



TLRC (Teaching and Learning Resource Center) Advisory Council

MINUTES

AUGUST 11, 2008

2:15 - 3:15 PM

ULM LIBRARY 314

CHAIR	Mike Beutner
ATTENDEES	Mike Beutner, Ron Hill, Sharon Cruse, Sherlyn Powell, Susan Sirmans, Amanda Richardson, Michael Broome
ABSENT	Unsure (Membership list will be checked by the Mike Beutner.)
HANDOUTS	Agenda and previous minutes were provided as handouts.
MINUTES TAKEN BY	Michael Broome

- A. Michael Broome volunteered to take minutes for this meeting.
- B. The previous minutes of the March 19, 2008, meeting were reviewed and approved.
- C. Review of previous deadlines was not applicable.
- D. The committee members present discussed the change in the center's name. One suggestion from the previous meeting was "The Teaching and Learning Center". The topic was tabled until the committee received input from the provost.
- E. Mike Beutner was named the committee chair by the Provost. The charge of the committee is to enhance student learning and promote excellence in education. This committee reports directly to the Provost.

Agenda Topics

DISCUSSION	General Announcements
<p>A. The next meeting will be scheduled by email correspondence within approximately one month. The location of the TLRC office is in transition.</p> <p>B. Committee members volunteered to help with University Week. Julia Barnhill discussed the committee's responsibilities for the sessions during University Week. Committee members will pick up session packets that include attendance sheets and evaluation forms from the Provost's office Wednesday morning from 8:00 am to 8:45 am. Then, committee members will bring the session packets to the sessions and ask a faculty volunteer to have session participants sign in as well as distribute and collect the session evaluation forms. The faculty volunteer will return the session packet to room 314 in the University Library. Directions for the faculty volunteers will be attached to the packets. If any facility or computer issues arise during a session, a flyer will be posted on the session door with contact information relating to each particular problem.</p>	

DISCUSSION	Committee Evaluation Forms
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Mike Beutner brought the end-of-the-year evaluation forms to the committee's attention.

CONCLUSION	Committee member evaluation forms will be done at the end of Spring 2009.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Shift in Pedagogy
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The committee's responsibility is to promote excellence in education. The committee discussed the opportunity for university faculty to share best practices with fellow colleagues in other departments. This can include but is not limited to the following:

- Sharing ideas that contribute to better teaching through MERLOT, an online resource.
- Make brief faculty videos available to colleagues concerning excellence in their teaching.
- Hold workshops throughout the academic year that pertain to a variety of topics.

Once the new room for the center in Filhiol Hall is ready, equipment for sharing videos can be made available. There was also a discussion about the possibility of video sharing to be considered as a publication for tenure purposes. These videos can be posted to the center's website so that faculty can choose which video topics are most relevant in the specific disciplines. This file sharing would be useful to all faculty members. Mike Beutner requested that each committee member go to the MERLOT website and find two resources that they can use in their discipline. Committee members will share their findings at the next committee meeting.

Workshops throughout the year must be planned.

CONCLUSION	
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Various topics for discussion were brought to the table, but nothing has been decided yet. The committee agrees that this will be a lengthy process.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Awards for Excellence on Campus
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The idea of recognizing non-faculty individuals on campus for supporting the faculty on a university-wide basis was raised. The committee discussed announcing the recipient(s) of these award(s) annually toward the end of each spring semester. Susan Sirmans motioned to approve the non-faculty recognition. Amanda Richardson seconded the motion. The committee unanimously passed the motion.

CONCLUSION	Annual awards for non-faculty will be awarded every spring.
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There is the possibility that there could be several awards given to recognize excellence in teaching among ULM faculty.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Form Subcommittee	Susan Sirmans	By next meeting.

DISCUSSION	The Academy
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The Academy for professional development will be placed on hiatus this year. Later this year, a blueprint must be written for how the committee would like to proceed with plans for the Academy.

CONCLUSION	The issue of the Academy will be raised again during a future meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Contact Information Card
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Mike Beutner passed out index cards for the committee members to provide their contact information including email address, phone number, college, department, and the year on this committee. The committee is on a three-year rotation.

CONCLUSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Food for Meeting
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The issue of not having coffee ready was raised, and then a discussion of food quickly followed.

CONCLUSION	Susan Sirmans agreed to bring food to the next meeting.	
Susan Sirmans will bring food to room 314 in the Library when the next committee meeting will be held. Following this, the committee adjourned. Most of the members stayed for informal discussions.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE