

Teaching Center Advisory Committee  
September 10, 2019 at 3:30 p.m.  
Lee Hall 414

In attendance:

Caitie Finlayson – Teaching Center Faculty Director, Committee Ex- Officio (CAS)  
Victoria Russell – Teaching Center Associate Director, Committee Ex- Officio (COE)  
Melissa Wells – Teaching Center Faculty Fellow, Committee Ex- Officio (COE)  
Amrita Dhar - Committee Chairperson (CAS)  
Michael Stebar - Committee Secretary (CAS)  
Karen Anewalt (CAS)  
Emily Crosby (COE)  
Jennifer Walker (COE)

### **Items of Business/Announcements**

#### TCAC Introductions and Overview

- Caitie Finlayson provided an overview of the Teaching Center Advisory Committee's responsibilities and leadership structure and described several Teaching Center initiatives currently underway.
- The Teaching Center is developing a weekly newsletter that features; pedagogical tips, upcoming events, and upcoming deadlines. Faculty can subscribe to be on the mailing list.
- Information regarding the Faculty Pedagogy Colloquium has been sent to the faculty.
- Information regarding Communities of Practice was described.

#### Pedagogy Travel Grants

- Committee members reviewed faculty proposals for Fall semester Pedagogy Travel Grants. All applicants were awarded funding.
- Members discussed ideas to promote the availability of the grants such as inclusion in the new newsletter, committee members promoting the grants within our departments and colleges, emailing announcements/reminders directly to department chairs, and continued posting on UMW/Teaching Center website.
- The deadline for faculty to submit proposals for the Spring semester Pedagogy Travel Grants is 5:00 p.m. on Thursday 11/7/2019
  - Applications are available on the Teaching Center's website  
<https://academics.umw.edu/teach/resources/grants/pedagogy-travel-grants/>

#### Teaching Center Programs

- Committee members discussed faculty needs in terms of Teaching Center workshops.
- Members are encouraged to relay requests for workshop topics to the Teaching Center when we learn of particular needs.
- Members suggested that 12:00 – 12:50 (lunch times) may be the best window to offer one-off workshops as more faculty members may be available to participate. Members also suggested rotating the days and locations on/at which workshops are held.
- Suggestions for possible workshop topics include: structuring group work, increasing grading efficiency, and grading students' written work.

#### Committee Membership

- A representative from the College of Business is needed.

Future meeting dates/times are:

- 10/21 3:00 – 3:50 Location TBD
- 11/18 3:00 – 3:50 Location TBD

Meeting adjourned at 4:02