

**Pew Faculty Teaching and Learning Center Advisory Committee Meeting Minutes  
September 14, 2009**

**Present:** Jeanine Biese, Jay Cooper, Susan Edwards, Patrick Gerkin, Christine Rener, Tamara Rosier, Peter Riemersma, Ellen Shupe, Ted Sundstrom, Jodi Tyron, Joy Washburn,

Meeting called to order: 1:00pm

**Approval of Agenda:** The committee voted to approve the agenda: Joy Washburn moved, Jay Cooper seconded. Approved.

**Approval of Meeting Minutes:** The committee approved the minutes of **April 13, 2009**. Ted Sundstrom moved, Peter Riemersma seconded. Approved.

**Announcements:** Tamara Rosier will be a plenary speaker at the Lilly North 2009 conference in September. Congratulations to Jeanine Biese in the successful defense of her dissertation.

**1. Old Business**

**2. New Business**

**A. Review of FTLC-AC Procedures and Expectations**

The following changes were made to the document 'Proposed Expectations and Procedures for 2008-09': "elections chair in your college" to "appropriate person," "professional engagement" to "if you cannot attend," and "Ellen" to "the chair and Lois Ann Goossen." The Memorandum from Kris Mullendore to the Advisory Committee was discussed and the committee agreed that assisting Christine Rener as the new Director of the Pew FTLC will be a top priority. The final report submitted at the end of the academic year will address the success of the committee to fulfill the responsibilities outlined in this document.

**B. Report on the Fall Teaching and Learning Conference**

Christine Rener reported on the recent Fall Teaching Conference. The response to the recent program was positive. Planning for next year's event will begin in October 2009. The FTLC will be creating a dedicated space on its website to archive documents from past conferences for future reference.

**C. Grants Sub-Committee**

Tabled

**D. Part-time Faculty List-serv**

Tamara Rosier reported on the creation of a List-serv for Part-time faculty. She asked for volunteers from the Advisory Committee to sign on as seasoned faculty to join in the conversion with this group. The time commitment will be minimal while the benefits will be great.

**E. Over-view of 2009-2010 Business**

**a. Effective Teaching Language (2008-09 Report to ECS/UAS, dated April 13, 2009)**

This is now in UAS and they will review this semester and forward to FPPC.

**b. Student Evaluations of Teaching (SET)**

Tamara Rosier reviewed the history of this project to use a standard instrument for evaluation. While there was no conclusive decision after the initial work, the Advisory Committee agreed that this project should be continued with the Advisory Committee offering support and encouragement but not taking a leadership role. Sue Edwards will contact Kris Mullendore for up-dates.

**c. Academic Integrity**

Jodi Tyron will continue on this committee. The advisory Committee will continue to offer support for this project.

**d. Procedures**

i. Vice Chair: the committee agreed that a Vice Chair position will be helpful in maintaining continuity for the committee. An “election” will occur each academic year and the Vice Chair will serve as Chair the following year.

ii. Feedback : The committee discussed how to get feedback from their units and divisions. The committee suggested ways to get useful feedback on critical issues. It was noted that getting on the agendas of faculty meetings will foster results.

**E. FTLC Support**

i. Tabled

ii./iii/iv/v/vi/vii. These items were briefly discussed and reviewed. These items are being worked on by the FTLC staff and will be reviewed in the future.

Meeting adjourned: 2:00 p.m.

Respectfully submitted by,

Lois Ann Goossen, Pew FTLC Assistant

<b>The FTLCAC meets on the second and fourth Mondays from 1:00 – 2:00 PM.</b>
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