

Teaching and Learning Committee Meeting
Friday, January 20, 2012 11:15 AM-12:15 PM
200 Science Complex
Minutes

Members present: Dr. Syed Ahmed, Dr. Roxanne Gooch, Dr. Teresa Lubrano, Mrs. Lisa Restivo, Prof. Don Aguilar, Dr. Tony Wohlers, and Dr. P. K. Das (presiding over the meeting)

Members not in attendance: Dr. Phil Adrian, Mr. Ted Riley, Ms. Debbie Crossland, Dr. Michelle Smith, Ms. Amy Kennedy, Ms. Boomi Fatudon, and Ms. Savannah McAlister

1. The meeting was called to order at 11:15 AM
2. Approval of last meeting's minutes
The minutes of last committee meeting (November 18, 2011) were read and unanimously approved.
3. Nomination/selection of a Committee Secretary
Dr. P. K. Das proposed that in view of the several members being absent at the meeting, the nomination/selection of the Committee Secretary be postponed until the next meeting. The proposition was unanimously approved. Das offered to serve as the secretary for the present meeting.
4. Discussion item: *Ways to encourage submission of applications from our faculty for supports/grants in the areas of teaching and learning, especially from external agencies*

The Academic Research Director, Dr. Tony Wohlers, distributed a handout (attached) and presented a brief overview of the role of the Academic Research Support Center and how it has encouraged grant writing on campus by providing clear procedures governing the submission of grants, disseminating information about external grant sources, organizing grant writing workshops, mentoring incoming new faculty, etc. Following this brief overview, the committee members discussed various strategies and issues, as listed below:

- Prof. Don Aguilar stressed the importance of communication at department meetings, e.g., by 5-minute presentations on grant writing strategies, status, guidelines, etc.
 - Dr. Syed Ahmed suggested dissemination of concise information on a "postcard"-size document.
 - Several members stated the involvement of the administration (e.g., Deans) promoting the importance of writing grant proposals for external agencies.
 - Dr. Tony Wohlers pointed out that the "seed" money from the internal grants for T&L proposals should eventually result in submission of grant proposals to external agencies.
 - In response to Das's query about the names of prospective agencies appropriate for grant proposals the areas of teaching learning, Dr. Tony Wohlers mentioned that various foundations welcome such proposals.
 - Dr. Roxanne Gooch suggested use of a "blanket" e-mail on the awareness about grant writing.
5. New business, if any: None
 6. Tentative date for next meeting – It was decided that the next meeting would be called when the necessity for such a meeting would arise. The time, Friday 11:15 AM-12:15 PM, was acceptable to the members present.