

Teaching Center Advisor Committee Regular Meeting

Date & Time: August 23, 2018 at 3.00 pm

Location: Historic Preservations Conference Room (Combs Hall)

Attendees:

1. Colin Rafferty, Associate Professor, ELC, CAS
2. Andrea Smith, Associate, Professor HISP, CAS
3. Melody Denhere, Assistant Professor, Mathematics, CAS
4. Amrita Dhar, Assistant Professor, Economics, CAS
5. Michael Stebar, Lecturer, Biological Sciences, CAS
6. Teresa Coffman, Distance and Blended Learning (Ex-officio)

Items of Business/Announcements

1. The committee members introduced each other.
2. Other Ex-officio member, Rosemary Arneson, University Librarian, could not attend the meeting as she was giving library tours to new faculty. She emailed Colin about that.
3. The members elected the Chair and the Secretary for the academic year: 2018-2019
Chair: Colin Rafferty, Associate Professor, ELC, CAS
Secretary: Amrita Dhar, Assistant Professor, Economics, CAS
4. The committee discussed about Nina's email about having two members of this committee to serve on the search committee for Faculty Director of Teaching Center. Colin and Andrea were interested and agreed to serve on the search committee.
5. The committee discussed about its responsibility for this academic year. As the position of Director of Teaching Center is currently vacant, we were not sure about what will be our responsibilities while this position is vacant. Colin will find out about the exact duties the committee needs to perform until the position of the Director is filled.
6. The committee mentioned about having a discussion on what qualities the members are looking for in the potential candidates for the Director's position. This will be helpful for our members serving on the search committee for the Director.
7. The committee discussed about the meeting dates for Fall 2018. Meeting schedule as follows:

Meeting Dates	Location and Time
Sep 24	Historic Preservations Conference Room (Combs Hall), 3-4pm
Oct 29	Historic Preservations Conference Room (Combs Hall), 3-4pm
Nov 26	Historic Preservations Conference Room (Combs Hall), 3-4pm

8. Meeting dates for Spring 2018 will be decided in the last meeting in Fall 2018.

Adjournment

The meeting adjourned at 3.20 pm. The next meeting will be on September 24.