**University Council on Teaching**

**Meeting of Tuesday March 15, 2016**

**Meeting Minutes**

**12:00 – 12:30 Presentation and Discussion led by student group – Phoebe Fico, Mary Royer and Tara**

*Presentation and Discussion topic: UGBC Proposal to have faculty upload syllabi early*

**Discussion Notes:**

* Syllabi should be accessible to all students before or at the time of registration
* There is a law, the Higher Education Opportunity Act, which requires faculty to disclose the ISBN of the textbook for the course
* The majority of professors do not comply with this law
* Having access to syllabi early is helpful because classes have physical activities
* Having access to syllabi would allow students to contact professors and discuss their special needs and accommodations
* It is important for students to know what books they need so they can order a special print text
* All students should know the cost of their textbooks because many students choose their courses based on the cost of textbooks
  + This is an issue for low income students
* Having access to syllabi would allow students plan their courses better and choose classes that are in line with their interests
* It may lessen the amount of add/drop that occurs later on in the semester
* Faculty should have at least the syllabus from the prior be up and the students can contact the professor and ask if there will be any major changes
* It is difficult for new faculty to have a syllabus up and this policy will receive resistance from professors who wait till the last minute to post their syllabus
* It is difficult to include the cost of book on the syllabus – including the ISBN is sufficient
* There needs a better system for having the syllabus online
* To implement this policy a major PR campaign needs to be implemented
* It would be interesting for faculty to know which students are not taking a class based on the cost of textbooks
* Next steps:
  + Go to board of chairs – if the message comes from the chairperson the professors may pay more attention
  + Ask for professors to have their syllabus posted by registration and then compromise by asking that at least last year’s syllabus be made available

**12:30 – 1: 00 Discussion on the types of grants to be approved by UCT**

* $75,000 to allocate
* Visiting faculty member – should they be made eligible for these awards?
  + Should the grants be limited to only full-time faculty?
    - Is the person going to have a long-term impact on the university? If they are only passing through it may not be worthwhile
    - If they are developing a program that will be implemented long-term it may be worthwhile to give them grants
  + Does the TAM pay for a conference?
* Limited to $5,000 summer salary for the whole award per grant
* Should $5,000 be the limit for summer salary? The amount is not representative of summer salary’s
  + Should not change the rule right now but possible in the future
  + The $5,000 was decided on because the UCT wanted to spread the money as much as they could
  + UCT decided to keep the $5,000 limit to spread the money
* Kathy, Danielle, and Jeff – subcommittee for reviewing TAM grants
* Looking for projects that can be used for multiple courses
* Consensus is that grants will be awarded to faculty that desire to reimagine their course rather than revising them
* Proposals should be first reviewed to see if they meet criteria and sent back for further clarification before the UCT reviews them

Attendees: Jeff Cohen, Pat DeLeeuw, Stephanie Leone , John Rakestraw, Kathy Bailey, Danielle Taghian, Jackie Lerner, Katie McInnis-Dittrich