CTE Committee Meeting Minutes

September 25, 2013

Members present: Mary Clement, Zahava Wilstein, Cathy Borer, Leslie Marlow, Curt Hersey, Michelle Haney and Julee Tate

1. Dr. Clement thanked members for their service.

2. Dr. Clement pointed out that the first Tuesday of each month is reserved on the Provost's calendar for CTE workshops and events. She asked that members encourage others to attend and think about topics for next year.

3. Dr. Tate was elected as chair of the committee

4. It was decided that the book study should be completed prior to Thanksgiving. Dr. Wilstein will set up a poll calendar so that faculty can indicate their availability. Using this information, groups will be formed. Committee members should submit their preferred session day and time by Friday, September 27th. Dr. Wilstein will complete the poll by October 1st. On Monday, September 30th, Dr. Clement will resend the article and inform faculty that the on-line poll will follow shortly. The deadline for faculty to sign-up through the poll will be October 11th. Book discussion groups will begin the week of October 21st. Committee members have $30 to purchase refreshments. Please keep receipts. Dr. Clement provided members with starter questions for the discussion of *An Avalanche is Coming*.

5. Dr. Clement informed the committee the budget for the year is $3,400. For events or speakers that cost more than this amount, we would need to seek assistance from the Provost's office.

6. The committee will give away faculty course development grants this year. There are 3 grants of $1,000 each. Only two were awarded last year. There was some discussion about eligibility, based on changes that have taken place in the Faculty Development Grant Guidelines. Dr. Clement will clarify this with the Provost.

7. There was discussion about the Coffee with the Coaches event that was held last year to encourage open dialogue between faculty and coaches. It was not well attended. Dean Heida has suggested creating a panel opportunity at which faculty liaisons and Tom Hart (new director of athletics) will speak about ways that faculty and coaches can help student athletes be successful. Dr. Clement will ask Dr. Hart and the Provost if 11 a.m. on the fifth Tuesday in October is a good time for such a panel, or if it is better to wait until the spring.

8. Dr. Clement explained that the CTE committee does not have a representative from the Campbell School because they do not have enough faculty to populate all committees.

9. Dr Clement informed the committee that the Center (for Teaching Excellence) no longer has a separate space, but rather is housed in her office. CTE materials may be found in Memorial Library. Should members have suggestions for additional materials, they should inform Dr. Clement by e-mail.

10. The meeting was adjourned at 3:45.