University Advisory Council on Teaching
Meeting Minutes
October 2, 2003 4:00 pm

In attendance: Bill Eley, Carol Hogue, Laura Kimble, Harriet King, Terri Loften, Bob McCauley, Jim Morey, Wendy Newby, Steve Nowicki, Anne Sinkey, Gary Smith, Donna Troka

1. **Review of last UACT event.** Anne and Donna reported that the September event on “Inclusive Teaching and Diversity in the Sciences and Professional Schools” was successful and well-attended. Donna agreed that some helpful connections were made through the event, although it would have been nice if the event could have been longer to allow for more discussion. Overall it was agreed that it was a good start for a new UACT year.

2. **Review of Minutes.** The minutes from the September meeting were reviewed and approved for placement on the website.

3. **Discussion of Website Improvements.** Terri Loften led the group through a tour of the UACT website. Numerous suggestions for improvement were made, including:
   - **Awards pages:** Update award recipients and award descriptions. Include links to Provost Office awards page.
   - **Council members:** Include links to departmental and personal webpages, possibly adding photos of members. Add last names and update list of subcommittee members.
   - **Teaching resources page:** Fix broken or outdated links. Expand this page to include topic-focused web resources, with the topics reflecting UACT themes for the current and past years’ programming.
   - **UACT resources:** Add links to digital video of past events. Add list of available items in the UACT library.
   - **Events page:** In addition to adding a scrolling or flashing “current event” item on the home page, improve the events page by adding photos, bibliographies, and links to websites of outside speakers.
   - **Listserv subscription:** Add a way to subscribe to the UACT listserv through the website.
   - **General appearance:** Make the UACT logo and page layout more attractive and attention-getting. Foreground new events on all pages.
   - **Responsibilities:** Anne and Donna will be responsible for contacting council members to obtain information on recent award recipients. In the future, the communications subcommittee will be in charge of implementing new content and design for the UACT website.

4. **Subcommittee Selection.** Council members selected their preferences for subcommittee membership. Gary reminded everyone that the role of subcommittees includes meeting independently at least once a month and reporting back to UACT during each council meeting. Each subcommittee should report during next meeting about their goals for the year.

5. **Upcoming UACT events.** Donna and Anne reported back from a meeting at the University of Georgia with Keith Parker and a group of community members on mentoring programs. The group discussed the purpose and format for the
upcoming mentoring-focused event. The definition of mentoring was discussed, and it was decided that the event should involve questioning mentoring (vs. advising), barriers to mentoring for faculty and students, benefits of mentoring for faculty and students, and the effect of the professionalization of mentoring on mentoring at Emory. It was also decided that the traditional format of a panel discussion or a series of presenters would be less helpful, so the event format would involve directed small and large group discussion. Undergraduates, graduate students, faculty, and staff would be invited to participate in each group to add perspective to the discussion.

6. **Report by Carol Hogue on UACT evaluation.** Carol reported that the response rate to the UACT evaluation survey was varied by school. The council suggested ways to increase the response rate. Each member was asked to send emails encouraging colleagues to respond to the survey. Carol reported that she expected the evaluation to be completed by the end of the Fall semester.

7. **New Business.** Gretchen commented on the importance of communication between Oxford and Atlanta campuses. She handed out copies of an award entry form for a teaching development program recently completed by Oxford.

8. Steve Nowicki moved to adjourn.

The next meeting will be **Thursday, November 6th** at 4pm in the Center for Teaching and Curriculum in the Candler Building.