

SLA COMMITTEE FOR TEACHING AND ADVISING

Report to Faculty Assembly
For the 2001-2002 Academic Year
July 8 2002

1. Information Gathering and Processing

a. **Assessment of the Principles of Undergraduate Learning**

The assessment of the PULs is a relatively new initiative, and important for accreditation reviews. The procedure is that the Associate Dean for Academic Affairs distributes the assessment forms to the departments, and the assessments are administered in Capstone courses. Results are returned to the Associate Dean for Academic Affairs.

These assessments were conducted during the Fall 2001 and Spring 2002 semesters.

b. **Senior Survey**

The Senior Survey is an ongoing activity every term. The Associate Dean for Student Affairs distributes the Senior Surveys with the diplomas. Response rates have been fairly low, so the evaluation of college experience is somewhat irregular and the statistical summaries are not representative of SLA graduates.

The Senior Survey includes student comments regarding instructors who have been influential in their college career.

Responses of student comments regarding instructors for Spring and Summer of 2001 and for the Fall and Spring of 2002 were been processed

The Committee on Teaching and Advising notes that processing the Senior Survey results and the preparation and distribution of letters to faculty members who have been identified as influential requires substantial effort, and that there is no administrative support for this task.

c. **Teaching Evaluations**

Course evaluations of teaching are conducted every semester, and have been administered by David Bivens with committee oversight.

The evaluations for Fall 2001 were processed, and the Spring 2002 evaluations are in progress.

2. Teaching Awards (Review)

The Teaching and Advising Committee coordinates the announcements for teaching awards, and reviews candidates. Three types of awards are included in this process:

a. **SLA Teaching Grants**

Two internal SLA grants are reviewed by the committee, and the Chair sends notices to the recipients:

Course Development Grant

Two awards of \$5,000 each are given for Course Development. This past academic year, awards were granted to Susanmarie Harrington and Julie Freeman and to Tom Marvin.

Diversity in the Classroom Grant

One award of \$5,000 is given to develop diversity in the classroom. This past academic year, the award was granted to Didier Bertrand.

b. SLA Teaching Scholars

This year, the Teaching and Advising Committee was given the responsibility for selecting the SLA Teaching Scholars. The committee reviews the applicants, and the Chair sends notices to the recipients.

This past academic year, the fellowships were granted to Eugenia Badger, Kate Duffy, and Ron Sandwina.

The committee notes that the role and place of the Teaching Scholars program is evolving, and a number of questions have arisen as to the responsibilities of the Committee for Teaching and Advising regarding this effort. The current committee at the last minute was brought in to oversee the Teaching Scholars award, and informal conversations have indicated that some parties believe that the committee should oversee this program. However, we believe that the scholars themselves need to identify their own goals and roles, and negotiate with the Dean and other parties as necessary in order to determine the best structures for ensuring their voice in the School, and how these structures are related to the Committee for Teaching and Advising functions. This is a matter that needs to be clarified beyond the committee.

c. Trustees Teaching Awards

The Trustees Teaching Awards are a new award that replaces the former TERA grants. This award is coordinated for the campus by the Executive Dean's office, following the guidelines indicated on the web site <http://www.jaguars.iupui.edu/frames/home/trusteesteachingaward.html>.

The Teaching and Advising Committee announces the TTAs to all the SLA tenure-track faculty and lecturers and reviews nominations. The Dean of Liberal Arts announces the awards to those selected, and formally informs the Executive Dean's office of the awardees.

This past year, SLA was allotted a total of nine TTAs, which included at least seven tenure-track faculty and two instructors: David Ford, Elizabeth Goering, Linda Haas, Robert Harris, Ursula Niklas, Stuart Schrader, Susan Sutton, Julie Freeman, and Ronald Sandwina.

The Committee for Teaching and Learning notes that the reviews and notices of teaching awards is very demanding, particularly since they all come in the Spring. There is a great deal of duplication, inquiries, preparation of letters, and other logistical effort involved, and there is no administrative support for this effort.

3. Promotion of Pedagogy

This is a new task taken on by the committee to coordinate teaching and learning activities in the School, in coordination with the President and Agenda Committee of the SLA Faculty Assembly, with the Associate Dean for Academic Affairs, and with the SLA Liaison at the Center for Teaching and Learning. Currently, this involves four activities:

a. Fall Faculty Assembly Teaching and Learning Events

The November Faculty Assembly meeting is devoted to Teaching and Learning, and two events have been conducted over the last several years:

- **Open Faculty Session on Teaching and Learning**

Prior to the Faculty Assembly, an open session has been organized to promote teaching and learning. This past year was an open discussion on Strategies for Engaging Students in Small and Large Gateway Courses, given by Eric Wright and Ron Sandwina. Past sessions included an open house “electronic posters” on pedagogical uses of instructional technologies, where instructors demonstrated uses of Oncourse and other instructional technologies.

- **Keynote Speaker**

A keynote speaker at the end of the Faculty Assembly meeting gives a short presentation on a pedagogical issue. This past year, Julie Freeman and Susanmarie Harrington gave a presentation on Making Class Time Make a Difference.

b. Learning Technology Mentors

Several years ago, every department was asked to designate one faculty member to be a mentor on learning technologies for the regular and associate faculty in its program. To support this effort in promoting sound and effective pedagogical uses of learning technologies, two events have been organized for the Learning Technology Mentors, one in the Fall and one in the Spring, in cooperation with the Associate Dean for Academic Affairs and the SLA Liaison at the Center for Teaching and Learning.

This past year, an open session was developed for the Learning Technology Mentors in the Fall with the Oncourse development team, and a session on Just-In-Time Teaching on the Spring.

c. Brownbags on Pedagogy

Another effort to promote teaching and learning is to organize a open brownbag session for regular and associate faculty twice a year, once in the Fall and once in the Spring. This is done in cooperation with the Associate Dean for Academic Affairs and the SLA Liaison at the Center for Teaching and Learning.

A general brownbag was organized for the Fall. In discussions with the SLA Liaison at the Center for Teaching and Learning, a series of focused topics were identified, and so the brownbag in the Spring was organized around the topic of Applying Learning for the Real World.

d. Faculty Listserv on the Pedagogy of Learning Technologies

Several years ago, a listserv was developed for faculty interested in the pedagogy of learning technologies, and this has evolved into a focus on pedagogy in general. This listserv is maintained by the Administrative Assistant to the Associate Dean for Academic Affairs, in cooperation with the SLA Liaison at the Center for Teaching and Learning. This listserv is appropriate for announcements about events regarding teaching and learning, such as activities at the Center for Teaching and Learning, and also for sharing the short presentations given at the Brownbags on Pedagogy.

The Committee on Teaching and Learning notes that there are a number of other activities that can be developed. In particular, the regular workshops offered by the Center on Teaching and Learning can be offered at Liberal Arts. The SLA Liaison at the Center can also coordinate special workshops on pedagogical issues that are of interest to Liberal Arts faculty.

3. Additional Projects

The committee has two other continuing projects on which it is working:

a. Advising Guidelines

Guidelines for academic advising of students are being developed by the committee and the Associate Dean for Student Affairs. These guidelines are to ensure comprehensive advising of students with Liberal Arts majors. It is hoped that these will be available online when they are developed.

b. Syllabi Guidelines

Guidelines for syllabi are also being developed by the committee and the Associate Dean for Student Affairs. These guidelines are to ensure consistent orientation of students for course in which they are enrolled. It is hoped that these will be available online when they are developed.

5. Recommendations

The committee has several recommendations for the School to consider in future teaching and advising activities, including:

- Expanding activities to include more Lecturers, Associate Faculty, and Columbus faculty in teaching and learning activities and awards.
- Examining the Teaching Scholars program, such as its mission, organization, and activities which promote sound pedagogy in the School.
- Develop a comprehensive web resource for SLA Committees, to help faculty be aware of committee activities and tasks (both for volunteering for service and for maintaining continuity of activities)
- Administrative Support

One issue faced by the committee has been effective continuity of committee functioning from year to year. This is in large part due to the lack of administrative support.

This committee experiences an extremely heavy load of administrative tasks in the

fulfillment of its responsibilities. For example, the Assessment of PULs, Senior Survey, and Teaching Awards all involve announcements to departments and faculty, duplication and dissemination of materials to departments, letters to awardees and administrative, coordinating meeting times and locations, listserv management, and other administrative activities are all essential to committee operations and to the performance of School functions and image.

Another problem experienced by the committee is the need for maintenance of records. There have been difficulties in locating such materials as copies of surveys, grant guidelines, and grant award letters. This has impeded the progress of the committee tasks. If such materials were maintained in paper and computer files at a central location, this would greatly support the ongoing functioning of the committee.

Since the committee members all have many other academic responsibilities and obligations, our time and energy to conduct the administrative affairs of the committee are limited, and are better invested in ensuring the management and completion of the tasks. Also, with the turnover of the committee from year to year, the continuity of materials and procedures is disrupted. Being a committee "member" may thus continue for another year or so after officially completing the term of service, and this is an imperfect resource as members move on to other activities.

We would like to request that the secretary for the Associate Dean of Academic Affairs be designated to help support the Committee for Teaching and Advising, as is the case with the Curriculum Committee. This will ensure a source of continuity, both in someone who has ongoing experience with committee functions and in maintenance of key records necessary for committee operations.

Attached is a general summary of the organization and activities of the Committee on Teaching and Advising, both to inform the SLA Faculty about the committee functions and to foster continuity for the committee in the future.

I would personally like to thank this year's members of the Teaching and Advising Committee for their hard work and commitment to the School's teaching mission:

Ellen Andersen
Catherine Dobris
Karen Johnson
Nancy Robertson
Stuart Schrader
Miriam Langsam

And also for their support for committee activities to thank:

Christian Kloesel
Bob White

Ken Barger
Chair