SPH Committee on Teaching and Learning
Minutes
December 5, 2014

Present

- Chairperson: JoAnna Shimek
- Members Present: Jackie Kingma, Julia Knapp, , Amaury de Siqueira, Aaron Sayegh, Lesa Huber, Shahla Ray, Margaret Lion, Janet Donley, Bernadette de Leon, Lisa Kruz,
- Ex-officio: Kathy Gilbert
- Recorder: Monica Lee
- Unable to attend: Ben Rush, Steve Wolter, Kathleen Anderson

Agenda Items

- Add item – on line course evaluation questionnaire
  - Jackie Kingma approved – Margaret Lion, second
  - Those not present at Nov meeting abstained, all others approved

Approval of Minutes

- Jackie Kingma, approved – Margaret Lion, second
  - Those not present at Nov meeting abstained, all others approved

Old Business

- TTA – Jackie, Julie, Lesa, Shahla, Bernadette
  - Application for award will be submitted under CANVAS
    - Demonstration given by Amaury
    - Suggestions given for changes and what will be viewed by applicants
    - Amaury and Aaron will work on secure way for applications and review
  - JoAnna and Lesa will compose a proposal to the Academic Council to add award for NTT and adjunct faculty
    - Will complete for TL review by Jan meeting
  - Jacki, Julia and Steve will work on balanced score card for TTA
    - Will complete for Jan meeting
  - Criteria for TTA will be sent out before the end of the semester. Jackie will work on introductory paragraph and send to JoAnna and Monica.

- eDossier for 3rd year faculty review – Bernie & Kathy
  - Open to all faculty that are in up or out que: lectures, clinical assistant professors and untenured/tenure track faculty. plus clinical faculty that predate that time
    - Will mirror IUB eDossier system, minus information not needed (external and solicited letter...). Named “SPH eDossier System”.
    - Limited to doc and pdf files
• **Faculty Workshops** – JoAnna/Kathleen A.
  o Future CANVAS workshops – March 27
    ▪ Lesa and Monica will work on space and flyer
  o Committee on Centers and Institutes workshop
    ▪ February 26 date with 3 slide format – PH125
    ▪ Directors will be on site for questions

**New Business**

• On-line Course Evaluation questionnaire
  o SPH will be using Spring 2015
  o Additional questions can be submitted on the form
  o Both evaluations (on-line & paper) can be submitted, if preferred
  o What incentives can be used to ensure a majority of students will complete
  o Presentation will be early Spring 2015 semester

January meeting will be canceled

Motion to adjourn: Bernadette
Next meeting will be February 6, 2015 1:30 – 3:00 (location DCR – PH107)