Committee on the Improvement of Undergraduate Education
September 10, 2012
(12-13, #1)

APPROVED

Members present: Anne Birberick (Vice Provost), Kyle Bak (Student/SA), Billie Giese (VPA), Jason Hanna (LAS), Brian Mackie (BUS), Kathleen Musker (HHS), Joel Stafstrom (UCC).

Members absent: Abul Azad (EET), Pat Anderson (Alumni), Chris Jones (Honors), Denise Hayman (CHANCE), Mark Mehrer (LAS), Sarah McHone-Chase (LIB).

Others: Jeanne Ratfield, (Administrative Assistant to Vice Provost) Recorder.

I. Adoption of Agenda

A motion was made by Stafstrom to approve the agenda, seconded by Musker. The motion passed.

II. Introductions

Birberick asked members to introduce themselves and indicate what area they represent.

III. Election of Committee Chair

Brian Mackie agreed to serve as chair again. Elected by acclamation.

IV. Old Business

A. Instructional Research Grant Update

Birberick informed the committee that there will be no funding for the instructional grants this year. She assured the committee that she has money to complete the payments due as the second part of the award for last year’s recipients. She indicated she was hopeful that this would be a single year hiatus.
Musker asked whether anything similar was offered on campus. She mentioned prior to the meeting she had individuals asking her questions about it and indicating they were going to apply. Mackie commented that Faculty Development is doing some kind of similar funding. Birberick mentioned there were other things out there that might be open for faculty. She stated there is a course transformation project that is being funded by Vision 2020 money for large lecture, more than 100 students, general education courses. The funding will be available for a few more years for that project. That program involves lecture, experiential learning and a media-rich environment.

Mackie suggested that the faculty be reminded of the other opportunities that do exist for this one year while this particular funding opportunity is not available. Birberick indicated that could be done. She also stated that the Honors program is also going to launch a course transformation program for Honors courses.

Stafstrom said if some funds could be located he thought it would be better to offer a smaller, limited amount of funding rather than nothing. Mackie and Musker both agreed – offering a reduced amount would be better than nothing. Birberick stated that she had totally cleaned out the funding except for what was necessary to complete the payments to last year’s awardees. She indicated she only had limited funds in most of her area budgets and did whatever she could so she would not have to lay off anyone.

Mackie suggested perhaps doing just a recognition program this year. He said he would find it interesting to see who would apply simply for recognition. Giese also agreed with having some kind of program this year. She indicated many faculty in her area are still building their careers and they lose steam on their progress when fewer opportunities are available.

If a smaller amount of funding could be located perhaps not all the grant award categories would be offered. The majority of the awards were for summer salary money. That will be discussed again should monies be located. Birberick said that she would review the situation with her budget manager. She reiterated that the funds obligated last year would be paid and those funds were still in the account.

B. **EUTA/EUIA nomination materials, forms, tentative schedule**

Birberick referred the committee to the minutes from the final meeting last year. The last paragraph gave the areas that they had discussed to improve the nomination process for the instructor/teaching awards. Birberick indicated that the committee needs to work on this, making any changes, because it needs to be sent out.
Birberick referred the committee to the timeline listed in the nomination packet on page three. She indicated that by the next meeting any changes should be made so they can be approved and the packets can be sent out to allow time for the process.

Stafstrom suggested that a small working group of two or three people be put together to work on this and bring it back to the full committee. Mackie said the October 8th meeting would be when any changes would need to be approved so the information could be sent out. Birberick said the items that had been discussed were: signature statement, checklist, issue of completed applications, what to do about emails, the questions about the vita.

Birberick asked Stafstrom if he would be willing to be part of the working group since he not only represents UCC but was also on this committee last year. Birberick said it would also be good to include a student and asked Kyle Bak how he felt about that. Kyle indicated he would serve. Birberick asked Mackie if he would complete the group. He said he would like to leave the opportunity open for someone else. Birberick said she would contact members not present to see if they wanted to serve and if not then Mackie would be the third member. She would contact Stafstrom by the end of the week.

V. Adjournment

Stafstrom made a motion to adjourn at 1:45 p.m., seconded by Giese. Motion passed.

Respectfully submitted

Jeanne E. Ratfield