

**University Council on Teaching**  
**Meeting Minutes of Thursday March 2, 2017**  
**CTE Innovation Lab**  
**12:30 PM -1:45 PM**

**Commenced @ 12:35pm**

**TAM and TAME grants**

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- The response limits can also be expanded.

Decided changes to TAME

- Keep question 7.
- Expand the character limit from 300 characters to 300 words in Question 10.
- Also Q10: Include a directive saying to include what is the goal of the project and what are the deliverables.

Most grants are for things like attending conferences, purchasing learning aids such as iPad for class, and sponsorship travel and/or lunch for class trips.

Is TAME for one time innovations?

. So can you get the grant more than once?

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Because of university financial restriction, it can potentially lead to the department using the grants to fund regular curriculum work.

When distributing the grants, the committee should implement a ranking system where proposals going towards innovation receive the highest consideration/marks.

If someone is a visiting or part time professor, should they be treated the same?

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affect the teaching at BC?

The current criteria if only for teaching oriented workshops.

- But what if they take that training and use it, instead, outside of BC?

Maybe include a criterion for part time teachers requiring a minimum number of years of teaching at BC.

Decided changes to TAM

- Same as TAME but expand Question 10 from a 250-character limit to a 250-word limit.

In some of the examples of past TAM and TAME applications, the applicant was not very specific on how they will be spending the funds received from the grant.

It is agreed that there should be an internal report for both TAM and TAME grants and those who do not respond should not receive future funding. We need to have accountability.

There should be final reports on how TAM and TAME have helped the faculty.

Shaylonda will send Billy and Jeff samples of progress reports used on other grants and the UCT will get back to her with feedback on what questions or edits they would like on the progress reports.

- This will also include deadlines of how long after the project would this final report be required etc.

In addition to the progress reports, please contact Jeff with any additional ideas about changes to the TAM and TAME grants.

### **Redistribution of some money from UCT to CTE**

Currently, after cohorts and other people resources offered, the CTE has no money available in their budget to pass through to faculty.

Perhaps the CTE can ask for funding for both the cohorts and the villa in their budget proposal.

Funding for cohorts cannot exceed that of the grants.

Since remaining funds from the grant budget cannot simply be allocated to the CTE, more TAM and TAME grants should be given out to fulfill the full \$100,000 budget.

A vote was cast for transferring that the remaining \$50,000 of the \$150,000 UCT budget to the CTE.

- The UCT voted unanimously in favor of the motion to transfer the remaining \$50,000.

### **Adopting a Universal Contract for Independent Studies**

Kathy shared copies of the independent studies contract used in the College of Arts and Sciences.

- As many other schools in BC do not have a physical contract like this, it was agreed in a previous UCT meeting that this contract could be used as a base template for a