**Teaching & Learning Means & Methods Meeting Notes**

**October 13, 2015**

Present: Heather Olson Beal (Secondary Education & Educational Leadership), Lesa Beverly (Mathematics & Statistics), Cala Coats (Art) Randi Cox (History), Nikki Shoemaker (Accounting), Mary Smith (CTL), Megan Weatherly (CTL).

Unable to attend due to scheduled class: Pat Stephens-Williams (Forestry), Courtney Wooten (English).

Dana gave presentation about the mission of each committee. Those are included in the D2L course for review. Loosely, we are tasked with looking at where we are in terms of teaching, where we want to be, and how to bridge that gap. We are asked to research and reach conclusions, then make recommendations and identify projected costs.

Points discussed in our small group included:

* Justifications are needed for any projected expenses.
* Perhaps recommending installing flexible furniture in the five tech-enhanced classrooms.
* The types of learning environments needed. Suggestions included environments that are flexible (e.g. moveable desks/chairs/tables), environments that facilitate collaborative learning (e.g. round tables), environments that facilitate guided practice (e.g. whiteboard tables for working problems), environments that better facilitate BYOD approaches to teaching.
* General agreement that pedagogical training is needed.
* The five tech-enhanced classrooms and general discussion of how to go about requesting things that are needed in a classroom (e.g. requesting a room with movable furniture). In the second conversation, we discovered that there is a wealth of misinformation and a great lack of communication between some chairs and their faculty. Mary has addressed these issues with John Calahan.

**October 20, 2015**

Present: Cala Coats (Art), Randi Cox (History), Nikki Shoemaker (Accounting), Mary Smith (CTL), Megan Weatherly (CTL).

Points discussed included:

* Discussion of what our final product should be. We will need to produce a report that explains the issues, provides recommendations for change, offers a timeline for implementation, and outlines costs.
* Given the diversity of disciplines and teaching methods on campus, we want to create a survey that allows faculty the opportunity to voice what they would need and like in an active learning environment. All agreed that the survey needed to be brief, and questions to be included were discussed. A draft copy will be posted soon for all to review and comment on. Goal is to launch the survey by November 1.
* We need to better publicize the availability of the tech-enhanced classrooms and the teaching tools they include.
* Is it possible for all of the information about what’s in which classroom to be placed on a map instead of in Astra? We need to inquire with John.
* SUE scores. Would it be possible for John or someone to talk about SUE scores and what that means to the faculty/staff at SFA? Mary will talk to John about the possibilities.
* There was discussion of a medium-range goal being creating “a room per building” that is a flexible/collaborative/updated space. The survey will help gather information for necessary spaces.
* Group will not meet on October 27, 2015 but will instead work on the survey. Meetings will resume November 3.

**November 3, 2015**

Present: Randi Cox (History), Heather Olson Beal (Secondary Education & Educational Leadership), Mary Smith (CTL), Megan Weatherly (CTL).

Team spent the meeting revising the survey and preparing it for distribution.

**November 10, 2015**

Present: Cala Coats (Art), Nikki Shoemaker (Accounting), Heather Olson Beal (Secondary Education & Educational Leadership), Mary Smith (CTL), Megan Weatherly (CTL).

Points discussed included:

* Mary summarized her recent conversations with Dana, Dr. Bullard, and John. The Innovation Lab committee has divided into three subcommittees, one of which is dealing with classroom upgrades. Lauren Brewer and Kelly Noe are on that committee. The Faculty Senate also has a task force dedicated to space utilization and related teaching matters. One of their objectives is to “identify faculty needs for teaching and creative learning.” Their end product is unknown. On this task force are Lauren Brewer, Todd Whitehead, Dennis Gravatt, Candace Hicks, Stephen Kosovich, Joey Bray (chair), and John.
* Committee discussed how to proceed in light of what seems to be duplication of efforts. Consensus was to invite all to the table but to continue to push ahead with timeline.
* Can faculty choice of room be a possibility? Also, committee recommends giving faculty the opportunity to provide feedback on the spaces they’ve been assigned.
* Discussed looking at classroom-related question data on student evals.
* Discussed recommending that centralized funds be available for classroom maintenance.
* Discussed offering a menu of professional development options related to teaching and learning. Discussed allowing a course release and/or release from service for time dedicated to course redesign/time spent learning about teaching and learning. Heather suggested a pilot group for this. Want to facilitate interdisciplinary conversations about teaching and learning and largely discussed this in the context of peer conversations. Discussed pros and cons of faculty development being voluntary, required for poor evals (riddled with issues there), or mandatory across the board.

**November 18, 2015**

Present: Heather Olson Beal (Secondary Education & Educational Leadership), Jenny Gumm (Biology), Cala Coats (Art) Randi Cox (History), Lauren Brewer (Psychology), Mary Smith (CTL), Megan Weatherly (CTL).

* Mary updated the group on her meeting with Dr. Westbrook. Survey is approved and will be sent today.
* Megan is meeting with program leads to determine what should be delivered to SPT as a result of sub-committee meetings.
* Survey will be open to faculty until 12-4.
* Mary will send results to committee members after the close of the survey.
* Discussion about defining major goals/recommendations from committee. More than just classroom environment (spaces) to be included. SFA Envisioned – Academic Innovation concept paper was given to the group. Everyone was asked to look through this paper and then to identify key issues should be considered for submission from the group. We will create a discussion space in D2L for this conversation.
* Next meeting set for 12/9/2015 at 11:00 a.m. Meeting location will be sent to the group.
* Mary and Dana have a meeting with Dr. Westbrook 11/30 to further clarify this group’s mission and purpose.