Committee on the Improvement of Undergraduate Education
September 8, 2014
(14-15, #1)

APPROVED

Members present: Jason Hanna (LAS); Michael Kolb, Associate Vice Provost (for Birberick); Brian Mackie (BUS); Linda Matuszewski (UCC/BUS); Shanthi Muthuswamy (EET); V. Ryzhov (LAS)

Members absent: J.D. Bowers (Associate Vice Provost for Honors) Karen Brandt (HHS); Sheryl Honig (EDU); M. Konen (LAS); B. McGowan (ULIB)

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

I. Adoption of Agenda

A motion was made by L. Matuszewski, seconded by B. Mackie to approve the agenda. The motion passed unanimously.

II. Introduction of Committee Members

Members present introduced themselves.

III. Election of 2014/15 Committee Chair

Kolb explained the responsibilities of the committee. This committee handles the Excellence in Undergraduate Teaching and Instructor awards as well as the David Raymond grant for Technology in Teaching. Kolb mentioned that Mr. Raymond passed away this summer.

The chair of the committee is also responsible for the Annual Report, which is a recap of the activities of the committee.

J. Hanna was nominated to serve as chair on a motion by B. Mackie, seconded by L. Matuszewski. Motion passed unanimously.
IV. **Approval of Minutes**

B. Mackie made a motion to approve the minutes from the April 7, 2014 meeting, seconded by L. Matuszewski. *The motion passed unanimously.*

V. **Approval of 2013-2014 Annual Report**

B. Mackie made a motion to approve the 2013-2014 Annual Report, seconded by S. Muthuswamy with a change to the verb was to were in regard to the EUTA awards. *Motion passed unanimously.*

VI. **Old Business**

Updates from the last meeting were made to the EUTA form. The timetable was reviewed. The dates would be updated to December 5, 2014; January 23, 2015 for departmental nominations to college and nominations due to CIUE via the Vice Provost office, February 16, 2015. It is unknown for certain if the Awards Presentation will be April 16 but will update the date based on the assumption it will follow the pattern of previous years.

There was discussion regarding the rubric and points per category; with the adjustment to the fourth category – the total needs to be adjusted. The materials for the EUIA/EUTA will be sent to committee members for review and finalization will be done at the October meeting.

The David Raymond application was also discussed. L. Matuszewski made a motion to send materials to committee members for review via email with a deadline for comments of September 29th, for both the EUIA/EUTA and David Raymond application seconded by B. Mackie. *Motion passed unanimously.*

Kolb announced a meeting to be held on Friday, September 19th beginning at 8:30 a.m. in Holmes Student Center Room 505 to discuss the upcoming curricular changes that will be brought forward this year. It will be an informational meeting with questions/answers.

VII. **Adjournment**

L. Matuszewski made a motion to adjourn @ 1:40 p.m., seconded by V. Ryzhov. *Motion passed.*

*Respectfully submitted,*

Jeanne Ratfield