

TTUHSC SOP COMMITTEE CHAIR'S ANNUAL REPORT  
(Report Due June 1 following year of service)

COMMITTEE: Faculty Development YEAR: May 06-April 07

CHAIR: Jeanie Jaramillo CHAIR ELECT: Monica Mathys

MEMBERS AS APPOINTED BY THE DEAN OR ELECTED BY THE FACULTY:

*Karin Borges (Pharm Sci)*

*Margaret Weis (Pharm Sci and Executive Committee liaison)*

*Monica Mathys (Pharm Prac)*

*Jeanie Jaramillo (Pharm Prac)*

NUMBER OF MEETINGS HELD DURING MAY 1-APRIL 30: 8

MAJOR INITIATIVES UNDERTAKEN DURING THE YEAR AND A DESCRIPTION OF ACCOMPLISHMENTS, BARRIERS TO FURTHER PERFORMANCE, AND WORK REMAINING FOR NEXT YEAR'S COMMITTEE TO COMPLETE: (Note: List each major initiative, then describe in narrative or bullet form the information requested. Use another page if necessary.)

- *Major Initiatives Undertaken during the Year*
  - *Evaluative survey following Summer 2006 retreat*
  - *Collaboration with TTU for teaching development opportunities – Multiple contacts were made to the CTLT of TTU. The technology they use for recording educational sessions at this time is suboptimal – slides cannot be read, etc. May reconsider at later date as they improve their technologies.*
  - *Course development workshop series (see below)*
  - *Inclusion of a “Teaching Best Practices” session during Research Days 2007. Dr. Mathys continues to coordinate this activity.*
  - *Quality Matters® program implementation consideration. The committee reviewed this program – ainter-institutional, faculty-driven, collegial review process for on-line courses designed to promote student learning while incorporating continuous quality improvement. However, QM is designed for on-line or hybrid courses that have been taught for at least two semesters and we are just beginning on-line courses. In addition, there were concerns regarding qualified reviewers for pharmacy-related content.*
  
- *Barriers to performance*
  - *One barrier that the committee experienced this year was the lack of a clear budget. Without an idea of the funding that is available, it is difficult to plan appropriate activities and/or their scope. In addition, Dr. Weis and Candace Root were handling all financial aspects of the committee's events and these figures were not transparent to the committee members.*
  - *Potential Conflict of Interest*
    - *It appeared that there was a conflict of interest regarding the duties of the committee versus the duties of the Associate Dean of Faculty*

*Development. The committee was told by the Associate Dean of Faculty Development that the committee would be responsible for reviewing that all lecture objectives map back to course objectives and that this was required for SACS accreditation, yet this duty was never assigned to the committee by the Dean.*

- *Since only one pharmaceutical sciences member was assigned to the committee, the Executive Committee member who is to be Ex-Officio without a vote became a voting member, thus propagating the conflict of interest issue.*
- *Inadequate staff support*
  - *The staff member assigned as committee secretary often did not prepare minutes until the following meeting, leaving little time for committee review.*
  - *The staff member indicated that she would reserve rooms for Faculty Development Activities, but often we came upon the date and were scrambling for rooms.*
- *Work remaining for next year's committee*
  - *Completion of the final workshop on test question preparation and mapping back to course objectives*

#### **DUTIES AND RESPONSIBILITIES ASSIGNED BY SCHOOL BYLAWS:**

*Plan workshops, speakers, retreats or other structured activities designed to enhance the teaching skill of the faculty. At a minimum, 2 half day faculty development workshops should be conducted each academic year.*

- *This activity was consistent with the Dean's charge. See below.*
- *Dean Nelson provided a presentation on preparation of course objectives from 1500-1700 on October 30, 2006.*
- *On Online Seminar was conducted on February 22, 2007 on the Amarillo campus. This seminar was "Building and Maintaining Motivation in the Online Classroom."*

*Foster activities or individuals that will increase the School's endowment, particularly in support of teaching enhancement and recognition.*

- *N/A*

#### **DUTIES AND RESPONSIBILITIES ASSIGNED BY DEAN'S CHARGE:**

*Plan a faculty retreat for summer 2007, to be held in Abilene, Texas, focused on effective strategies to promote high levels of learning with distance technologies.*

- *Following the summer 2006 Faculty Development Retreat, this committee conducted a survey to evaluate the retreat and its reception by the faculty. What we discovered is that many faculty felt that it is too much of a strain to leave their practices for 2-3 days for a retreat.*

- *Department Chairs also expressed concern regarding the amount of funding that would be required to conduct a retreat in Abilene.*
- *After discussion with the Dean, the committee decided to provide a series of 3 workshops in lieu of a traditional summer retreat.*
- *Dr. Marge Weis negotiated with Drs. Carol Weiss and Raymond Orzechowski from Villanova University with the goal of providing faculty instruction regarding the development of clear course structure, objectives, and outcomes regardless of whether course delivery be asynchronous (distance) or synchronous.*
- *The workshop was to be conducted in a series of 3 separate offerings – each occurring both on the Amarillo and Dallas campuses.*
- *The first workshop was successfully conducted on January 25, 2007 on the Amarillo campus and January 26, 2007 on the Dallas campus and covered Course Objective Development and Learning Outcomes as well as a review of Bloom’s Taxonomy and its application.*
- *The second workshop was scheduled for February 22, 2007 and February 23, 2007 in Amarillo and Dallas, respectively. This workshop was cancelled on February 20, 2007 by Dr. Marge Weis, Associate Dean of Faculty Development due to “lack of enthusiasm” without consultation of the committee.*
- *The third workshop is scheduled for May 23, 2007 and May 24, 2007 in Amarillo and Dallas, respectively. This workshop will focus on the development of test questions that can be mapped back to course outcomes.*

WORK REMAINING FOR SUBSEQUENT COMMITTEE:

- *Completion of the final workshop on test question preparation and mapping back to course objectives*
- *Inclusion of a “Teaching Best Practices” session during Research Days 2007.*

*Jeanie Jaramillo*  
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 Chair’s Signature

*5-7-07*  
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 Date Submitted