Teaching Grants Committee

Minutes: August 28, 1998

The meeting was called to order at 2:00 PM by Brenda Killingsworth, Chair of the Faculty. The committee was addressed by Vice Chancellor Ringelsien and by the Chair of the Faculty.

Officers were elected with Sherry Ginn as Chair, Rick Niswander as Vice-Chair, and Heather Ries as Secretary.

The committee considered old business from 1997-1998. It was noted that last years' committee had moved towards putting the grant application on-line and sample screen layouts for the Summer Stipend Application had been created. Copies were distributed at the meeting along with a memo from Barney Jernigan at Academic Computing which stated that he had completed the web site and it was ready to be tested. Rick Niswander urged the committee members to try the site and offer suggestions for improvements. He also assumed responsibility for updating the instructions for completing the proposals electronically.

The committee next discussed review of progress reports by the grant recipients for 1996-1997 and 1997-1998. It was decided that the reports should be read by a subset of the committee who would then bring any problems to the attention of the entire committee.

Rose Postel volunteered to help with the reading and it was agreed that the reports would be divided for review among her, the Chair, and the Vice-Chair.

Since grant proposals are due October first, the committee agreed to meet near the end of September to acquaint new members with the procedures for rating the proposals.