

COMMITTEE: Teaching Grants Committee

MEETING DATE: September 22, 2020

PERSON PRESIDING: Armin Krishnan, Chair

REGULAR MEMBERS IN ATTENDANCE: Africa Hands, Julie Ann Stanley, Heather Muise, Sungwoo Ahn, Cynthia Waggoner, Mark Johnson, Jake Jensen, Aundrea Oliver

EX-OFFICIO MEMBERS IN ATTENDANCE: Kristen Cuthrell, Beth Bee, Karla Thompson

OTHERS IN ATTENDANCE: N/A

ACTIONS OF MEETING

Agenda Item: Finalize the Submission Process/ Electronic Signatures

Discussion: Committee discussed whether to use email for submissions or another means, who is responsible for blinding the submissions, how to obtain required signatures, and the number of files to be submitted.

Action Taken:

Application packet will be updated to instruct applicants to submit in one email to facultysenate@ecu.edu a file with signature page and checklist and a file with the proposal. Applicants are responsible for gathering signatures. Rachel will blind any submissions that are not already blinded.

Assigned additional duties to:

Armin will forward announcement to Rachel who will forward the announcement to the faculty list.

Agenda Item: Agree on Changes to RFP (changed submission method and appendices/ wording)

Discussion: Committee discussed additional changes to the RFP.

accountability and updates from recipients on status of the project. Progress reports from 19-20 should not be scored, scores will be applied to 20-21 with reports due by May 2021. Beth recapped previous decision about scoring the recipient reports.

Action Taken:

Remove occurrences of 'works cited' from the application. Keep 'bibliography' as this term is standard for most disciplines.

Assigned additional duties to:

Full committee will finish revisions to application. Armin will forward to Rachel for distribution.

Agenda Item: Confirm the Deadline for Proposal Submissions (Nov 2?)

Discussion: Committee discussed possible deadlines for submission keeping in mind the early semester end date and holidays.

Action Taken:

Committee agreed to adopt Nov 9th as the submission deadline. This allows applicants two weeks post-semester to complete and submit an application.

Assigned additional duties to:

Agenda Item: Confirm Time and Date of Review Meeting (Dec 7?)

Discussion: Committee discussed the length of time needed to discuss applications deciding on a 4-hr time frame. Target date for distribution of applications is Nov. 11th. Executive Committee will meet before this date to decide on distribution of applications. Committee members will recuse themselves if they have concerns about conflicts.

Action Taken:

Dec. 7th. 1-5pm

Assigned additional duties to:

Agenda Item: Confirm Use of Proposal Evaluation Form

Discussion: Committee discussed clarity of existing evaluation form. Most members find the form clear. Concerns were raised about the rankings not aligning with the numerical score. Mark Johnson offered to conduct a multifaceted Rasch analysis on the numerical scores. Committee discussed the logistics of completing the evaluations and submitting scores to Mark for analysis. Committee also discussed posting the scoring sheet to Teams for members to access and score.

Action Taken:

No changes to evaluation form. Committee members will submit evaluation forms to Mark by Dec. 4th unless a master scoring spreadsheet is available on Teams. Mark will run analysis prior to Dec. 7th meeting to review submissions.

Assigned additional duties to:

Beth Bee will contact Jo Anne B. (previous chair) for the master scoring spreadsheet.

NEXT MEETING: December 7th 1-5pm

ITEMS TO BE DISCUSSED: Review of proposals

TIMELINE:

Nov. 9: Applications due

Nov. 11: Target date for distributing proposals to committee members for evaluation

Dec. 4: Evaluation forms submitted to Mark Johnson for analysis

Dec. 7: Committee meeting to discuss proposals