Teaching and Learning Committee Minutes
First Meeting
March 26, 2010

Meeting Facilitator: Chair A. Johari
Meeting Note Taker: Secretary Kim Smith


Activity: Agenda Issues

1. Election of the chair and secretary. Abbas Johari was nominated for the position of chair. Kim Smith was nominated for the position of secretary. The nominations were passed by unanimous vote.

2. Assigning faculty and staff members. Michelle Smith, P.K. Das, Jessica Hutchinson, Aubree Helvey, and Kara Kennedy volunteered to extend their committee membership terms by one year.

3. Teaching and Learning Committee Mission. The mission statement was read by the committee.

4. Topics suggested by Dr. John McArthur, VP for Academic Affairs.
   
   Topic 1 – Promotion, collection, and recommendation for faculty mini-grant for instructional innovation. Jessica Hutchinson suggested this topic should be the priority of the committee. Aubree Helvey motioned for action on Topic #1, and Jessica Hutchinson seconded the motion.

   Topic 2 – Review of the course management system – BlackBoard. Roxanne Gooch, and Kara Kennedy volunteered to serve on the subcommittee with the Technology Advisory Committee.

   Topic 3 – Review of “smart” classroom configuration and placement. Dr. Burgess has a list of the “Smart” classrooms and will submit it to the chair so the committee will be able to act on this topic.

   Topic 4 – Review of open and department computer labs placement, continuation and support. Combine with Topic #3 since they both are paid for by student technology fees and the Technical Advisory Committee will be working as a subcommittee on both topics.

   Topic 5 – Survey of library services. Combine with Topic # 6. Dr. Johari will ask Dr. McArthur.

   Topic 6 – Survey of library collection policy.

   Topic 7 – Review of Check-it-out books. A list of pros and cons needs to be made. Kim Smith named a few to be discussed.

   Topic 8 – Review of services for online and ITV teaching formats for comparability to face-to-face instruction. ITV is dependant on OneNet, which is undependable. P.K. Das will bring input from his colleagues to the next meeting.

   Topic 9 – Review of student technology fee usage. No action taken on this item.

5. Anton Wohler was a guest at the meeting for the purpose of speaking to the committee about the mini-grant. There is research money (about $10,000) available to be spent within this fiscal year. The purpose of the grant should be distinguished from the Faculty grant. The application forms and criteria are on the website. Criteria need to be established to review the proposals. Dr. Johari will develop a call for proposals.

6. Scheduling the next meeting. The next meeting will be held on Thursday, April 8, 2010 at 3:30 pm.

7. Adjourn. The meeting was adjourned at 4:05 pm.