University Advisory Council on Teaching (UACT) Meeting
September 4, 2003 4:00 pm

In attendance: Carol Hogue, Laura Kimble, Harriet King, Robert McCauley, Jim Morey, Steve Nowicki, Wendy Newby, Diana Robertson, Gretchen Schulz, Anne Sinkey, Gary Smith, Daniel Teodorescu, Donna Troka.

1. Welcome and Introductions. The meeting began at 4:15 pm.
2. Remarks from Gary Smith, UACT Chair. Gary reviewed the mission and history of UACT, including its beginnings and current goals and programming. UACT’s goals were outlined to include to document and evaluate good teaching, to acknowledge and award teaching excellence, to provide programming, luncheon discussions, and bring national speakers to promote teaching excellence, to continue developing teaching portfolios, and to continue the Master Teacher Program at Emory. Gary brought attention to the annual report from last year and briefed the various achievements and programming successes from last year. Members were encouraged to engage as active participants and to report back to their departments and schools about events and resources available through UACT.

3. Discussion of Subcommittees. Gary outlined the four subcommittees that were in place last year: Evaluation, Master Teacher Program, Programming, and Tenure/Promotion. It was suggested that members consider whether these should remain in place this year or be altered or added to. Gary asked members to decide by the next UACT meeting the committee with which they would like to participate, noting that some committees were less active than others last year, and that participation is very important in subcommittees. Carol Hogue asked whether a communications committee should be established to investigate the accessibility of information by UACT to faculty, suggesting that improvements to the webpage might be of concern for a committee. Gary concurred and asked members to look at the webpage and come up with ideas for improvements for the next UACT meeting. Gretchen Schulz noted that communication between the Oxford and Atlanta campuses is sometimes weak, and noted that improvements could be made in that form of communication as well.

4. Evaluation Subcommittee Report. Carol Hogue and Daniel Teodorescu outlined the current status of the survey that will be distributed to Emory faculty about UACT. The purpose and goals of the evaluation were outlined, including the need to find out why people do or do not participate in UACT programming, how to increase attendance and visibility of UACT, and how to improve conversations across schools and departments as well as between Oxford and Atlanta campuses. The evolution of UACT from its emergence out of the 1997 Report of the Commission on Teaching at Emory University to its current incarnation was noted. Specific concerns about the questions and format of the evaluation tool were raised and members were asked to look over and comment on the survey before September 13th. The survey should be sent out the week of September 15th and again later in the fall. Results should be available in January.

5. Programming overview. Donna Troka briefly outlined the programming planned for this year, including our first event, “Inclusive Teaching and Diversity in the Sciences and Professional Schools,” to take place September 18th.
6. **Move to adjourn** was made by Steve Nowicki. The meeting was adjourned at 5:30 pm.

Next meeting will be **Thursday, October 2nd at 4pm**. Please note the meeting will move to the Center for Teaching and Curriculum in the new Candler Building for the indefinite future.