Present: Laura Frost, Hemchand Gossai, John O’Malley, Daniel Rivera (ex officio), Raleigh Way (ex officio), and Mark Yanochik [Candace Griffith, Recorder]

Update
Raleigh reviewed the minutes from the October 17th meeting for those members who were unable to make that meeting.

Mark Yanochik volunteered to work through the surveys, culling commonalities about faculty teaching needs.

Laura Frost volunteered to review the student ratings of instruction instrument to ascertain if the appropriate questions are being asked to assess good teaching. It was also suggested that the evaluation be reviewed for online teaching assessments.


Candace will inquire whether copies can be made available.

Members were also reminded that we need to begin to think about deciding which centers at other institutions we would like to visit—especially considering the Biggio Center at Auburn University and the online learning center and Center for Excellence at University of Central Florida. Another reminder was issued concerning the gap analysis and the need to continue to work on this task in order to make the January 1st deadline.

The scope of the Task Force’s charge was questioned concerning whether it would be appropriate for this committee to make recommendations on the following or if the committee should be primarily concerned about developing the infrastructure to support teaching and then charging that ‘new’ infrastructure with the following issues.

1. Should we define teaching excellence?
2. Should we recommend how a culture of self-reflection in teaching can be established?
3. Can we recommend guidelines for online courses to the administration (e.g., locking down a course so that all courses look the same but with different content)?
4. Can we define maximum class size for online courses and have them strictly enforced (i.e., instructional design for online classes is closely tied to class size)?
5. Should we recommend pedagogical tools and technology to help faculty manage larger class sizes (e.g., crowd sourcing)?

Again, are these issues under the domain of the Teaching Legacy Task Force or should they be deferred until the new teaching support infrastructure is in place?

Google Sites
Daniel Rivera reviewed the new Google Sites format.

1. Click on ‘Sites’ in the top menu bar in Gmail.
2. Click on Teaching Legacy Taskforce
3. Note: tltf-group@georgiasouthern.edu now is a unique email address that includes all team members. Mail sent to this email address will reach everyone on the committee through Gmail as well as be stored in the Discussion Form of the Teaching Legacy Taskforce Site. Anyone can create new announcements which will also show up under Gmail. Files uploaded in pdf format will be viewable through Google docs.
4. Under Collaboration, Shared Documents is a space reserved for documents which multiple team members may be editing simultaneously (e.g., reports of the Task Force).
5. Document Archive is a repository for information items which do not require editing.

Adjourned: 11:25 p.m.

**Next meeting**
**Monday, October 24th, 3 p.m. - 4 p.m., AD 2002**

Agenda:
1. Begin to work on gap analysis??