**Meeting minutes – TAPC**

**9/21/2021**

**Present:**

Sinem Mollaoglu

Scott Winterstein

Vincenzina Caputo

Deanne Kelleher

Jackie Jacobs

Maria Lopez

David Gilstrap

David Howe

Shashank Neralla

**New committee roles:**

Deanne Kelleher – chair of TAPC

Jackie Jacobs – minutes

**Old Business:**

1. Tip sheet for teaching evaluation

* David Howe led this effort last year: created an updated tip sheet, but discovered the P & T committee had created something similar
* Question to committee: how to disseminate through the college?
  + Proposal to include with syllabus distribution

Action item: Sinem & David will follow up with P & T committee to gain access to document for comparison

1. Graduate expectations document
   * Maria Lopez: Department has created an agreement between student and the advisor, the form is in teams folder to review (Files> mentoring agreement)
     1. This sets expectations between student and advisor at the beginning of the semester
     2. May also be beneficial for new graduate students in terms of knowing what to expect

Action item: Deanne, Vincenzina, Laura, Scott, Jackie will share with their departments for feedback

**New Business:**

1. Graduate student mentor evaluations:
   * Chp. 3 of course program catalogue states that the graduate college must approve fixed term faculty to serve on committees
     1. Regardless of whether they had previously had blanket approval
     2. Catalogue refers to fixed term faculty as ‘non-regular’ faculty
     3. Fixed term faculty are only granted approval to serve as chairs of committees in extreme circumstances
   * Laura put together a cross section of underrepresented faculty – interaction terms between gender and classification and race and classification
     + Found a significant interaction: more women in fixed term than men, and more non-white faculty in fixed term positions
     + Successfully argued with grad school that this was an equity issue & grad school agreed to allow those already approved to continue

Discussion:

* + Tenure faculty are not evaluated for mentoring quality or approval prior to taking on a mentorship role
    - Anyone that has a mentoring role should be evaluated, not just fixed term faculty
    - Other universities have an additional step before approval to mentor, including tenure stream faculty
    - Q: How are we going to embed mentoring in the hiring and evaluation process? – this process should be equitable across the board

**New charge for this year**: Focus on appreciating the mentoring evaluation during the hiring process

* Benchmark college process around evaluating mentoring during hiring process
* Scott Winterstein will lead this sub-committee

1. Teaching awards process
   * Shifting application methods to a Qualtrics form initially for name submission, then committee will reach out to candidates for full packet materials
     1. Should encourage a greater pool of applicants
   * Initial nomination form will go out in October, packets due in January and committee will inform the winners by mid/end of February

Summary of action items:

* Continue revising & updating:
  + Teaching tip sheet
  + Grad student mentor evaluation
* Appreciating mentorship evaluation process in light of changes to graduate school’s approval of fixed term faculty on graduate committees