

**University Advisory Council on Teaching**  
**Meeting Minutes**  
**November 10, 2004 4:00 pm**

**In attendance:** Mel Gutterman, Vicki Hertzberg, Harriet King, Michelle Lampl, Michael Lubin, Jim Morey, Michael Neville, Gretchen Schulz, Anne Sinkey, Donna Troka, Steve Walton

**Excused:** Patrick Allitt, Arri Eisen, Bill Eley

**Absent:** Mary Elizabeth Moore, Wendy Newby

**1. The minutes from our October meeting were approved.**

**2. Update on website:** Anne explained that more teaching links are on the website and that some of the books from our ever-expanding library are also now posted. If you have any new links to be added to the website, please email the link to Donna. Jim Morey suggested we add links about various teaching grants.

**3. Update on programming:** Donna reported that the MTP Follow Up luncheon was a success. Over twenty faculty members discussed with Harvey Brightman the different ways they have put his techniques into practice in their classrooms. The details of the Larry Altman lunch, lecture and dinner were discussed as was his itinerary, and Donna encouraged all to attend as many of these events as they could.

**4. Update on Teaching and Learning Center:** Anne reported that the second needs assessment discussion on a university-wide Teaching and Learning Center was successful, and that it drew from faculty and staff who had not been part of the first discussion. Both she and Dr. Lubin then outlined the next steps for this project. First, Dr. Lubin will send a memo to the dean of each school asking that s/he develop a faculty committee on this issue (or an already existing committee on teaching will be utilized). That committee will be chaired by the UACT member for that school. This committee will be charged with the task of figuring out what that school would need from a teaching center, and if there is any resistance to this project, what it centers on. These school specific committees will then report back the needs and resistances to UACT by March 1. From there, UACT will compile a comprehensive across-school report which will be given to Provost Lewis in late April or early May.

UACT is not asking that these school specific committees come up with a definitive plan for a local or university-wide teaching and learning center, but instead would like a local “environmental scan” that will help inform the larger project. This task may also be positioned as “data collection” for the Provost as he embarks on a search for a director of faculty development.

Donna or Anne will also make all reports available to UACT members, especially the general report that was created about teaching centers at our peer institutions and the more specific reports about UNC Chapel Hill and Stanford.

We will not be conducting the third needs assessment discussion that was scheduled in December and we will hold off any further site visits to teaching and learning centers around the country. It was also suggested that our programming for next year, especially our guest speaker series, welcome directors from several successful teaching and learning centers.

**5. New Business:** No new business was brought forth.