Members Present: Evelyn Donate-Bartfield, Jake Carpenter, Cynthia Ellwood, Kristin Haglund, Laurianne Klockow, Daniel Meissner (Chair), Terence Ow, Jane Sloan Peters, Jim Pokrywcynski, Susan Schneider, John Su (ex-officio)

Members Excused: Shaun Longstreet

Call to Order
The meeting was called to order at 3:30.

Reflection
Evelyn Donate-Bartfield

I. Minutes
The February 8, 2017 minutes as amended were approved.

II. Announcements and Information
None

III. Business
A. The Committee discussed the ranking of nominated individuals for the teaching excellence awards. After voting, the recommendation of a fourth candidate to receive one of the 2017 teaching excellence awards was made.

B. The Committee also discussed the variable strengths of the dossiers in terms of required components and rhetorical writing styles. Two items in particular were noted:
   1. Few letters from alumni were included in the dossiers
   2. Dossiers lack information from peer reviews.

   The Committee should consider if the instructions to complete the dossier should be amended to strongly request including both peer reviews and alumni letters.

C. Suggestions were made for amending a brief note to be circulated by the Committee to all faculty strongly urging instructors to provide time for in-class teaching evaluations. Concerns were raised that wifi bandwidth within certain buildings may not be sufficient for large numbers of students simultaneously uploading evaluations. John Sun indicated that he will ask IT to evaluate the situation.

IV. New Business
None.

V. Adjournment
The meeting adjourned at 4:35 pm.

Recorder: Susan C. Schneider