

Teaching Center Advisory Committee  
January 27, 2020 3:00 p.m.  
Lee Hall 414

In attendance:

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

### **Updates from the Teaching Center**

Discussions have taken place between Catie Finlayson, Victoria Russell, and Tim O'Donnell regarding the orientation program for new faculty.

The Teaching Center has been asked to help organize parts of the program for new faculty. The Committee discussed current practices and brainstormed topics from which new faculty members would benefit.

- Topics to be covered in workshops, presentations, trainings for new faculty will focus on the categories of Teaching, Professional/Scholarly Activity, and Service.
- Topics discussed included but were not limited to: CANVAS tutorials, campus tours, syllabus design, student advising, faculty mentoring (beyond those assigned by departments), and organizing opportunities to observe other faculty members.
- The committee agreed that the pre-semester orientation for new faculty members should have a focus on helping them be prepared for the first days/weeks of classes.

### **Pedagogy Travel and Small Teaching Grant**

Drafts of the updated application formats for the Teaching Center's Small Teaching Grants and Pedagogy Travel grants were reviewed.

- Suggestions were made for minor revisions in content and format.
- The updated applications will be available this spring for future grants.
- The deadline for Summer 2020 grant proposals is in early April.
- Updated applications and relevant deadlines will be posted on the Teaching Center's webpage.

The next meeting is scheduled for Monday 2/24/20 at 3:00 in Lee 414.

Meeting adjourned at 3:52