Teaching and Learning Committee Minutes
April 16, 2010
Third Meeting

Meeting Facilitator: Chair Abbas Johari
Meeting Note Taker: Secretary Kim Smith

Attendees: Dr. Abbas Johari, Professor Kim Smith, Dr. Roxanne Gooch, Dr. Vivian Thomlinson, Dr. P.K. Das, Dr. Michelle Smith, Professor Jessica Hutchinson, Professor Aubree Helvey, and Ms. Lisa Wolfe.

1. Approval of March 26, 2010 Minutes.
The minutes were passed as presented.

2. Review of “smart” classroom configuration and placement.
Discussion and Conclusion: Jessica Hutchinson’s reported from the Biology Department. Overhead projectors are preferred because the video projectors on the carts are cumbersome and block the students’ view of the chalkboards. All of the faculty polled agreed that a rotation schedule was not needed for the video projection equipment/technology.

3. Assigning faculty and staff members.
Discussion and Conclusion: Dr. Abbas Johari has communicated with Dr. McArthur via e-mail and received permission to extend the committees’ memberships of Dr. Das and Ms. Kara Kennedy. In terms of others’ reappointments, According to Dr. McArthur, “When the VPAA appointments contact [him], [he] will establish for them at that time.”

4. Reports from the Members.
- Discussion and Conclusion: Dr. Abbas sent an e-mail to Dr. McArthur regarding the Teaching and Learning committee’s recommendation of continuing the Check-it-out books program. Dr. McArthur recommended to Dr. Johari that the minutes of the Teaching and Learning Committee be posted on the Cameron University’s website.
- Discussion about online and ITV teaching formats. Dr. Roxanne Gooch reported on her poll of the faculty of the Business Department. There are still problems with delivering distance education, e.g., students in the remote sites cannot hear the students’ remarks or discussions from the Lawton location, student participation is poor in the remote sites because of the placement of the microphones, connections are still being lost, group activity is difficult. Suggestions were made to videotape a lecture, to attach a microphone to the instructor so they can move around, to standardize the remotes and instructor panels across campus, and to configure both the Lawton and Duncan sites with a master switch setting.
- Discussion about involvement in the course management system via the Blackboard Subcommittee. Dr. Roxanne Gooch has not contacted Dr. Carraher because he has been unavailable. Action – Dr. Roxanne Gooch will contact Dr. Shawn Carraher, Chairman regarding the date of the next meeting. Lisa Wolfe is working on an online certification course for faculty Blackboard users.
- Discussion of criteria to review the Teaching and Learning proposals. Action – Dr. Helvey will provide conduct a background check on this issue by the next meeting.

New Business
1. Discussion: Four proposals have been received.
   - Dr. Linda Wright-Smith presented her proposal entitled “Post Production 3D/2D Compositing.” The cost is $3,039.00 to attend a master-level three day workshop so she can contribute to the success of the students and community collaborations.
   Conclusion: Dr. Vivian Thomlinson motioned that the committee fund Dr. Linda Wright-Smith’s proposal in entirely. Dr. Jessica Hutchinson seconded the motion. A vote was taken and the motion passed unanimously with one abstaining.
• Professor Jessica Hutchinson presented Professor Corinna Rupert’s proposal entitled “An Innovative Teaching Technique in the Classroom: a New Approach to Teaching Anatomy in the Classroom.” The proposal asks for $29,647.50 and includes 6 sets of materials ranked in order of priority. The materials are needed for teaching the course material with “hands-on” techniques using the models and will benefit anatomy students in a typically difficult course with a high failure rate.

**Conclusion:** Dr. Roxanne Gooch motioned that the committee fund the highest priority item requested by Professor Rupert, which is 6 Disarticulated Human Skeletons at the cost of $2,430.00. Vivian Thomlinson seconded the motion. A vote was taken and the motion passed unanimously.

• Dr. Chris Keller presented his proposal entitled “Truth-Blogging from iPad to AggieCentral.com: Mobile Toolsets for Convergence Journalism Editors.” The cost is $5,000.00 and would benefit 7 Editors by replacing the “backpack journalism” and would improve their presentations in such a way that it would affect recruitment and retention in the Communication and Journalism departments.

**Conclusion:** Dr. Roxanne Gooch motioned to table this proposal. Dr. Jessica Hutchinson seconded the motion. A vote was taken and the motion passed unanimously.

• Kim Smith presented the proposal from the library entitled “Interactivity for Library Instruction.” The proposal asks for $2000.00 for SMART Response CE software to be installed in the Library Classroom which includes a teacher computer and 25 student computers. The use of this software will typically affect at least 3,000 students per academic year, and addresses the learning style of the current generation of students.

**Conclusion:** Dr. Roxanne Gooch motioned to table this proposal. Dr. Vivian Thomlinson seconded the motion. A vote was taken and the motion passed unanimously with one abstaining.

2. The next meeting will be held on Friday, April 30, 2010 at 10:00am.

3. Adjourn. The meeting was adjourned at 11:20 am.