COMMITTEE: Teaching Grant Committee

MEETING DATE: September 11, 2017

PERSON PRESIDING: Donna Roberson

REGULAR MEMBERS IN ATTENDANCE: Mark Sprague, Misun Hur, Jessica Christie, Jo Anne Balanay, Toyin Babatunde, and Laureen Tedesco (Xiangming Fang – excused for a department meeting)

EX-OFFICIO MEMBERS IN ATTENDANCE: Jason Yao, Young Kim, David Ingram, and Donna Roberson

OTHERS IN ATTENDANCE: Lori Lee

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ACTIONS OF MEETING

Agenda Item: Committee officers election

Discussion: Quorum not met.

Action Taken: Nominations were taken: Mark Sprague for chair, Toyin Babatunde for vice chair, and Misun Hur for secretary.

Assigned additional duties to: Donna will email to everyone for an electronic vote (and other nominations).

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Agenda Item: Plan for the academic year

Discussion:

• Since the last year’s Teaching Grant Committee reviewed the proposal in Spring 2017 and it was approved by the Faculty Senate then, there may be no need to go through the Faculty Senate again unless there is a major change.

• The committee also discussed the administrator’s sign requirement on the progress report.

Action Taken: Since the committee did not have a quorum, the specific discussions were not done.

Assigned additional duties to: Upon the approval of the officers, the chair will ask Provost Mitchelson about funds for the teaching grants this year and call our first organizational meeting (to finalize the proposal).

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NEXT MEETING: The next meeting will be called later.

ITEMS TO BE DISCUSSED: Finalize the 2018-2019 Call for Proposals