

COMMITTEE: Teaching Grants Committee

MEETING DATE: September 3, 2019; 3:00 – 4:00 PM

PERSON PRESIDING: Jeff Popke, Chair of the Faculty; Jo Anne Balanay, Committee Chair

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Young Kim

OTHERS IN ATTENDANCE: Lori Lee, Rachel Baker (Faculty Senate Office)

ACTIONS OF MEETING

Agenda Item: Committee Charge

Discussion: Prof. Jeff Popke opened the meeting, reviewed the committee charge as well as the resources available for the committee, and made some announcements.

- Procedural announcements:
 - Committee meetings are open; visitors can be granted speaking privileges.
 - A quorum of 7 members is necessary for decisions.
 - The committee may form sub-committees as appropriate.
 - Robert's Rules of Order are in effect.
 - The revised Teaching Grant Proposal Guidelines will be implemented.
 - Lori Lee will retire in December 2019 and will be succeeded by Rachel Baker in January 2020.
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Agenda Item: Election of Committee Officers

Action Taken: Prof. Jo Anne Balanay was elected as committee chair, Prof. Toyin Babatunde as committee vice chair, and Prof. Armin Krishnan as committee secretary.

Agenda Item: Confirmation of Financial Support

Discussion: The committee discussed a request for confirmation of financial support for the teaching grants from the Provost and Vice Chancellor (VC) for Health Sciences. Prof. Young Kim was requested to contact the Health Sciences VC to confirm funding. Prof. Jo Anne Balanay will contact the Provost to confirm funding, since the Representative for the Provost has yet been appointed.

Assigned additional duties to: Prof. Kim will contact the Health Sciences VC and Prof. Balanay will contact the Provost to confirm funding for teach grants.

Actions to Take: Send announcement for teaching grant proposals after confirming availability of funds.

Agenda Item: Proposal Review Meeting

Discussion: The committee agreed that proposals would be distributed to committee members after the proposal submission deadline (Nov. 4, 2019) to be reviewed and scored.

Action Taken: Proposal review and ranking meeting was tentatively scheduled on December 12, 2019, 1:00 – 5:00 PM at 142 Rawl Annex.

Agenda Item: Progress/ Summative Report Review Meeting

Discussion: Progress and summative reports submitted by previous teaching grant recipients will be reviewed as part of the committee's new charge. Lori Lee and Rachel Baker will prepare electronic copies of these report in preparation for committee review.

- Initiative to improve accountability for funded proposals has been implemented by introducing a scoring system for summative reports in case previous grant recipients re-apply.
- Grant recipients submit progress reports in October and summative reports in May.
- Between eight and twelve proposals get funded per year, which would require the committee to review the relevant summative reports.
- Grants funded in February 2019 may not yet be included in the review but only the grants from previous cycles.

Actions to Take: Finalize this meeting for the review of progress/ summative reports.

Assigned additional duties to: Prof. Balanay agreed to send a Doodle poll to determine availability of committee members during the week of October 28, 2019 for this meeting.

NEXT MEETING: To be scheduled starting the week of October 28, 2019

ITEMS TO BE DISCUSSED: Review of progress and final reports submitted by previous teaching grant recipients