

DISTINGUISHED TEACHER AWARD COMMITTEE

MINUTES

WEDNESDAY NOV 6TH, 2019

1:00 PM - 1:30 PM

CONFERENCE CALL

MEMBERS PRESENT: KATIE AXFORD, ALEX CARTWRIGHT, MARK DYKE, TIM EKLIN, DAN MEYERS, GREGG POTTER, CINDY SMITH, ANDREW WILTSHIRE

- ❖ Member Introductions and Committee Overview
 - Reviewed the responsibilities of the DTA Committee and outlined the general process/timeline.
 - Call for nominations (due end of Fall Semester)
 - Final determination of required application materials
 - This was updated in 2018 in attempt to make the process less cumbersome for the applicant while still providing the committee with the needed information to be able to evaluate candidates
 - General consensus from returning committee members that the updated requirements were effective; further discussion at future meeting required
 - Request for application packets from nominees (due early January)
 - Review of application packets (early Spring Semester)
 - Classroom visits (January-February)
 - In-person interviews (early March)
 - Selection of awardee (due to Academic Affairs mid-March)
- ❖ Elect Committee Chair/Co-Chairs
 - Cindy Smith and Gregg Potter expressed willingness to serve as DTA Committee co-chairs
 - Motion by Dan Meyers/Second by Tim Eklin to elect Cindy Smith and Gregg Potter as co-chairs for the 2019-2020 cycle. Motion carried.
- ❖ Review and Finalize Nomination Form
 - Draft nomination form was distributed to the group for review
 - Changes from 2018-2019
 - Updated committee membership and previous winners
 - Updated nomination deadline (December 13, 2019)
 - Added non-tenure track faculty, staff, and students to list of individuals who can make nominations; criteria for eligibility to be nominated was not changed
 - Consensus to distribute the nomination form to the University in its current form
 - Postcards
 - University-Wide Notice
 - Emails from Committee members to Colleges/academic units
- ❖ Other Business

- Katie Axford shared with the Committee that she was contacted by a faculty member from KCAD who is interested in nominating a retiring colleague as a “surprise”; the nominator would like to complete as much of the application packet as possible
- Consensus from the Committee was that the integrity of the process needs to be maintained and the candidate needs to be directly involved in the application process
- ❖ Action Items
 - Cindy and Gregg to work with Danette Mondrella to facilitate call for nominations (postcards, UWN, website update)
 - Cindy will send email to Committee members to forward to Colleges/academic units once nominations are open
 - Katie will reach out to KCAD faculty member to notify of Committee decision and connect her with Cindy/Gregg for future questions.
- ❖ Next Meeting
 - Gregg/Cindy to send Doodle poll to schedule next meeting.