Faculty Senate Teaching Grants Committee

Minutes: September 28, 1998

The meeting was called to order at 3:00 by the Chair, Sherry Ginn. The minutes for the August 28th, 1998 meeting were approved. The Chair then reported that, as requested by the committee at the last meeting, she had called the office of the Vice Chancellor for Academic Affairs to ask about the amount of money available for grants. She was informed that $40,000 was the total designated for summer stipends.

The committee next discussed its position on proposals involving distance learning. It was decided that it would be helpful to know if there existed alternate sources of funding for such proposals and the Chair agreed to inquire about this.

An overview of the process for reviewing the grants was then given for new committee members. It was noted that the Chair and Vice-Chair would review the proposals for appropriate length, type-size, etc. before the packets of proposals were distributed to the committee members. In discussing the evaluation form, it was decided that if a proposal was considered to be inappropriate by a committee member it should not be rated but flagged as such and brought before the committee if the committee agrees the proposal is inappropriate then it will be disregarded. Otherwise, discussion of the proposal will be postponed until the next meeting so that the committee members deeming it inappropriate will have the opportunity to give the proposal an initial rating. It was also pointed out with regard to Dual Summer Stipend and Project Expense Grants that while stipends would be paid during the first summer session, the money for project expenses could not be obtained until after the beginning of the new fiscal year. In reviewing these proposals it would then be necessary to weigh whether or not the applicants had taken this into consideration. Instructions for completing the evaluation forms and opacity sheets were also reviewed.

It was mentioned that those receiving Summer Stipends are asked to turn in progress reports, which include evaluation of their projects, in September before having had the opportunity to teach the relevant courses. A suggestion, to be voted on during the next meeting of the committee, was made for each recipient to complete an additional report due one year later. The same form as for the Dual Summer Stipend and Project Expense Grants would be used, omitting question five as it pertains to budgets. A 250-word abstract would also be required.

It was decided that committee members could pick up their packets from the Faculty Senate Office on Monday, October 5th and should have their evaluations completed by Monday, October 26th. The committee agreed to meet alternately on Mondays and Fridays from 3:00 to 5:00 during the month of November with initial meeting dates of Nov. 2nd (Mon.), Nov. 6th (Fri.), Nov. 13th (Fri.), and Nov. 16th (Mon.).

The meeting adjourned at 4:30.
Respectfully submitted,
Heather Ries
Secretary