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|  | Faculty Teaching and Learning Center Advisory Committee  Betsy Williams, Co-Chair 2019 – 2020  Vijay Gondhalekar, Co-Chair 2019 – 2020  **Memorandum** |

**TO:** Felix Ngassa, Chair, ECS/UAS

**FROM:** Betsy Williams and Vijay Gondhalekar, Co-Chairs, FTLCAC

**SUBJECT:** End-of-Year Report from FTLCAC

**DATE:** April 9, 2020

**CC:** Shawn Bultsma, Vice Chair ECS/UAS

Christine Rener, Vice Provost

The FTLCAC made excellent progress on the charges related to Scholarship of Teaching and Learning and Open Education Resources, but we were unable to complete these charges due to the unusual circumstances created by the COVID-19 pandemic. The following summarizes our progress in regards to all charges for the FTLCAC for the 2019 – 2020 academic year.

1. Continue to assist the FTLC staff to execute goals for the 2018-19 academic year, with special emphasis on promoting the Scholarship of Teaching and Learning (SoTL). For example, provide a forum for faculty to publish their GVSU-specific SoTL work. SHORE Log: 1038-2018
   1. The committee has created a draft project plan which includes the background and objectives of the project, the definition of SoTL, examples of SoTL, criteria for submission, and the process/workflow for submitting SoTL to ScholarWorks.
   2. Matt Ruen, Scholarly Communications Outreach Coordinator for University Libraries, created a mock up in ScholarWorks to illustrate what the collection would look like and discussed possible workflows. The FTLCAC is considering either a two-track submission (peer-reviewed and non-peer-reviewed) or a three-track submission (peer-reviewed, non-peer-reviewed, and other SoTL resources).
   3. Finalizing the SoTL submission process and creating the documentation is still a work in progress and will continue in the 2020-2021 academic year.
   4. The Teaching Awards Subcommittee met in November to review applications and recommend candidates for the Pew Teaching Excellence Awards.
   5. The Grants Subcommittee met in November and March to review applications and recommend awards for Teaching Innovation Grants.
2. Investigate ways to promote best practices that are provided by FTLC to faculty and make recommendations to ECS about dissemination of these resources. SHORE Log: 1039-2018
   1. This charge was completed during the 2018-2019 academic year. The SHORE log was updated with no further action needed.
3. Make recommendations for standardizing the peer review of teaching (similar to the standardized evaluation of online courses that is currently being recommended for universal implementation). If such recommendations include Faculty Handbook language, the language should be shared first with FPPC for feedback and suggestions and ultimately with ECS. SHORE Log: 1040-2018
   1. This charge has now been moved from the FTLCAC to the FPPC.
   2. The FTLCAC developed a peer observation form and pilot proposal which were shared with Felix Ngassa, Shawn Bultsma, and Marie McKendall (chair of FPPC) in April, 2019. The FPPC provided their draft proposal for this charge in January, 2020, and the FTLCAC submitted input before the final proposal was submitted and voted on by the ECS.
4. Develop a new incentive for faculty adopting OER/ACM or other zero-cost materials. SHORE Log: 1104-2019
   1. The committee discussed this charge with Matt Ruen. We began collecting input from the units about what would incentivize faculty to adopt OER/ACM but did not have time to develop a recommendation.
   2. We identified two options that might have high impact: work with the General Education Committee to identify large enrollment courses that could adopt OER/ACM and begin hosting “Adoption Sprints.” Adoption Sprints would be a two-day workshop hosted by the FTLC and University Libraries. Participants would work in small groups to identify an OER that could replace a current textbook or create a scope of work document for what a “good fit” textbook would look like.
   3. The FTLCAC would like to continue this work in the 2020-2021 academic year.
5. Additional Work related to Charge 4 from the 2018-2019 academic year, SHORE Log 1041-2018, Assessment of FTLC.
   1. As part of this assessment, the FTLCAC reviewed and approved changes to the Pew Teaching Excellence Awards. There were four topics that were reviewed: The revision of an existing award, opening current awards to library faculty, and a proposed balancing of the number of awards based on current faculty numbers.
   2. Over the summer, the Provost suggested additional changes to the “Pew Excellence Award for Information-Enriched Teaching and Learning,” which was the revised “Pew Excellence Award for Library Faculty.”
   3. The committee discussed and approved changes that clarified the purpose of the award and its criteria. The name of the award was also changed to “Pew Excellence Award for Teaching and Learning Enrichment.”
   4. The new award is now open to all eligible faculty members.

Deborah Bambini (KCON) has agreed to serve as FTLCAC Chair for the 2020-2021 academic year.