Teaching Grants Committee
November 3, 2003 - 2:00 – 3:00 p.m.

Presiding: John Bort

Regular Members in Attendance: Tim Gavin, Margaret Bauer, Sharon Ballard, John Bort, Carmen Russoniello, Jean-Luc Scemama, Gail Ratcliff, Harold Stone, Blaise Williams
Ex-Officio Members in Attendance: Charles Ewen, John Kros

Actions of Meeting:

- Score sheets with new scores and a rank order sheet were passed out to committee members.
- Minutes from the last three meetings were distributed and approved with one editorial change on the minutes from 10/27. The next meeting time was supposed to read 2:00 instead of 3:00.
- The budget sheet for proposal #12 was distributed because it had been omitted from the distributed proposal.
- The budget for all proposals that included expenses were discussed. This included proposals 4, 6, 7, 9, 10, 11, 12, 14.
- The only budget recommendation made was to reduce the amount on proposal #7 to $398.90 plus 7% sales tax.
- Recommendations for funding were discussed. The recommendations of the committee will be forwarded to the vice chancellor to make the final funding decisions.
- Those proposals with a mean score below 65 were not recommended for funding. This included proposals #5, 6, 7, 8, 12, 15. Proposals #10, 16, 14, and 13 were being sent forward with the designation of being highly recommended because the scores on these proposals were substantially higher than the other five being recommended.
- Committee members are encouraged to send feedback (both positive and negative) on the proposals to John Bort by Monday. This feedback will be made available to the applicants.
- The committee will meet one more time to wrap up business for the year. The committee will not meet in the spring.
- There was some discussion about the reporting of results by grant recipients. It was stated that all recipients must file a report at the end of the grant period and this report is filed in the faculty senate office. Although, it is confirmed that previous recipients have filed their reports if applying for another grant, these reports are available for committee members to review at any time.
- The possibly of a poster session or another opportunity to recognize grant recipients and hear results of funded projects was discussed. This would not be possible for this grant cycle but should be discussed for next year.
- The possibility of a process to screen proposals for appropriateness and format was discussed. It was suggested that the chair of the committee and the secretary could quickly review the proposals and discard any that do not clearly fit format guidelines.

Next Meeting: Monday, November 10, 2003 at 3:00 p.m.

Items to be Discussed:

- Grant application instructions – clarify wording
- Questions about reporting results