

Advocates for Scholarly Teaching
February 24, 2016
Zuhl Library conference room, 225
Record of Meeting

Attendees: D. Smith, P. Groves, T. Cole-Dorn, L. Grant, E. Arroyos

Action Items: L. Grant to find out about labels for "Teaching with the Stars" for distribution via interdepartmental mail. Need committee member to coordinate gifts. P. Groves to look into a bell for rotation. Ask Mario Navarrete about paying Katrina Chandler for poster.

1. PRN (P. Groves) - 8 currently signed up and active. Participants are paired up and will be reviewing.

Committee members are tasked with taking a more active approach in advertising the PRN. P. Groves likely to coordinate PRN in the fall as well.

2. Teaching With the Stars

- settle on a caterer and get a menu together - Settled on Player's Grill (I had the wrong name-TCD)

Capped at 90 max attendees (approximating 40 attendees) - March 7 is the last day to register on the Teaching Academy website

Possibly place food tables between session tables

- decorations - table centerpieces, banners - T. Cole-Dorn to look into star centerpieces.
- name tags, a bell for rotation, PowerPoint acting as a map T. Cole-Dorn to ask Teaching Academy to print name tags,
- teaching tools for guest Stars - T. Cole-Dorn to look in the Art Department for a 21 inch PC monitor and extension cord.
- setup and breakdown: Who can do what? Are there graduate students who can help us? -Members to meet at 3:15 at the Golf Course Club House
- putting together packets - L. Grant, J. Croom

3. New business

Items to purchase:

Folders - 50 maroon folders

