Teaching and Learning Committee Minutes
April 8, 2010
Second Meeting

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

Attendees: Dr. Abbas Johari, Professor Kim Smith, Dr. Roxanne Gooch, Dr. Jennifer Dennis, Dr. P.K. Das, Director Ted Riley, Professor Jessica Hutchinson, Professor Aubree Helvey.

1. Approval of March 26, 2010 Minutes.
   The minutes were passed as presented.

2. Review of “smart” classroom configuration and placement. Review of open and department computer labs placement, continuation and support.
   Discussion of videoconferencing rooms by Bill Schemonia and Keith McIssac. The university’s PCs are replaced every 4 years, but there is not a schedule for replacement of video projectors and peripheral equipment for videoconferencing.
   Conclusion -- ITS department and T&L Committee would like input from the faculty.
   Action Item/Person responsible/ Deadline – Professor Jessica Hutchinson will poll her department chair about their expectations and report to the committee at the next meeting.

3. Assigning faculty and staff members.
   Action Item/Person responsible/ Deadline – Dr. Abbas Johari will complete this task by the committee’s next meeting.

4. Combining Topics 5 and 6 of the Committee’s charge.
   Discussion & Conclusion -- The e-mail was read by the committee whereas correspondence from Dr. McArthur and Dr. Abbas Johari indicated there is no objection by the VPAA to combine topics 5 and 6.

5. Reports from the Members.
   • Discussion of Check-it-out books. Professor Kim Smith presented a list of pros and cons to the committee and would like the committee to recommend to Dr. McArthur that the service be continued. Action – Dr. Johari will conduct this ASAP.
   • Discussion about promotion for faculty mini-grant for instructional innovation. The existing application is located on the website and they are Forms F3 and F4. Dr. Johari will send a campus-wide e-mail ASAP.
   • Discussion about online and ITV teaching formats. Dr. P.K. Das discussed the opinions from two faculty members of the Physical Sciences department. The courier service between campuses seems to be problematic. Action – Dr. Jennifer Dennis will poll the Education Department, Professor Jessica Hutchinson will poll the Biology department, and Dr. Roxanne Gooch will poll the Business Department and all will report at the next meeting.
   • Discussion about involvement in the course management system via the Blackboard Subcommittee. Action – Dr. Roxanne Gooch will contact Dr. Shawn Carraher, Chairman regarding the date of the next meeting.
   • Discussion about application forms, criteria, and call for proposals for the Innovative Instructional Grant. The documents seem sound at this time – a letter from Dr. Tony Wohlers to Dr. Johari suggests if the committee makes major changes “it might be a good idea to run it by Dr. McArthur.” Conclusion-- the Committee was in agreement with the notion.

New Business
1. Discussion of criteria to review the T&L proposals. Conclusion -- The proposed projects should be related to teaching and learning -- something that will affect student learning outcomes. Action – Dr. Aubrey Helvey will look for and bring to the committee previous online applications to the next meeting.

2. The next meeting will be held on Friday, April 16, 2010 at 10:00 am.

3. Adjourn. The meeting was adjourned at 4:40 pm.