Improvement of Learning Committee
Minutes of the September 18, 2012 meeting

**Members in Attendance:** Mittie Nimocks Den Herder, Rea Kirk, Kevin Haertzen, B.J. Reed, Yong Li, Leonida Ljumanovic, Bill Achia, Tera Montgomery, Phil Sealy, David Schuler, Joseph Wu, Hong Teng, Keith Thompson (minute taker)

**Guests:** Dominic Barraclough, Christl C Burns (student)

1. Meeting was called to order at 4:00 pm by Keith Thompson (2011-2012 committee chair)

2. Keith provided a brief overview of the committee, its structure and duties.

3. Minutes from May 1 were approved pending a correction in the spelling of a name of one of the committee members.

4. Keith summarized end-of-year business from the past academic year. This included a questionnaire filled out for faculty senate and the awarding of three $1,000 grants to develop Writing Emphasis courses.

5. Writing Emphasis (WE) course development grants for the 2012-2013 academic year (discussion lead by Keith): During the past academic year, the ILC discussed using some or all of the CIF funds for the 2012-2013 academic year to award more WE course development grants. This possibility was discussed among the committee:

   a. Provost Nimocks Den Herder announced her preference that at least some of the CIF money be set aside for WE grants and that the CIF fund for 2012-2013 is presently available to use this fall.

   b. The committee discussed the best process for issuing WE grants: How much of the CIF fund should be used? Should this happen in the fall or spring? Should traditional CIF’s be awarded first and then WE grants with the remaining money? Etc.

   c. Realizing that WE courses must be first approved by UUCC before they can be offered and that this would need to occur in Spring 2013 for a Fall 2013 offering (otherwise, the earliest time to offer newly developed courses would be Spring 2014), the committee reached a consensus that WE grants should be offered this fall.

   d. Furthermore, the committee decided to set no immediate limit on how many WE development awards could be given, but rather to solicit proposals and then decide based on the quality and quantity of the proposals how much of the CIF
money to use for WE courses development; the remainder to be used for traditional CIF grants.

e. Development of the WE Course Development Grant solicitation was delegated to a subcommittee devoted to that task.

6. Tera Montgomery volunteered to run for chair of the committee. Rea Kirk seconded her statement as a motion. Tera was unanimously elected. Keith then passed all committee management to Tera.

7. Tera solicited volunteers for subcommittees (including the one mentioned in item 5e). As not every ILC member was present for this meeting, notification of final subcommittee rosters is pending.

8. Meeting adjourned at 4:55 pm.

Respectfully submitted,
Keith Thompson