Welcome and Introductions

Professor Stolzenbach welcomed Elizabeth Bjork, Academic Senate Chair, and Jaime Balboa, CAO of the Academic Senate. Introductions of the committee members were made.

Chair Bjork started by thanking the members of the Committee on Teaching for their senate service and expressed the importance of shared governance. Chair Bjork outlined several goals that she would like to achieve during her term as Academic Senate Chair. Her first goal is to establish a positive and productive relationship with the new Chancellor. She would like the Chancellor to realize that the Academic Senate is a resource and not a hurdle. Chair Bjork would also like to continue improving the quality of life factors on this campus. She views these factors as being extremely critical in the recruitment and retention of excellent faculty on this campus.

Review of Committee Materials

The committee was provided a copy of the Committee Roster, Committee Charge, Committee Timeline, Distinguished Teaching Award Brochure, and Distinguished Teaching Award Nomination Form for their review.

The Committee Roster showed a high return rate of past committee members.

The Committee Charge outlined two primary responsibilities of the committee.

1. The committee is charged with the selection of six members of the Senate, three Non-Senate faculty, and five teaching assistants to receive award for distinguished teaching.
2. The committee serves as an advisory with regard to policies that will enlarge possibilities for distinguished teaching and improve the quality of instruction, including methods of evaluation of teaching.

The committee reviewed their timeline. The Distinguished Teaching Award nomination deadlines were emphasized: January 18, 2008 (Senate), February 15, 2008 (TA), and March 14, 2008 (Non-Senate). Once the nomination deadline has passed Ms. Ayer will organize the submissions and inform the committee when they are ready for review. The committee will be able to review
the nominations at the Academic Senate Office. The final decisions will be made in three separate meetings of the committee. Senate Faculty members will be chosen in February, Teaching Assistants in March, and Non-Senate Faculty in April.

The Distinguished Teaching Award Brochure was reviewed by the committee. This brochure will be sent to the departments and posted online. Chair Stolzenbach called attention to page three of the brochure and identified three distinct awards within the six awards given to Senate Faculty. These three awards include: The Eby Award for the Art of Teaching, Distinction in Teaching at the Graduate Level, and The Undergraduate Mentorship Award.

**Dossier Evaluation Process**

The committee reviewed a sample ballot. Each committee member will receive their own ballot. It is understood that each member will have their own way of performing their evaluation of the dossiers. The scores given by each committee member will serve as a "jumping off point" at the selection meetings.

Chair Stolzenbach remarked that in years passed the committee has used the following criteria in their ranking of nominations:

1. Breadth of teaching activities. Things beyond the classroom, such as: mentorship, curriculum development, etc.
2. Impact on students beyond the classroom
3. Size, number, and diversity of classes taught

The committee was reminded that if they have any questions during their evaluation process, or if anything appears to be unclear, to notify Ms. Ayer and she can contact the department for clarification.

**Gold Shield Faculty Prize Committee**

Academic Senate Chair Elizabeth Bjork requested volunteers from the Committee on Teaching to serve on the Gold Shield Faculty Prize Committee. Chair Stolzenbach gave a brief history of this request.

In an effort to better integrate the awards committees, last year the Academic Senate Chair asked the Committee on Teaching (COT) to appoint Gold Shield (GS) members from among their ranks. The Academic Senate was excited to do this because it was a way to better synchronize efforts amongst committees. The reason this works well is that the members in common to both COT and GS can then 'cross pollinate' nominees. This way, if someone is an excellent candidate for one award, but was nominated for the other, they won’t fall through the cracks.

Chair Stolzenbach opened the floor for volunteers to serve on the Gold Shield Faculty Prize Committee. E. Marchant and R. Garrell volunteered. Ms. Ayer will inform the Chair of GS and will send Professors Marchant and Garrell and relevant committee information.