SLA COMMITTEE FOR TEACHING AND ADVISING

The SLA Committee for Teaching and Advising for 2001-2002 set as a goal to provide suggested guidelines and continuity of standing tasks and procedures that have been found effective and may be useful for future committees.

STRUCTURE

Committee Tasks

The current committee has responsibility for the following ongoing tasks:

• **Committee Operations** (Committee Chair)
  Coordinate the internal committee operations and functions
  Coordinate committee activities with the President of the Faculty Assembly
  Report to the Faculty Assembly on committee activities
  Prepare a final committee report to the Faculty Assembly

• **Assessment of the Principles for Undergraduate Learning**
  Administer and analyze the PULs each semester

• **Senior Survey**
  Administer and analyze the Senior Survey each semester
  Prepare letters to faculty who have been recognized by students in the senior survey

• **Teaching Evaluations**
  Monitor and coordinate the Teaching Evaluations each semester

• **Teaching Awards**
  Announce, review, and nominate SLA faculty for the following teaching awards:
    - SLA Grants to Revise Courses
    - SLA Grant on Diversity in the Classroom
    - Trustees Teaching Award
    - SLA Teaching Scholars
  This activity requires the most effort for the committee, and occurs during the Spring semester

• **Pedagogy of Teaching and Learning**
  Coordinate activities for effective teaching and learning in the School of Liberal Arts

• **Advising Guidelines**
  Develop a standard set of guidelines for academic advising

• **Syllabi Guidelines**
  Develop a standard set of guidelines for course syllabi

A summary of guidelines and procedures for each of the current committee standing tasks is attached.

In the case of Teaching Grants, a subcommittee is necessary to coordinate this effort
A subcommittee may sometimes involve noncommittee members, such as recipients of past awards
It is recognized that the standing tasks of the committee may change over time.

Committee Operations

Task Coordinators:

• Individual committee members assume primary responsibility for coordinating at least one standing task.
• These Task Coordinators keep the rest of the committee informed about upcoming deadlines, procedures, issues, questions, and updates regarding their area of responsibility.
• These people also coordinate with Faculty Assembly, School, Campus, and other personnel to gather needed information and to arrange activities in completion of the task.
Communication:
  - Regularly scheduled meetings (such as the second Friday of every month) set a convenient schedule for progress on various tasks.
  - A listserv has been set up for the committee, which has proven effective for sharing information, addressing questions, coordinating activities, disseminating minutes, announcing meeting agendas, and other communication needs between meetings.
SCHEDULE

The following calendar reflects the committee activities based on the 2000-2001 year:

July
Administer SSII Teaching Evaluations
Administer SSII Assessment of PULs
Administer SSII Senior Survey

August
Arrange first committee meeting

September
First committee meeting
  Review committee charges
  Designate Chair and Task Coordinators
  Determine committee meetings
Organize Fall pedagogy brownbags
Organize Fall Learning Technology session
Processing of Summer Teaching Evaluations
Processing of Summer Assessment of PULs
Processing of Summer Senior Survey
  Prepare letters to faculty

October

November
Announce SLA grants for Redesigning Courses and Diversity in the Classroom

December
Administer Fall Teaching Evaluations
Administer Fall Assessment of PULs
Administer Fall Senior Survey

January
Announce the Trustees Teaching Awards
Organize Spring pedagogy brownbags
Organize Spring Learning Technology session
Processing of Fall Teaching Evaluations
Processing of Fall Assessment of PULs
Processing of Fall Senior Survey
  Prepare letters to faculty from Associate Dean for Academic Affairs

February
Collect SLA grant applications, duplicate, and disseminate to committee members
Review SLA grant applications for Redesigning Courses and Diversity in the Classroom
Announce Teaching Scholars Awards
March
Collect TTA applications, duplicate, and disseminate to committee members
Recruit committee members and former awardees to review TTA applications
Review the Trustees Teaching Awards
   Inform the Dean of Faculties office
   Prepare draft letters to awardees from Dean

April
Review Teaching Scholar Awards
   Prepare draft letters to awardees from Associate Dean for Academic Affairs
Final committee meeting
Prepare committee report
Administer Spring Teaching Evaluations
Administer Spring Assessment of PULs
Administer Spring Senior Survey

May
Processing of Spring Teaching Evaluations
Processing of Spring Assessment of PULs
Processing of Spring Senior Survey
   Prepare letters to faculty

June
Administer SSI Teaching Evaluations
Administer SSI Assessment of PULs
Administer SSI Senior Survey