Teaching Grants Committee
1997-1998 Academic Year
ANNUAL REPORT

1. Membership

Sherry Ginn        Jean-Luc Scemama
Heather Ries       Mary Jackson
Martin Schwarz     Angela Thompson
Matthew Mahar      Louise Toppin
Frances Daugherty Marie Farr
Harold Griffin     Rick Niswander
Tom Johnson        Dorothy Clayton
Joe Kalinowski

2. Meeting Dates (names of members absent)

8-29-97          Mary Jackson, Matthew Mahar, Louise Toppin,
Joseph Kiely*, Angela Thompson, Tom
Johnson, Joe Kalinowski
*resigned; replaced by Rick Niswander
9-29-97          Harold Griffin Joe Kalinowski, Dot Clayton,
Martin Schwarz, Louise Toppin, Jean-Luc
Scemama, Angela Thompson
11-7-97           Harold Griffin, Angela Thompson, Frances
Daugherty, Mary Jackson, Louise Toppin,
Matthew Mahar
11-17-97          Harold Griffin, Angela Thompson, Martin
Schwarz, Joe Kalinowski
12-1-97           Frances Daugherty, Mary Jackson, Angela
Thompson, Joe Kalinowski
4-20-98           Angela Thompson, Jean-Luc Scemama,
Louise Toppin, Harold Griffin, Rick
Niswander, Tom Johnson, Joe Kalinowski

3. Subcommittees established during the year
A subcommittee was established to develop Web-based
application procedures for the Faculty Senate Teaching
Grants The subcommittee met 3 times during the spring
semester, 1998. Mock-ups of the application procedure for the Summer
Stipend were created. These have been sent to the Chair of
the Faculty Senate for discussion with appropriate
personnel in CIS. This information has been sent to the
Chair of the Research/Creative Activities Committee, per her
request.

4. Accomplishments
1. The committee evaluated 28 proposals and recommended
17 be funded. Nine were funded by the Vice-CHancellor; one applicant
declined the award (due to also being awarded a Research/Creative Activity Grant).
2. Mock-ups of on-line application procedures were created.
3. Grant instructions were modified.
4. An information meeting was held to acquaint faculty with the application procedure.
   Approximately 10 faculty members, from a variety of disciplines, attended.

5. Reports to the Faculty Senate
   not applicable

6. Business Carried over to the Next Year
1. Final forms for Summer Stipend Application on-line
2. Create on-line forms for the Dual Stipend-Project
   Expense Grants and Project Expense Grants applications
3. Update instructions for clarity
7. Evaluation of the committee
   A. Charge: Clearly stated.
   B. Personnel: One person was on leave and it is suggested that, in the future, people on leave be replaced on the committee.
   C. Attendance: A quorum was always established; however, because of committee members' professional obligations, there was no time when the entire committee could meet. It is suggested that a meeting time be established and published in the Faculty Senate minutes. Prospective members would then know how to arrange their schedules, particularly during the Fall semester when the committee is busiest.
   D. Responsibilities: Clearly stated for each committee member.
   E. Activities: Clearly stated for each committee member.

8. Suggestions to the Chair of the Faculty Senate for improving the effectiveness of the Committee.
   As stated above, concerning meeting time.