

**COMMITTEE: Teaching Grants**

**MEETING DATE:** October 3, 2022 4-5 p.m.

**PERSON PRESIDING:** Janet Sanders, Chair of the Teaching Grants Committee

**REGULAR MEMBERS IN ATTENDANCE:** Vera Tabakova, Janet Sanders, Thompson Forbes, Jake Jensen, Marion Eppler, Anne Mallory

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Charity Cayton, Brittany Thompson, Kristen Cuthrell

**OTHERS IN ATTENDANCE:** Rachel Baker

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**Agenda Item:** Establishing a timeline for sending out the call for grant submissions, due dates, and review and recommendation

**Discussion:** Previous years, applicants were given six (6) weeks from the first announcement to submit grant proposals. Decided to email announcement on Tuesday, October 4 with a due date of November 18 by 5 p.m. Rachel Baker sends out the announcement to faculty for the committee. In past years, Rachel would check the applicants' packets and contact them if there were missing components. The committee decided that Rachel no longer needs to check the grant packets – seen as unnecessary work.

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**Agenda Item:** Confirmation of the availability of teaching grant funds and eligibility of applicants from Brody School of Medicine and School of Dental Medicine.

**Discussion:** Confirmed with Provost Coger that \$80,000 is available. The pool of money is available to all faculty.

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**Agenda Item:** Reviewing the language in the call for proposals and establishing follow-up announcements

**Discussion:** Members reviewed the language in the email. Some discussion about changing language in Appendices section; no change was made. Committee agreed only the date needed to be changed in the announcement. Rachel informed the committee that in the past a second notification email and final reminder are sent out to faculty as well as announcements during Faculty Senate. A note from the 2021-2022 committee suggested reaching out to the Office for Faculty Excellence to promote the Teaching Grants. Questions about progress and summative reports were raised – were progress reports needed? The committee sees progress reports (normally due the fall after grant is received) as an unnecessary step for faculty since faculty have to wait a year before applying for another grant and submit a summative report. No changes made during the meeting but committee wants to re-evaluate the need for progress reports and remove for next year. Rachel Baker is reviewing past minutes to find reasoning for progress report and process for removing the progress reports from requirements.

**Actions to Take:** Rachel will send out first email announcement for Teaching Grants on Tuesday, October 4, 2022. Brittany will reach out to the Office for Faculty Excellence for promotional suggestions.

**Follow-Up:** Notification went out to faculty on Tuesday, October 4, 2022. Office for Faculty Excellence suggested their office could share announcement with servlist (similar list that Rachel sends announcements to) and holding an information session. There is current email discussion about what should be in an information session.

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**Future Business:**

- Review summative reports prior to reviewing new grant reports.
- Decide if there will be an information session with the OFE and what information will be included
- Review need for progress reports
- Set meeting to for grant submission review and recommendations.