Meeting Minutes  
March 4, 2004, 4:00 pm

In attendance: Harriet King, Michael Lubin, Bob McCauley, Jim Morey, Diana Robertson, Gretchen Schulz, Anne Sinkey, and Donna Troka.

1. Meeting Began. Meeting called to order by Bob McCauley.

2. Approval of Minutes from February meeting. The minutes were approved for placement on the UACT website.

3. New Reports from Subcommittees.

   Communications: No report.

   Evaluation: No report.

   Master Teacher Program: Diana Robertson reported that the Master Teacher Program (MTP) is scheduled to take place on May 17th and 18th, 2004. Rooms in the Goizueta Business School have been reserved and catering for the event is secured. Diana Robertson reported the agenda from the latest meeting with Harvey Brightman (MTP facilitator and speaker) to establish a tentative schedule for the program. Mr. Brightman reportedly agreed that increased attention could be paid to video sessions and video reviewing during the program.

   Diana Robertson and Donna Troka reported that the Master Teacher Program will be led by Harvey Brightman again this year, although UACT would have preferred to integrate an in-house facilitator or co-presenter this year. The group discussed remaining possibilities for making MTP into an in-house event in an effort to save money and mold the program according to Emory’s specific needs, but this unfortunately could not happen this year. Ideas were exchanged about potential faculty members who might be willing to accept more ownership of MTP, and while a few College faculty members were suggested, the appropriateness of College faculty serving as head of a program oriented towards professional school faculty was questioned. The idea of again recruiting faculty to participate with the understanding that they would later take partial ownership of the program was suggested. UACT members agreed that we should find ways to encourage more participation from faculty in business, law, and other professional schools.

   Donna Troka asked whether a waitlist for MTP could be arranged for faculty to self-nominate themselves in the event that currently nominated faculty declined their invitations. This idea was approved.
Diana Robertson then asked for UACT feedback on the idea of a follow-up seminar with Harvey Brightman in the fall. This seminar would reconvene MTP participants for a two-hour session to report on what tools from the program were helpful in improving teaching. Gretchen Schulz suggested that we invite MTP participants from last year as well, and the group agreed this would be a good way to bring together a community and help with recruitment of possible future in-house MTP leaders. The most effective structure of such a meeting was decidedly a lunch meeting, starting with facilitators sharing personal vignettes, later breaking into small groups for discussion with a facilitator at each table.

4. **Review of Peter Elbow event.** The events surrounding Peter Elbow’s visit to the campus were reported to be an overall success by Anne Sinkey. Anne commented that she was impressed by the diversity of schools and disciplines represented at the talk and that the evaluations were overwhelmingly positive. Other UACT members agreed that it was a successful and useful event.

5. **Reminder about upcoming event at Oxford.** Donna Troka and Anne Sinkey reminded UACT members of our next event for the spring theme of “Writing Across the Curriculum”. This event will take place on April 14, 2004 from 3:30 to 5:00 pm in the Administration Building of Emory’s Oxford Campus. Christine Cozzens, Associate Professor of English and Director of the Writing Center at Agnes Scott, will join Oxford English professor Adriane Ivey for a workshop on “Designing Writing Assignments that Work”. Anne suggested that UACT rent a van to transport faculty from the Atlanta campus if need be, and it was agreed this would be a good idea.

6. **New Business.** The continuing need for a teaching center was reiterated and UACT agreed to keep this prospect on the table. Arri Eisen was suggested to lead the drafting of a charter for such a center. This led to a discussion about the increased professionalization of faculty and the academy and the role of a teaching center in both the professionalization of the university generally and in Emory’s specific Strategic Plan for the future. UACT members reminded each other that comments and input on this plan can be submitted via the strategic planning website.

The next meeting will be **Thursday, April 1** at 4pm in the Center for Teaching and Curriculum Conference Room in 107 Candler.