"The committees’ annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees’ annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees’ annual reports shall be made available by the Faculty Senate office."

ECU Faculty Manual, Part II, Section II. http://www.ecu.edu/cs-acad/fsonline/customcmd/currentfacultymanual/part2section2.pdf

EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2013-2014 Academic Year

COMMITTEE: Teaching Grants

1. Membership (include ex-officio members). Hong-Bing Su, Dale Lauter, David Loomis, Carol Lust, Chris Carolan, Carol Goodwillie (vice-chair), Ken Ferguson, Alice Arnold, Marion Eppler, Donna Roberson (chair), Ming Yin, Birgit Jensen (secretary), Ex-officio: Ravi Paul, Tom Raedeke, Leonard Trujillo, Tracy Tuten, Mary Farwell

2. Meeting Dates
   9/4/2013 – Presiding: Mark Sprague
   Members Present: Roberson, Sauter, Goodwillie, Ferguson, Arnold, Eppler, Jensen, Raedeke, Farwell
   12/10/2014 – Present: Roberson, Jensen, Arnold, Sauter, Lust, Ferguson, Eppler, Yin,
   Ex-offico: Paul, Raedeke, Trujillo
   Members participating electronically: Goodwillie
   Ex-officio members participating electronically: Tuten, Farwell

   (include members present and those who contributed to committee action, but were not at the meeting)

3. Subcommittees established during the year (include progress and/or completion of work). N/A

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
   1. A. revision of the application packet completed to clarify wording, add website where previously funded proposals can be viewed, guidance on what constitutes course revision consistent with normal faculty workload versus creative activity, removal of restriction preventing committee members from submitting proposals
   B. discussed having more than one faculty member on a proposal – determined that limiting number of faculty on a proposal may stifle creativity/feasibility of some proposals. May consider reduced workload on a proposal (ex. One faculty at 1.0 FTE, one at 0.5 FTE)
   C. discussion regarding members speaking on behalf of a proposal from their department. Members should answer questions to add clarification or explain proposals from their department as needed, but should not vote on the proposals from their department.

2. Thirty-two (32) proposals were submitted for review. Twelve (12) proposals were recommended for and received funding.
5. Reports to the Faculty Senate (include dates and resolution numbers). N/A

6. Business carried over to next year (list in priority order). Revision of the proposal packet to continue using feedback from this cycle

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).
   A. Charge: The members were cognizant of the fortunate funding available and worked diligently to insure the proposals recommended for funding truly merited the funding.
   B. Personnel: This committee worked well together with a spirit of cohesive cooperation.
   C. Attendance: The meetings were well-attended and quorum met so that work could progress. Three members participated electronically as well as the “live” quorum which made for an even assessment of proposals.
   D. Responsibilities: Great care was taken to carefully evaluate each submitted proposal.
   E. Activities: Application packet revised with consideration for each member’s opinion. Successful application review and recommendations resulted.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. N/A

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year? If yes, when do you prefer: No, early September is adequate

 Signed: Chairperson  

 Secretary  

 Please forward the completed annual report to the Faculty Senate office via email (facultysenate@ecu.edu) no later than May 1, 2014.