

## Distinguished Teacher Award Committee

Minutes by Michael Keating

Date: October 30, 2007

5 PM

Place: Jack W Bennett Conference Room, Pennock 410

All Present: Dakkuri, Ferdowski, Sanderson, Zentz, McGowan, Hanna, Wancour, Keating (chair)

Sandwiches and drinks were provided for this meeting.

The committee approved the minutes of the October 9 meeting.

The chair distributed copies of the nominating statements for the 2007-2008 Distinguished Faculty Award to the committee members.

The committee reviewed the next step in the evaluation process—classroom visits and student evaluations. The committee set Tuesday November 20 as the deadline for this part of the process. The student evaluations will subsequently be compiled and available at the following meeting of the DTA Award Committee (scheduled for Tuesday December 4 at 5 PM in the same place). The committee members making class visits will present their evaluations at that time. The “guide” questionnaire for the classroom visits, as well as the student evaluation questionnaire, was distributed.

The chair distributed the nominee’s class schedules to the committee members. Decisions were made on which committee members would conduct the classroom visits for each faculty nominee in the pool. Two different committee members will visit a class taught by each person. (The two committee members will visit classes in different courses or different sections of the same course, so that there is not overlap.) During the class visit, the committee member will also administer the student evaluation. The students will fill out the question answers on the scantron sheets and are also strongly encouraged to write their own comments on the question sheet, which is turned back in with the scantron sheets. The committee member making the visit will contact the faculty member to see if the chosen class is appropriate (e.g., it is not a test date).

Completed student evaluations are to be turned into the Academic Senate office for compilation and for typing up the student’s personal comments by the November 20 deadline.