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Thursday, April 4, 2024  
South Academic Building (SAB) 2-31  
1:00 - 4:00 PM

**OPENING SESSION** 1:00 - 1:05 PM

1. Approval of the Agenda Trish Manns
2. Comments from the Chair (no documents) Trish Manns

**ACTION ITEM**

3. [Approval of the Minutes from the February 15, 2024 meeting](#) 1:05 - 1:10 PM Trish Manns

**IN CAMERA SESSION**

4. Adjudication of Applications 1:10 - 3:40 PM Karsten Mündel

**ACTION ITEM**

5. Decision on the Teaching Awards 3:40 - 4:00 PM Trish Manns
  - Award for Excellence in Graduate Teaching
  - Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
  - Rutherford Award for Excellence in Undergraduate Teaching

**INFORMATION ITEMS**

6. UTAC | Notification of Materials 2024 Awards for Teaching Excellence Adjudication

**CLOSING SESSION**

7. Adjournment
  - Next meeting of GFC: April 29, 2024
  - Next meeting of UTAC: April 11, 2024

**Presenter(s):**

Trish Manns	Vice-Chair of GFC University Teaching Awards Committee (UTAC)
Karsten Mündel	Vice-Provost (Learning Initiatives)

Documentation was before members unless otherwise noted.

Meeting REGRETS to: [kate.peters@ualberta.ca](mailto:kate.peters@ualberta.ca)  
Prepared by: Kate Peters, GFC Secretary  
University Governance [www.governance.ualberta.ca](http://www.governance.ualberta.ca)

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**UTAC | Notification of Materials 2024 Awards for Teaching Excellence Adjudication**5 messages

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Kate Peters &lt;peters3@ualberta.ca&gt;

14 March 2024 at 13:10

*Sent on behalf of Karsten Mündel, Vice-Provost (Learning Initiatives)*

Dear UTAC Committee members,

I'm writing today regarding the 2024 Awards for Teaching Excellence Adjudication process.

We are scheduled to meet on April 4, 2024, 1 - 4 p.m. to adjudicate the following awards:

- Award for Excellence in Graduate Teaching
- Provost's Award for Early Achievement of Excellence in Undergraduate Teaching
- Rutherford Award for Excellence in Undergraduate Teaching

The materials, including the Phase 1 Narrative Teaching CV application and supporting materials collected for Phase 2 are live for your review on the secure [GoogleSite!](#)***Please note:** we have used 1 site with the individual awards on separate tabs. You can navigate to the different pages via the top navigation bar.*

In preparation for our work together on April 4, I would like to ask:

1. Everyone completes their reviews of the applications and supporting materials for all awards.
2. Based on your review of the applications, please complete the ranking forms linked on the individual award pages on the secure site **by end of day, April 3, 2024.**

***NOTE:** the ranking will help to direct our conversations on April 4. This is not your final opportunity to share your thoughts and opinions on the applications*If you think you may have a conflict of interest please contact [teaching.awards@ualberta.ca](mailto:teaching.awards@ualberta.ca) by April 3, 2024.If you have any questions or concerns regarding the adjudication process, or difficulties accessing the materials please contact [teaching.awards@ualberta.ca](mailto:teaching.awards@ualberta.ca).

Thank you for your continued engagement in recognizing and celebrating teaching excellence at the University of Alberta, and I look forward to our discussion on April 4.

Sincerely,

**Karsten Mündel**