

Academy of Teaching Executive Council Meeting  
January 31, 2018  
3–4 p.m.  
334 Younkin Success Center

**Attendees:**

Lisa Cravens-Brown  
Alex Grieco  
Beth Hume  
Alan Kalish  
Sue Sutherland  
Jennie Williams

**Academy of Teaching Conference**

- Reviewing proposals
  - Ben (via email), Sue, Alex, and Lisa volunteered to help review proposals. Jennie will email the other members to ask for further volunteers. We'd like to have at least 7 reviewers: two to review the Lightning Round proposals (Alex and Sue), and five to review the 50-minute proposals.
  - We reviewed the questions we asked on the Qualtrics rating form two years ago and made a couple of adjustments.
- The group agreed we could have resource tables at the event. A brief brainstorm of possible groups to include resulted in: Undergraduate Research, Service-Learning, WAC, ODEE, the Goldberg Center, and the UITL.
- We adjusted the schedule to accommodate four sets of breakout sessions instead of three. We will break the Lightning Round sessions up into breakout sessions.

**Budget**

We had a brief conversation about budget. We wondered if we should start charging for participation in the conference. Beth suggested we outline our budget when requesting additional funds from Undergraduate Education.

**Upcoming Events**

- Brown Bag on February 28
- Book group in April