

Academic Services Committee
Monthly Meeting Minutes
December 3, 2012

Committee Members Present: Doug Britton, Amy D'Unger, Denise Marshall Johnson, Susan Liebeskind, Helena Mitchell, Imram Momin (Student Liaison) Carrie Shepler, Raj Vuchatu (Executive Board Liaison)

Committee Members Absent: Sonit Bafna, Peter Hesketh

Guest Speaker: Dr. Donna Llewellyn, Associate Vice Provost for Learning Excellence, on offerings from CETL (Center for the Enhancement of Teaching and Learning)

Amy D'Unger called the meeting to order at 2:05 PM.

1) Approval of November meeting minutes

The November meeting minutes were approved via email prior to this meeting. The minutes were part of the presentation to the General Faculty meeting on November 27th, as a way of demonstrating demonstrated the Academic Services Committee's formal approval of the new Open Access Policy.

2) Presentation by Dr. Llewellyn regarding CETL

Key Points:

- CETL came into existence in conjunction with Georgia Tech's transition from being a regional teaching university to a national research university.
- The mission of CETL is to form a community around excellence of learning.
- CETL offers 3 types of seminars for the Georgia Tech Community
 - Seminars specifically geared towards assisting faculty members with the challenges of teaching and in improving student learning in their classes.
 - Events for all instructors on campus (faculty, graduate students, post docs) to explore teaching and learning issues. Offerings include seminars, brown bags, roundtable discussions and journal clubs.
 - Workshops specially designed to assist graduate students and post docs develop communication skills and career paths, and providing practical assistance for those new to the classroom.
- CETL provides support for developing class assessments, including offering guidance for how to best use available technologies to develop appropriate assessments.
- Other 1-on-1 consultation opportunities are available for interested faculty. These include videotaping classroom sessions, assistance with developing new teaching styles that are more successful in the inverted/ flipped classroom (flipped classroom approach involves moving from the traditional in-class lecture/problem sets at home to using classroom time for group learning opportunities).
- CETL oversees the Campus Teaching Award programs and the "Thank a Teacher" website.
- The Course Instructor Opinion Survey (CIOS) is another important program managed by CETL. Discussion of CIOS during the presentation focused on the issues of how to get a high return on the distributed surveys. One technique that has been proven to be useful in the Introductory Chemistry sections is to offer extra credit for participating in the survey. This sends the message that providing feedback is an academic requirement (and not an optional activity). Faculty

engagement with CIOS, by stressing the importance of the information and willingness to act on the provided feedback, is also important in convincing students to participate.

- CETL offers a pre-teaching track for those students interested in K-12 teaching careers, and assists Georgia Tech alumni find teaching careers in secondary schools.

3) Updates on old business

- Campus Climate Assessment: The campus climate assessment survey has been completed and will be rolled out February 2013.
- Open Access: The Open Access policy was approved at the General Faculty meeting on November 27th. The Open Access subcommittee has now been disbanded.

4) January meeting

An invitation will be extended to Dr. Rafael Bras, Provost, to speak on the University Strategic Plan, and how the Academic Services Committee can support its implementation.

The meeting was adjourned at 3:00 PM.

Minutes respectfully submitted,

Susan Liebeskind

Secretary, Academic Services Committee