**EIC Meeting Mintues October 1st, 2019**

 **900 – 1100 am JHZ 3062**

Present: Ed Aboufadel, John Bender, Katie Barnhart, Caitlin Callahan, Coeli Fitzpatrick, Katie Gaither, Takeelia Garrett, Abhishek Ghosh (sub), Matt Schulz (sub Jon Jeffryes), Nabeeh Kandalaft, Josita Maouene, Dana Munk, Alexandra Murarescu, Lisa Perhamus, Kahler Sweeny, Thomas Willey

***Announcements***

* Teach-In Session Proposals Due this Fri, Oct 4; Possibly extended into next week
* Teach-in planning updates
	+ JB provided teach-in background to new members of the committee
* Oct. 15 meeting will be moved to the “From the Margins” seminar (Pere Marquette Room) provided by Shared Professional Development Committee. Faculty on the EIC do not need to sign up for the presentation by Dr. David Perez on Oct. 15. (Flyer in Bb folder for Oct. 1 meeting.) For the FTLC event, faculty must register through Sprout.

***Business Items***

* Updates from EIC Members on Teach-In Contacts
	+ Bender use of GV News resources (new this year) to contact about teach-in
	+ Teach-In proposal subgroup already created.
	+ JB send personal emails to Directors of I&E Centers, previous presenters, and personal contacts
* Discussion of Teach-In Session Recruitment
	+ Specified strategies for outreach
	+ Currently have 7 proposals, which is not abnormal for right now. JB stated that others have been in communication and we should see additional submissions later this week.
* General Discussion of Teach-In Administration for 2020
	+ JB provided background on Teach-In development and administrative roles across time; Information also included in Faculty Handbook
	+ Discussed current leadership and planning documents provided on Bb
	+ Only person on the list publically recognized as a leader is the Chair of EIC, but multiple people involved in administration of the event
	+ Administrative group meets regularly, including during the summer, and continues conversations in email. August is the busiest time for administration
	+ Chair makes supplemental budget requests (t-shirts/incentives, video)
	+ Chair takes lead on Teach-In recruitment
	+ 2020/21 Chair will need to be familiar with CMS4 and given access to update the webpage for the Teach-In. Also, sends notes about the Teach-In twice a year to all faculty and staff via email. Additional note sent to students.
	+ Discussed the need for an intern/practicum student or applying for a special projects GA (JB will email Jenn Palm in the Graduate School to check on the timeline for this request; Proposal due late fall?)
* Teach-In: Other
	+ Need to make sure LIB 100 approved
	+ Future discussions about keynote speaker required
* Selection of Subgroups for Year-On EIC Charges from ECS
	+ Committee members are asked to consider which subgroup they would like to join: ombudsman group or final accessibility report. Members on the teach-in subgroup are already assigned. JB will send an email.

Adjourn