1. Approval of Agenda – agenda approved.

2. Announcements
   • Carol Sue Butts discussed the new travel restrictions. These are a result of a $400 million shortfall in the UW-System budget. UWP faculty and staff are restricted from out-of-state travel (with the cities of Minneapolis and Chicago exempted) unless approval from the appropriate college Dean is secured. The conditions outlined for approval of out-of-state travel are: (1) the employee will be presenting; (2) the employee is attending a function that is essential for the employee’s job (a training workshop or similar event); and (3) the employee will be recruiting, fundraising, or performing activities related to minority initiatives. Employees can check with their college Deans and supervisors regarding other cases. The Deans must be able to present a reason that defends approval of the travel expenses. Signed approval from the Dean is required for all cases. The restrictions affect all dollars spent on travel including cost recovery accounts. Because of the extent of the budget shortfall, there is potential that other monies could be restricted in a future date.

   • Shane Drefcinski announced the next meeting of the General Education Task Force which will be 8 am Thursday morning (February 7) in 2007 Ullsvik Hall. Minutes and agendas are posted on the UWP website.

   • George Smith announced that there will be another round of institutional grants. George indicated that these grants will favor projects in teaching and learning development implemented in previous years by UWP (with a proven track record) that can be implemented at other UW-System campuses which have not tried such projects. The grants go up to $40,000.

3. New Business
   • Underkofler Teaching Award – Kathy Lomax has created copies of the nomination packets for the appropriate subcommittee to review. UWP must submit up to three candidates to be considered by the UW-System board by February 15. She therefore requested the subcommittee to review the nominees by February 12 and submit recommendations and/or comments on the nomination packets to the ILC committee members by e-mail. There were only two nominees this year: Philip Parker of the Civil and Environmental Engineering Department and Sang Um Nam of the
Communication Technologies Department. Since the university is allowed to move both nominees on the UW-System review board, it was suggested that the subcommittee primarily review the packets for omissions and errors. The subcommittee is not required to prioritize the nominees or otherwise rate them before they are submitted to the UW-System.

Michael Anderson moved that the subcommittee execute Kathy’s plan and George Smith seconded. The committee approved.

Last year, the ILC developed a new evaluation form for Underkofler nomination packets. Keith Thompson will contact former committee member Kevin Concannon to see if he has a copy of the new form. Additionally, Carol Sue Butts will check her files to see if the form can be found there.

4. The meeting was adjourned at 4:40 pm.