**TAPC Meeting minutes– 11/16/2021**

In attendance: Vincenzina Caputo, Jackie Jacobs, Deanne Kelleher, Laura Bix, Scott Winterstein, Dave Howe, Shashank Neralla, Sinem Mollaoglu

**Old business:**

1. P&T – document forwarded to current RPT committee, & sent to old committee head. Committee meets next in early January for review of candidates going up for RPT.

* Dave looked at RPT document from last semester – sees connection between the two documents

Action item: Deanne & Dave will reach out to academic chairs (Kelly M. & Lisa D.) for review

1. Teaching resources for the website: Common landing page for resources

CANR contact: Richie Chester

To be included (also available on Teams for additions)🡪

* Common syllabus
* Syllabus language
* Tip sheet for teaching evals
* Teaching evaluation toolkit
* Teaching technology
  + <https://tech.msu.edu/faculty/teaching/>
  + <https://tech.msu.edu/service-catalog/teaching/tools/>
* STEM essentials
* Keep teaching links
* Classroom Scheduling (REAL classrooms)
* iTeach Playlist
* Hub for innovation in learning and technology
* Academic Advancement Network
* Teaching excellence awards
  + CANR
  + University
* CATME – link to portfolio of tools
* EASE reports
* Policy relating to student misconduct (Instructor – registrar page)
* Link to RCPD, VISA students
* DEI in teaching
* D2L & Turnitin links
* Undergraduate research /mentoring resources
* Quality matters
* CANR team site- technology

Action item: All review & continue to add on teams, next meeting will approve and send to Richie for upload to website

1. Grad student mentor evaluations

* Laura Bix reached out to departments & got handbooks for committee formation, mentorship
  + Grad school sent expectations around student mentoring
  + Laura will start to assess each dept handbooks for alignment with grad school guidelines during winter break

1. Mentoring in hiring and evalution
   * Scott has uploaded a new, updated file in teams with a list of draft questions for departments
     1. Discussed & edited document during meeting
        1. Focus on original purpose – capturing differences in tenure-track and non-tenure track mentoring evaluation fairness

**New business:**

None.