

**COMMITTEE: Teaching Grants Committee**

**MEETING DATE:** December 12, 2019; 1:00 PM – 5:15 PM

**PERSON PRESIDING:** Jo Anne Balanay, Committee Chair

**REGULAR MEMBERS IN ATTENDANCE:** Toyin Babatunde, Mark Johnson, Cynthia Wagoner, Sungwoo Ahn, Laureen Tedesco, Aundrea Oliver, Julie Stanley, Armin Krishnan

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Young Kim, Ravi Paul, Beth Bee

**OTHERS IN ATTENDANCE:** None

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**ACTIONS OF MEETING**

Agenda Item: Ranking the Teaching Grants Proposals

Discussion: The committee discussed and ranked a total of 35 submitted proposals.

Action Taken: The proposals were initially ranked by average priority score (3=high, 2=moderate, and 1=low) and then further sorted with the average overall score for all criteria. Special notes were taken for each proposal as discussions were made. The committee excluded 12 proposals in the ranking due to specific reasons as shown in Table 1 below:

<b>Proposal #</b>	<b>Reasons for exclusion in ranking</b>
4	Deemed inappropriate for funding
5	Proposal narrative exceeded page limit
10	No separate page for abstract
15	Abstract exceeded word limit.
16	Single-spaced proposal narrative
20	Applicant received a teaching grant in the previous year
21	Abstract exceeded word limit
28	Single-spaced proposal narrative
30	Single-spaced proposal narrative
31	Proposal narrative exceeded page limit
34	Proposal narrative exceeded page limit
35	Proposal narrative exceeded page limit

- The ranking for the best 15 proposals is shown in Table 2 below. These proposals will be recommended for funding.

<b>Rank</b>	<b>Proposal</b>	<b>Rank</b>	<b>Proposal</b>	<b>Rank</b>	<b>Proposal</b>
1	14	6	22	11	9
2	27	7	8	12	23
3	25	8	33	13	12
4	7	9	18	14	26
5	2	10	3	15	1

- The committee further discussed as to how to maximize the impact of the available funding by considering the appropriateness of the proposed budget and through budget adjustments (e.g., requiring some proposals that asked for two summer stipends to accept one for implementing the same proposal). Proposals 8 and 33 will each be limited to a summer stipend for one faculty member only. Proposal 9 had some timeline concerns and will be required to submit an updated schedule in case it receives funding.
  - Proposal 27 was ranked number 2 but there were concerns about the respective program getting suspended, which could render the proposal irrelevant. The chair of the committee will request further information from the applicant regarding new targeted course names and numbers, number of students impacted, and letters from the applicant and the chair of the respective department.
  - Proposal 25 was ranked number 3 but there were concerns about its request for honorarium to pay ECU non-faculty employees. The chair of the committee will further inquire about the acceptability of such budget request.
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**NEXT MEETING:** The next meeting in Spring Semester 2020 has not yet been scheduled.

**ITEMS TO BE DISCUSSED:** To be determined.