

# FTLC-AC AGENDA

## MEETING INFORMATION

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Date: January 28, 2013

Time: 1:00pm-2:00pm

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

Meeting called to order at 1:00 pm

Present: Kim Kenward, Christine Rener, Joy Washburn, Scott Grissom, Kyle Felker, Heather Gulgin, Deborah Harrington, Janelle Guikema, Laurie Stickler, Vijay Gondhalekar

Absent: Lisa Perhamus, Darren Walhof, Michael Scantlebury

## AGENDA ITEMS

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1. Approval of Agenda

Moved by VJ. Seconded by Scott.

2. Approval of Minutes (January 14, 2013)

Moved by Vijay Gondhalekar. Seconded by Heather. Laurie abstain.

3. Announcements

David Bair on sabbatical has been replaced with Lisa Perhamus. Lindsey Ellis has a teaching conflict and will be looking for a replacement from her unit. February 11 and April 15 grants committee meetings. Heather Gulgin will join the grants subcommittee.

A new proposal of meeting dates for Fall 2013/Winter 2014 meetings:

12 – 2pm (starting next fall) recommendation for moving to 1<sup>st</sup> or 3<sup>rd</sup> Monday in the fall. Move to 3<sup>rd</sup> Monday of each month (Laurie moved) Kyle seconded. Passed unanimously.

4. Recap of January 14, 2013 Webinar (Class Climate by Scantron)

**Likes**

Extensive, yet flexible (depending on how much we are willing to pay)

Works with Mobile

Hybrid surveys (partly online/partly in-class)

Could accommodate the team-teaching component.

Locally hosted. We have to come up with hardware and staffing. However, it is data owned by GVSU and not accessible to other Universities.

**Dislikes**

Locally hosted can also be a negative because we would have to come up with hardware and staffing, maintenance and update costs.

### **More Questions**

Software updates. How frequently they need to happen for budgeting requests? Tech Support maintenance fees? Kyle Felker has offered to send an email to find out more information from our sales representative. Staffing concerns will be a major factor.

5. Discussion: We plan to delay our recommendations until the end of the semester.

Potential tools that have been identified for use at GVSU:

**Blackboard Enterprise** now includes an end of term evaluation system. This information was just made available to the Information Technology department on Friday January 25, 2013. Sue Korzinek will be contacting our sales representative to find out more information and see if a webinar could be scheduled. Perhaps a pilot project could be used for testing this system?

**Digital Measures** still is not taking new customers. Laurie Stickler motioned to exclude from consideration because they are not taking new customers. Seconded by Heather Gulgin. Motion passed.

**IDEA** (already being used in College of Health Professions)

Laurie Stickler shared feedback with the committee from her department in which it has been using this product for 3 years. See separate attachments for CHP feedback. CHP fee \$440 per semester.

### **Class Climate**

Webinar completed on January 14, 2013. See minutes from January 14, 2013.

**Blue eXplorance** is a new tool that we will be considering. It has been coming up in multiple online reports as an option that has been selected by Universities seeking standardized evaluations for instruction. Christine Renner will ask if they are willing to schedule a webinar and whether it can be recorded for February 25 or March 11<sup>th</sup>.

6. Discussion: The committee decided that we would be able to complete more of the work by breaking up the larger committee into subcommittee task forces.

### ***-Tools & Technologies (cost/hardware/staffing)***

Kim Kenward, Kyle Felker, Scott Grisom

### ***-Questions (which are required/which are optional)***

Laurie Stickler, Janelle Guikema, Heather Gulgin

***- Implementation (Frequency of Evaluations Online vs Paper)***

Christine Renner, Debbie Harrington, Vijay Gondhalekar

-Public Relations/Marketing and Interpretation (data usage)

Plan to approach ECS and UAS to request these aspects of standardized evaluations be part of the 2013-14 charge for FTLC AC.

7. FTLC Director Update –

FTLC Mid-Semester Interviews about Teaching (MIT) deadline to sign up for Winter 2013 is February 1, 2013. The Scholarship of Teaching & Learning call for proposals for concurrent sessions is March 1<sup>st</sup> for the proposal deadline. The Scholarship of Teaching & Learning is scheduled for May 21, 2013. FTLC will be revising the grant program for 2013. Teaching Circle amounts will be increased. Discussion regarding the rapid depletion of faculty travel grants funds. There has been an increased demand for the travel grant funding for a variety of reasons. Faculty travel grant funds were depleted within the first 3 days of the new quarter. Some faculty are unhappy about not receiving funds and members of the committee are encouraged to explain that funding for travel grants have not increased although demand has.

8. Sub-committee Updates:

- a. Grants (February 11<sup>th</sup> and April 15<sup>th</sup> meeting TBA on time and location)
- b. Teaching Awards award recipients will be honored on February 7<sup>th</sup> at a 4pm at a ceremony in Loosemore Auditorium.

Next meeting for members not on the Grants Subcommittee is scheduled for February 11, 2013 in Allendale location ONLY in D-1-142 MAK. The meeting time will be used to focus on task force action.

Meeting adjourned at 2:01 pm

Respectfully submitted,

Kim Kenward