginning of the semester. Dr. Butler reported a very solid return and the initial analysis is being completed. A report will be written and results will be presented in the new CTE newsletter. She also reported on the speakers and activities that have already been scheduled. Members should:
   - send anything of value to her for the newsletter
   - send ideas for a logo or name for the newsletter
   - send events for the calendar to help develop a master calendar of faculty development events on campus.

7. Dr. Butler reported that she had been informed that the compendium is in the last stages of preparation, but no actual date has been given for publication or delivery to faculty.

8. Dr. Butler distributed a proposal for an Academy of Distinguished Teachers and requested feedback from the committee. The academy members will help in identifying faculty for teaching awards and then assist those individuals in preparing their portfolios for submittal to the awards committees.

9. The CTE Committee will host the Faculty Club in October.

10. Don Kaufman asked who attended workshops. Dr. Butler noted that currently the workshops are for faculty and graduate-student teachers, but in the future we could explore the idea of inviting students to targeted events.

Meeting adjourned at 3:59 p.m.

Respectfully submitted,

Daryl Kelley