

Teaching Center Advisory Committee
February 24, 2020 3:00 p.m.
Lee Hall 414

In attendance:

Victoria Russell –Teaching Center Associate Director, Committee Ex- Officio (COE)
Amrita Dhar - Committee Chairperson (CAS)
Michael Stebar - Committee Secretary (CAS)
Emily Crosby (CAS)
Melody Denhere (CAS)
Jennifer Walker (COE)

1. Teaching Center Updates

1. The Teaching Center faculty structure will be reorganized
2. Catie Finlayson's contract will end this year and she is choosing not to continue with the assignment
3. Positions for a fulltime director and 2 faculty fellows will be created.
 1. The 2nd Teaching Fellow position will be called for after spring break.
 2. The position will consist of a 3 year term with options for course-release/stipends
4. Ideally the re-structuring will be finalized and announce by first week of May with faculty assuming responsibilities in August
5. Members of the Teaching Center Advisory Committee are encouraged to promote the faculty fellow positions and encourage faculty to apply

2. The revised Travel Grant and Small Teaching Grants' application forms were reviewed

1. Revised applications were briefly discussed and approved.
 1. Recommendation was made to provide a word max on application narratives
 2. Applicants can also print a pdf that they can use to copy and paste into the electronic format
2. Travel grants will be available for Summer 2020, applications due April 3rd
 1. TCAC will review proposals electronically and submit recommendations to Catie Finlayson and Victoria Russell
 2. Decisions should be made by end of semester, ideally by first week of May
3. Small teaching grants available for fall and spring but not for the summer
4. University and Teaching Center web pages will be updated this week

3. The role of the Teaching Center Advisory Committee in helping to organize the UMW Academy was discussed.

1. Does not appear that TCAC will need to review applications for presenters
2. We are asked to help advertise and promote the event especially after the Save-the-Date goes out. Goal is to have faculty lead the event in terms of presenting and sharing. Details of the structure of the Academy will be shared with faculty soon.
 1. Preliminary (not finalized) plans for the Academy's structure include offering concurrent sessions for 30 minutes (20 minutes to present and 10 Q&A) in the mornings while offering longer 60 minute sessions in the afternoon.
 2. Planned dates for the Academy are May 13 & 14
 1. Information will hopefully go out before Spring Break

The next TCAC meeting is scheduled for Monday Mar 23, 2020 at 3:00 in Lee 414.

Meeting adjourned at 3:34