

Teaching Academy Executive Council

Minutes

April 6, 2007

Members Present:

Dominick Casadonte, Gary Elbow, Fred Hartmeister, Lewis Held, Jerry Hudson, Bob McDonald, Brian Shannon, Gwen Sorell, William Westney

Members Not Present:

Cindy Akers, Mario Beruvides, Debbie Laverie, Roman Taraban, John White

Approval of minutes:

Minutes were read and approved.

Announcements:

- *DETA update: The Psychology Department is the winner.
- *Dom spoke about Dr. George speaking at the John Burns conference this fall.
- *Online applications should be up and running very soon.
- *Dom, Fred, Lewis and Brian will all be rotating off of the Executive Council.

Teaching Academy Brochure:

Melissa Wofford (from the College of Mass Communications) will help the TA produce a new Teaching Academy brochure.

Jumpstart (Possible Topics):

What do you need to know as a beginning faculty member?

Institutional resources available to new faculty?

Time Management

Information on TLTC, Library & PASS Center

Mock teaching sessions where faculty member is videotaped and feedback given

Examples of syllabi, learning outcomes and assessment

How to write a syllabus

How to write a TTU syllabus

Discussion on ADA, official days off, academic honesty

Useful tips: student problems, weather problems, counseling issues, student services, ACCESS

Tech, student records, privacy (Legal office, Cathy Smith)

How to respond to emails, student communication, attendance, participation

Ombudsman speak on other issues

Role of teaching in tenure

Academic Calendar – give this out to everyone. Include Tenure Academy dates.

Journal Update:

The group had a retreat and decided on a logo. Finishing budget - \$75,000 per year will cover graduate students and the work they will do. No Executive Editor has been found yet – still working on this. Will develop a marketing plan. 2 issues per year will be published. They have an Advisory Board right now. Printed and electronic versions will be identical.

Adjourn