

☼ **Advocates for Scholarly Teaching** ☼

RECORD OF MEETING

Monday, October 14, 2013

10:00 a.m. – 11:30 a.m.

Zuhl Library Conference Room

1. Greetings and Introductions
 - Attendees: Sharon Bartley, Joan Crowley (Jody), Meghan Downes, Robert Duran, James Kroger, and Shelly Stovall.
2. AST representative for the University Outcomes Assessment Council (UOAC):
 - Shelly described UOAC's role and explained each outcomes assessment committee on campus has a representative sitting on the Council. Meghan will replace Jody as AST's representative for Fall 2013.
3. Discussion of Provost Howard Memo:
 - Shelly announced Provost Howard has charged the University Teaching Council with creating a task force to align all NMSU courses with the Baccalaureate Experience (BE). Though the request has not been formally made as of today, it is more than likely to happen. Shelly believes this task should be handled by AST and has gotten agreement from Tara Gray (UTC). Meghan and Shelly would like AST to be proactive, which prompted discussions about plan development, meetings with department heads, distribution of BE rubric, and providing support to faculty through the process. AST will meet weekly until plan has been developed; then communication can be handled via email. Suggestions for beginning phase: a) get word out and distribute BE rubric to faculty to help begin dialog, and b) create incentives/reasons to promote buy-in – important to stress this is faculty driven and developed. Steps to begin implementation of Provost's charge:
 - a) Committee writes up a draft memo to present to the Provost.
 - b) Develop questions to present at meetings with Deans/Department Heads, i.e. "how does this course align with the vision?" "what do they think the challenges will be?"
 - c) Schedule meetings with Deans/Department Heads before memo is distributed.
4. Peer Review Network (PRN):
 - Members agreed that the PRN should be compatible with Provost Howard's request and will tie into the BE. Faculty will be asked to submit a report detailing how their course fits with the BE components.
5. Assignments of Initial Tasks

- Two task forces will be developed: one group will focus on course alignment with BE and the other group will focus on the PRN project. Meghan will contact each member individually to discuss group preference. Meghan will discuss with Shelly the option of excusing members from the committee who cannot participate on any group. Requests to replace excused members will also be discussed.
6. Discussion of Meeting Frequency and Times:
- Due to the upcoming duties assigned to AST, members agreed weekly meetings are appropriate. Once duties have been established, meetings will be less frequent and communication can be conducted via email.
7. Other:
- Items to be discussed at next meeting: a) develop a timeline to meet with Deans/Department Heads, b) development of templates, and c) open forums.