

⚡ **Advocates for Scholarly Teaching** ⚡

RECORD OF MEETING

Wednesday, February 19, 2014

1:00 p.m. – 2:00 p.m.

Corbett Center Quay Room

1. Greetings and Introductions
 - Attendees: Felipe Castillo, Meghan Downes, James Kroger, Dale Spencer, Steve Stochaj, and Shelly Stovall.
2. Introductions/Overview
 - Steve Stochaj (Electrical & Computer Engineering) was introduced and provided with an overview of what the committee's duties will be during the spring semester to begin steps to help alignment of BE learning objectives to course level learning objectives.
3. Update on UTC presentation:
 - Meghan reported the presentation she, James, and Shelly provided to the UTC went well and they received good feedback. The proposed timeline: Spring 2015 – ask departments to work internally to align their courses with BE. Fall 2015 – accomplish the goal of having all syllabi campus-wide include BE learning and program objectives.
 - Members discussed the timeline and decided a tool should be developed beforehand to help get faculty buy-in. Members can begin discussions within their own departments, though. Steve informed members that Phillip Deleon has created a program that may help. Meghan will contact Phillip to see if he would be willing to share the program and possibly present a demo to the committee.
4. NOTE: Course Alignment Tasks Timeline presented at the October 21, 2013 meeting:
 - a) 2013-14 – develop plan, process and tools.
 - b) 2013-14 – Create a PowerPoint presentation and handouts for meetings with Deans, Department Heads, and faculty.
 - c) February 10, 2014 – AST submits formal recommendation to the University Teaching Council (Teaching Academy).
 - d) March 10, 2014 – Final proposal submitted to Provost.
 - e) 2014-15 – Distribution of materials and implementation of course alignment begins Fall 2014.
 - f) April 2015 – Gather data/evidence for review. Meghan will conduct research to see if Digital Measures can be used as a tool for implementation and report compilation.
 - g) 2015-16 – AST will confirm departments have demonstrated course alignment with the Baccalaureate Experience.

5. Feedback on Canvas:

- Meghan will send members and invitation to participate in the course on CANVAS. Members will be asked to review all the materials and provide edits and comments at the next meeting.

6. Assignment of tasks over spring:

- Assignment tasks will be determined at the next meeting. For those members who cannot attend, Meghan will contact them via email and materials will be distributed via CANVAS.

7. Next meeting:

- Discuss the purpose and how it ties into Digital Measures. Shelly will find out if WEAVE is compatible with Digital Measures.