

MINUTES

09/11/17

8 AM

XAVIER HALL – CONFERENCE ROOM

CALLED TO ORDER BY	Luis Proenca
ATTENDEES	In Attendance: Arnab Banerji, Vince Coletta, Omar Es-Said, Susie McDaniel, Matt Petrussek, Luis Proenca, Martina Ramirez, and Hai Tran.
OTHER	

Agenda topics

AGENDA TOPIC DESCRIPTION #1

DISCUSSION	Managing CET meetings, agendas /minutes, and archive location	
	A) A Brightspace page has been created for the CET and all members will be listed as faculty and have access. The bylaws, documents, currently projects, grant applications, and questions and discussion topics will be shared between the committee members.	
CONCLUSION	CET brightspace will be create with access to all members	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CET brightspace will be create with access to all members	L Proenca	Next day

AGENDA TOPIC DESCRIPTION #2

DISCUSSION	Proposals left from last semester.
	<p>A) Academic Honesty - Sue Scheibler, who chairs the Academic Honesty Committee, will meet with the CET chair to discuss collaboration.</p> <p>B) Proposal for Improving the Evaluation of Teaching as part of a Merit System - The Faculty Senate tabled the discussion last semester and asked the CTE director to bring it up again this year. The proposal includes insertions into the Faculty Handbook, providing explanation that SETs are a measure of student satisfaction, not of teaching effectiveness.</p> <p>C) Structural Reorganization of the CTE – Last year the CET sent two letters to the new Provost expressing recommendations regarding online and hybrid courses and the structure of the CTE. Over the summer the Provost met with members of the committee to discuss the recommendations.</p>

CONCLUSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AGENDA TOPIC DESCRIPTION #3

DISCUSSION	Request for fall grant proposal deadlines.	
	<p>A) The CTE grants will be announced to the CET when their deadline dates have been finalized and then approved and posted online.</p> <p>B) The Online/Hybrid grants are more present in the Spring.</p>	
CONCLUSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CTE grants	Vince Coletta	soon

AGENDA TOPIC DESCRIPTION #4

DISCUSSION	CET Chair proposed amendment to the Bylaws.	
	<p>A) The proposal is tabled and the Chair will talk with the faculty senate.</p>	
CONCLUSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AGENDA TOPIC DESCRIPTION #5

DISCUSSION	Additional agenda items.	
	<p>A) The CTE Open Classroom program will expand from one week to the entire semester.</p> <p>B) The Dean of Students, Jeanne Ortiz, will make a CTE presentation on Persistence and Graduation.</p> <p>C) CTE Faculty Associates: Paul Harris, English Professor and Nina Reich, Communication</p>	

Professor, are both going to have presentations in their specific specialties, and Faculty Associate Einat MetzI will be offering her services to faculty for classroom teaching evaluation and assistance.

CONCLUSION

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

ADJOURNED BY

9 AM

SUBMITTED BY

Katie Robertstad

PENDING APPROVAL