Potluck
- Invite staff and student workers (Maggie will check to make sure their schedules are okay)
- Timing: Week before Spring Break (March 5-9)
  - Shoot for Wednesday
  - 4:30-5
- Crockpots
- 4th floor conference room
- Food sign-up

T-Shirts
- Mark will meet with Suzanne Cate to discuss t-shirts.
- T-shirt design contest – take ideas rather than a strict form of delivery. Tighter deadline.
- Time window: March

PDLs
- April: Teaching and Research Statements
  - Speakers
    - Brittany Stephenson?
- Feb: University Structure
  - Speakers
    - Chuck Collins
    - Robert Nobles: Vice Provost
    - Todd Moore: Dept of Psychology (Associate Dean of Arts and Sciences)
    - Maxine Davis: Vice Provost of Student Life – Emeritus
- March: Life at a Teaching College
  - Speakers
    - Someone from Maryville College
    - Connections of Maggie’s?

Google Doc for teaching statements
- MGSC member moderates (Jimmy has volunteered)

End-of-Semester Picnic
- 4 pm onward
- Maggie will make the reservation.
- Saturday, April 28th, 4 pm at Victor Ashe Park

Teaching and Service Awards
- We need permission to give out gift cards. Talk about this next time.