

FTLC-AC MINUTES

Date: September 24, 2012

Location: 211 A DEV (Grand Rapids) and D-1-142 MAK (Allendale)

Meeting called to order at 1:00 pm

1. Present: David Bair, Patty Stow Bolea, Kyle Felker, Scott Grissom, Janel Pettes Guikema, Deborah Herrington, Kim Kenward, Christine Rener, Laurie Stickler, Darren Walhof, Joy Washburn
2. Election of Recorder for Meeting Minutes
David Bair will serve as recorder/vice-chair for Fall 2012; next semester he is on sabbatical and will need to be replaced. Kim Kenward considering serving in this role for Winter 2013 term.
3. Approval of Meeting Minutes of 9-10-12
 - a. Motion to accept, Laurie Stickler; second, Darren Walhof. Approved.
4. Approval of Agenda
 - a. Addition of FTLC director update as #8
 - b. Renumber sub-committee updates as #9
 - c. Motion to accept, Laurie Stickler; second, Darren Walhof. Approved.
5. Announcements
 - a. This Codec rooms/technology will not be available next year (Fall 2013) secondary to the university no longer supporting this technology and the remodeling of the second floor of DeVos A & B. We need to decide how and where the committee will meet next year.
Suggestions include:
 - i. Meeting once per month for 2 hours (1-3pm?; Noon-2pm?)
 - ii. Meeting twice per month for 1 hour
 - iii. Return to face-to-face meetings (alternating campus of meeting so that travel time is equally shared by faculty/staff on both campuses)
 - iv. Investigate use of other technology to provide for virtual meetings of committee
 - b. We need to confirm how the information on meetings times and days are communicated to the various departments and colleges, so we can get that information to them by early next semester.
 - c. We will decide on a meeting schedule for 2013-2014 by our November 26th meeting.
6. Goals for Committee (dates to complete) ~ what do we want to accomplish & when?
SET Draft report
 - a. Should be before the end of academic year; perhaps the end of March 2013.
 - b. Thus, by December, we should have our recommended tools selected and decided upon.
 - c. Perhaps we should recommend several tools, and allow Colleges to select one for use.

- d. Consider response rates, how they are used, how to increase buy-in from faculty regarding the validity of the tools, how frequently courses/instructors are evaluated.
 - e. Instructor evaluation vs. course evaluation; which are we promoting with our current procedure?
 - f. Our report should be written with the Faculty Handbook in mind; what we recommend regarding best practice with student evaluations.
 - g. We could make recommendations for particular SETs, but also indicate the limitations of such tools.
7. Tools: Student Evaluations of Teaching Learning **-Deferred this discussion until next meeting**
- a. Digital Measures: flexible with large # of questions in pool; data stored at Digital Measures; annual cost of approx. \$24,000/year
 - b. Class Climate (Scantron): numerous customized survey options; different evaluation features (labs, clinicals, practicums etc.); scanning of written comments; cost of \$35,000 (includes software & scanner)
 - c. Additional Questions to be investigated
8. FTLC Director report
- a. Fall teaching conference report – can be shared and discussed in January 2013
 - b. We need to review FTLC goals from last year
 - c. We need to discuss FTLC goals for next year
9. Sub-Committee Updates
- a. Grants
 - i. Meeting on Friday October 12 at 2:00
 - b. Teaching Awards
 - i. Meeting on Monday November 12

Next meeting is October 8, 2012,

Meeting adjourned 1:58 pm

Respectfully submitted,

David Bair, Vice-Chair