Teaching Grants Committee
November 10, 2003
2:00 – 3:00 p.m.

Presiding: John Bort

Regular Members in Attendance: Margaret Bauer, Sharon Ballard, John Bort, Carmen Russoniello, Harold Stone, Blaise Williams

Ex-Officio Members in Attendance: Charles Ewen, John Kros

Actions of Meeting:
- Minutes were approved from the last meeting.
- An application screening process was discussed. A motion was passed that stated that in the future, the chair and the secretary of the teaching grants committee would review the proposals to see that they comply with format guidelines prior to distribution to the committee.
- The grant application instructions were discussed and suggestions made in order to clarify the guidelines. It was determined that the ordering of the items was confusing and should be changed. A motion passed that Harold Stone will make changes to the instructions and will email them to everyone for a vote.
- Harold made the changes and John Bort emailed the revised instructions to all committee members and asked for input to be given to him by November 21 and that he will send a second revision to the committee by Nov. 25.
- The meeting was officially adjourned at 2:20 and then Harold Stone shared highlights from his activities funded by a 2002/2003 teaching grant.

This was the final meeting of the teaching grants committee for the 2003/2004 school year.