UACT Meeting Notes  
Feb. 8, 2006

**Present:**
Michael Lubin, Vicki Hertzberg, Patrick Allitt, Michael Neville, Steve Walton, Wendy Newby, Donna Troka, Michael Elliott

**Excused:**
Mary Elizabeth Moore, Mel Gutterman, Claire Sterk, Jim Morey, Gretchen Schulz

**Absent:**
Harriet King, Arri Eisen, Bill Eley

**Agenda Items:**

1. Minutes approved for the December meeting

2. Update on programming
   
   A. Donna presented a handout with specifics about upcoming events, and reviewed each one
   B. Steve Walton discussed plans for the upcoming MTP program in May, and was very enthusiastic about its content
   C. Continued discussion of formalizing a proposal for the Teaching & Learning Center (TLC) at Emory, summarized below:
      i. Lubin: need to come up with proposal for the Provost by the beginning of the summer
      ii. Neville: who’s the record keeper for things that we’ve already discussed/determined?
      iii. Donna: record keeping is on the website; UACT committee members should also use the report from last year as baseline
      iv. Lubin: went to talk to the Provost about necessary elements of a TLC; According to the Provost, the following components should be included: 1) assessment component; 2) consultation component; 3) structure of professional staff; 3) innovation component that would encourage grants for development; 4) repository for best practices; 5) research component; Lubin also emphasizes a centralized unit with general specialists, plus satellites for different schools/disciplines
      v. Patrick: is the Provost worried that a centralized would body become a policing organization?; CTC tries to avoid this and be strictly supportive
      vi. Lubin and Donna: the Provost is not worried about this
      vii. Wendy: in general, TLCs are not set-up to be policing bodies; wants to see an end to boundaries for university programs/events; TLC with a centralized body would expedite cross-fertilization and collective organizing
viii. Lubin: need to start thinking about what should be accomplished by a TLC at Emory, both centrally and within individual schools/satellites
ix. Steve: worried that individual Deans will be concerned about how much they’ll be taxed for a TLC
x. Lubin: it’s the job of the President and Provost to worry about funding; need to come up with a first class plan, regardless of cost
xi. Steve: might still be helpful to have a ‘risk analysis’ that addresses anticipated problems
xii. Lubin: wants the following from each committee member:
    1. preliminary ideas by the March meeting
    2. a plan from each member by the April meeting (o.k. to team up)
    3. draft proposal for the Provost by May/June; Lubin and Sterk will pull the individual plans together into one document

D. Second TLC panel, April 18
i. Donna: what do we want to get from the Columbia folks? [discussion ensued]
ii. We want specifics that address the ‘What & How’:
    1. roles/responsibilities
    2. PhDs that they employ
    3. who pays for what?
    4. reporting lines
    5. what does director looks like
    6. technology infrastructure
    7. do they have a research unit?
    8. goals/objectives/metrics
    9. student/teacher evaluation
iii. We also want specifics that address ‘Characteristic Problems’:
    1. central/de-central
    2. opt outs?
    3. administrative/organizational barriers

Next UACT Meeting:
Wednesday, March 8, 2006
107 Candler Library, CTC Conference Room