SPH Committee on Teaching and Learning
Minutes
February 6, 2015

Present

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

Agenda Items

- Move to first item – Al Teaching Award
  - Steve Wolter approved – Kathleen Anderson second

Approval of Minutes

- Jackie Kingma, approved – Julie Knapp, second
- Those not present at Dec meeting abstained, all others approved

Old Business

- **AI Teaching Award** – Lesa Huber
  - 3 criteria forms were developed over the years and Lesa combined them
    - Proposed criteria for TL committee to review
    - One recipient per each department
    - Will be sent to each department for distribution to their SPH Grad listserve
    - Deadline will be March 31 for paper submit
    - Criteria approved as amended: Steve W. – Kathleen A., second
      - All in favor, no abstentions
    - Sub-committee: Lesa Huber, Janet Donley, Bernadette de Leon

- **On-line course evaluations** –
  - Kathy will be meeting with Krisy Mahome and Judith Ouimet regarding the questionnaire
  - Kathy and Amuray will work together to set up a workshop for the on-line evaluations

- **Open House for Centers and Institutes**
  - Well attended and very informative and positive feedback

- **TTA Score Card** – Jackie, Julia, Steve
  - All TL committee members applying for the TTA were excused:
    - Margaret Lion
    - Shahla Ray
    - Lesa Huber
Balanced score card was emailed in January for committee review
  - Changes were suggested by committee
  - Bernadette D. approved changes, Ben R., second
Jackie will make changes and send updated form to committee.
All faculty will receive the criteria with-out points listed on the form

- **Semester workshops:**
  - Canvas – March 27 in PH125
  - P&T – eDossier 3rd year review preparation – February 20 in PH125
  - On-line course evaluations – TBA

**New Business**
- Move April meeting to March 27, 1:30 – 3:00 DCR (PH107)
  - TTA recipients will be chosen
    - Results must be across campus by April 1

Motion to adjourn: Bernadette

Next meeting will be March 6, 2015 1:30 – 3:00 (location DCR – PH107)