CBAS Awards Committee Minutes

Friday, October 21, 2016

SCI 2004

Members in Attendance:

1. Erin McClelland
2. Irina Novozhilova
3. Jeremy Aber
4. Justin Gardner
5. MaryLou Cornett
6. Joshua Phillips
7. Antonio Saavedra
8. Suman Neupane
9. Tyler Babb (Chair)
10. Martin Stewart

Not Discussed at Committee Meeting: Potential HoF Candidates
The chair has tried to contact Nicole Chitty for recommendations on distinguished alumni. She is out of town until next week, and hopefully then we can get some communication started.

Progress on D2L Members
We have the ability to add/remove anyone to the D2L shell. For nominees and those nominating someone, they will be limited to “student only” capability and will not be able to view other nominees’ documentation. New committee members will be added as necessary.

Teaching Excellence Award Decisions

The following paperwork was removed from the teaching excellence nomination process:

1. Two one page letters in support, at least one from a current or former student
2. A one-page letter by the nominee summarizing their teaching philosophy, methodologies, and accomplishments as an educator. (Note, a one-paragraph teaching philosophy is still included.)
3. A summary of the teaching load for the previous three years
4. Summaries of all MTSU student evaluations for the previous three years
   a. The committee has agreed to use our own student evaluation for the teaching nominees.

Evaluation of nominees
As a committee, the following was decided:
1. Student grades will not be a part of our evaluation
2. The rubrics used to evaluate nominees for this award will be eliminated. Nominees will be ranked from top to bottom individually by all committee members, in consideration of the criteria.
3. This ranking system will be used to identify “finalists” for the award.
4. These finalists will present a ten minute presentation to the committee, allowing for a five minute session of questions from committee members. This will provide the last piece of information for committee members to evaluate.

CBAS Teaching Excellence Award Purpose and Criteria Document

Erin McClellan has edited this document to accommodate all changes mentioned above. It is included in the email with these minutes.

Committee Member Assignments (please complete before next Friday):

1. Pick your top 20 questions from the “Teacher Performance Checklist” – which includes 58 questions (also attached in email). We will use the last question (#58), but pick 20 of the others that you feel will create the best student evaluation for committee members to view. This student evaluation will effectively replace the summary of MTSU student evaluations last year.
   a. Jeremy Aber will create a doodle poll to accomplish this. Please complete it ASAP.
2. Review the edited “nomination process” on the new form (attached). The changes should include (wording up for debate):
   a. “A letter of nomination detailing the reasons for the nomination. Please address the purpose and criteria described in this document”
   b. “The nominee’s curriculum vitae with relevant activities highlighted for work done at MTSU for at least the last three years. Also include a one paragraph summary of your teaching philosophy.”
   c. The summary of student evals should be changed to a “CBAS Awards Student Evaluation – completed in March during one of the nominee’s classes.
   d. Add: If selected as a finalist for the award, the nominee will visit with the committee for a ten minute presentation, followed by a five minute session for questions”
3. Look over the Dean’s Staff award for excellent service (both nomination requirements and rubric). This will be up for discussion/approval at our next meeting.

Planned for our Next Committee Meeting (November 4, 2016)

1. Confirm questions to be included in the CBAS teaching student evaluations
2. Confirm edited teaching nomination process document
3. Discuss/implement changes to Dean’s staff award