

# Meeting Title

## MINUTES

NOVEMBER 6, 2017

8:00 AM

XAVIER 210

<b>CALLED TO ORDER BY</b>	Luis Proenca at 8:05am
<b>ATTENDEES</b>	Arnab Banerji, Vince Coletta, Omar Es-Said, Susie McDaniel, Matt Petrusek, Luis Proenca, Martina Ramirez, and Hai Tran.
<b>OTHER</b>	10/16/17 meeting minutes to be approved over email.

## Agenda topics

### AGENDA TOPIC DESCRIPTION #1

<b>DISCUSSION</b>	Draft Letter to the Faculty Senate regarding Comprehensive Evaluation of Teaching	
	<ul style="list-style-type: none"> <li>The CET discussed the best approach for the discussion of how teaching should be evaluated. The draft letter submitted to the committee was discussed at length. Revisions will be made and circulated to the committee for further input.</li> </ul>	
<b>CONCLUSION</b>	The two proposals will be combined and a second survey to the faculty will be sent out by the CET.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
CET members will continue the discussion on the proposal next meeting.		Next CET meeting, December 4 <sup>th</sup> .

### AGENDA TOPIC DESCRIPTION #2

<b>DISCUSSION</b>	Draft proposal for evaluation of teaching	
	<ul style="list-style-type: none"> <li>The CET briefly discussed some of the specifics in the draft proposal. A further discussion of the proposal will take place at the next meeting.</li> </ul>	
<b>CONCLUSION</b>	The Committee chair will revise the letter.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The Committee chair will send out the revised letter for an electronic vote.	L. Proenca	By next CET meeting, December 4 <sup>th</sup> .

**AGENDA TOPIC DESCRIPTION #3**

<b>DISCUSSION</b>	CET process for Evaluation of Travel grants or others	
	<ul style="list-style-type: none"> <li>As Brightspace is an issue for some of the members, the CET will transition communications and tracking of Grant applications to Box. Only complete applications submitted within the deadline will be shared by the CTE for evaluation.</li> </ul>	
<b>CONCLUSION</b>	Grant applications and evaluations will be moved to Box.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
CET Chair will create and share a CET box folder for Grant application process.	L. Proenca	Next CET meeting, December 4 <sup>th</sup> .

**AGENDA TOPIC DESCRIPTION #4**

<b>DISCUSSION</b>	CET Travel Grants vote	
	<ul style="list-style-type: none"> <li>The CTE director presented the tally of CET members' votes on travel grant applications.</li> </ul>	
<b>CONCLUSION</b>	Final Grant awards were decided.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
CTE Director will send out emails to applicants regarding acceptance.	V. Coletta	By next CET meeting, December 4 <sup>th</sup> .

**AGENDA TOPIC DESCRIPTION #5**

<b>DISCUSSION</b>	Other issues	
	<ul style="list-style-type: none"> <li>None.</li> </ul>	
<b>CONCLUSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>ADJOURNED BY</b>	Luis Proenca at 9:05am.
<b>SUBMITTED BY</b>	Katie Robertstad
<b>PENDING APPROVAL</b>	

