

COMMITTEE: Teaching Grants

MEETING DATE: January 31, 2019; 2:00 – 3:00 PM

PERSON PRESIDING: Jo Anne Balanay, Chair

REGULAR MEMBERS IN ATTENDANCE: David Ingram, Mark Johnson, Cynthia Wagoner

EX-OFFICIO MEMBERS IN ATTENDANCE: Young Kim

OTHERS IN ATTENDANCE: None

ACTIONS OF MEETING

Agenda Item: Revision of Teaching Grant Proposal Guidelines

Discussion: The committee discussed the following issues previously identified to improve the proposal guidelines and evaluation:

1. Rules on proposal formatting were discussed, particularly double-spacing the entire of proposal narrative, including the tables.
2. Discussion was made on whether requirements related to IRB approval should be included or not, since teaching grants do not cover research.
3. The inappropriateness of proposing a new course and how this must be clearly stated in the guidelines was discussed
4. The acceptability of including faculty training and development in the proposal was discussed.
5. The acceptability of requesting buy-out for faculty with 12-month appointment as part of the proposal was discussed.
6. The review and inclusion of final reports on previously funded teaching grant projects in the evaluation of recently submitted proposals were discussed.

Action Taken: The committee made the following decisions and/or suggestions:

1. No changes were made on the rules regarding double-spacing (i.e., tables are not required to be double-spaced).
 2. No changes were made on the rules regarding IRB approval requirements (i.e., the applicants may choose to include or not include IRB approval documents with their submitted proposals).
 3. A phrase was added into the proposal guidelines to clarify that proposal of a new course is inappropriate: "Proposals for courses that do not exist in the catalog and/or that has not been approved by all relevant committees by the time of submission" (included as an example of proposals that will not be considered for funding).
 4. Clarifying statements will be included in the proposal guidelines to clarify the acceptability of faculty training and development in the proposal.
 5. For 12-month faculty requesting a buy-out option, the proposal must include a plan on how the proposed innovative teaching approach will be continued in the future without buy-out.
 6. For those who had previously funded teaching grant projects, it was suggested that a letter of support from the applicant's Department Chair/ Unit Administrator will be required to include in future teaching grant applications. The letter will state that the Chair/ Administrator supports the application, will communicate with the applicant to the Teaching Grants Committee and Faculty Senate Office regarding any deviation from the proposal prior to making any changes, and will include documentation of such proposal changes in the Summative Report. This suggestion will be included in the revised proposal guidelines.
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Since the committee did not have a quorum, the revised proposal guidelines will be sent to the entire committee for approval by e-mail.

NEXT MEETING: None planned for the rest of the Spring Semester 2019.

ITEMS TO BE DISCUSSED: N/A