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## Faculty Development minutes 09/20/2012

Faculty Development Committee

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## Minutes of the Faculty Development Committee

September 20, 2012

Present: Siobhan Bremer, Mark Logan, Farah Gilanshah, William Stroub, Matt Fredericks, Joe Troe, Kristin Beck. Absent: Rita Bolluyt.

Kristin Beck presented a draft document from the Grants Development Office giving proposed Guidelines, Application, To Do List, and Timeline for the Time Release Funds.

We took some time to review the document.

It is recommended to have 3 faculty on the review subcommittee (with the understanding that anyone who applies for this funding should recuse themselves from that subcommittee). It would be desirable to have representation from across divisions, though that can be difficult in practical terms, e.g. for the Education Division.

For the first year of this program, releases can be applied for to take place beginning in Spring 2013 (we will deal with the issues that arise since the schedule will be already set as and when they come up). For future years, the fall round of applications will be for awards running from the summer after the application is made to the following Spring term.

Someone mentioned that our committee does have a website, but it has not been updated since 2009. However, people working on web design will be inundated with work.

We reviewed the draft timeline. The Dean wants to have our recommendation by December 10. Allowing 6 weeks from announcement to due date and 2 weeks for the subcommittee to review and discuss proposals leads to the draft timeline with relatively little margin for adjustment. By October 4 we will need to set the review subcommittee membership, start writing a FAQ, and finalize the guidelines, application and call for applications. The FAQ will be preliminary and we may add to it as questions come up. Some sample FAQs: Can you apply for time release and single semester leave? (yes, but you cannot receive both). Do you need to consult with your division chair? (yes).

Some general discussion: We don't know how many applications to expect. For comparison, the \$5000 FREF funds may get approximately 20 applications. It was asked if we could ask for electronic submissions to avoid the scanning stage? Likely not, since that would be more work up front with too little time. Who will propose a ranking system or rubric? It is proposed that we will do so by November 19. This committee might meet with the subcommittee in advance to go over the ranking procedure.

We discussed the makeup of the subcommittee. Mark Logan and Farah Gilanshah are willing to serve on it. Siobhan Bremer is not sure if she will be applying for time release, in which event she would not be able to be on the subcommittee.

Further issues discussed: In the application, Number 2 should ask how the discipline and division plan to cover the release (language similar to that in the draft guidelines. We may wish to give font and margin

specifications for applications, such as 12 pt font and standard margins. We should specify a time of day for the due date, based on the hours of the Dean's office. Applicants can be directed to a FAQ site with email contacts for committee members at the bottom. We may set up a Google doc to use in developing FAQs. We will look over the draft guidelines and application further and finalize at our meeting next week.

Respectfully submitted, Mark Logan