

9-17-2013

## Faculty Development minutes 09/17/2013

Faculty Development Committee

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### Recommended Citation

Faculty Development Committee, "Faculty Development minutes 09/17/2013" (2013). *Faculty Development Committee*. 22.  
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Minutes from meeting held on 9/17/2013

Members present: Siobhan Bremer (chair), Mark Logan, Emily Carruth, Rita Bolluyt

Members absent: Michelle Page, William Straub, Stacey Rosana, Tianyue Li

Emily joined the group as the ex officio member representing the Dean's Office. Adele joined the group for the discussion of the Fall Professional Development Day and the Faculty Enrichment Program.

Re: Fall Professional Development Day

- There were 70 attendees
- Siobhan gave the evaluations to Adele for tallying
- Not all of the new faculty RSVP'd even though it was announced at orientation. Adele suggested that in the future, we should plan that new faculty will attend.

We will be working on two things this semester at the request of Dean Bart Finzel.

- Faculty Enrichment Program which has a deadline of 10/25
  - Deadline is 10/25; plan to make award decisions the following Tuesday
  - Reviewed draft from Bart and noted the following:
    - Dates need to be changed
    - Add line which says funds need to be used before June 15
    - There is no mention of the number of awards that can be given
    - Suggest that the last sentence of the draft be moved to the end of the first paragraph so that readers know immediately who is eligible to apply
  - Noted from last year's investigation on the program that there have been mentors or mentees who have participated for more than one year under special circumstances
  - Adele will make the changes to the online document—this should go out next week
- Time Release Program
  - Deadline is 12/6
  - Plan to make decisions on the Tuesday after the deadline
  - Faculty should be encouraged to include a timeline because this is helpful for those making award decisions
  - We will continue discussion of this program at the next meeting.

Committee will make plans for next year's Faculty Professional Development Day during spring semester.

Siobhan has set meetings for 3-4 pm on Tuesdays in the Student Activities Conference Room. Meetings will not be held every Tuesday. She will set the schedule and inform committee members via google calendar.

Submitted by Rita Bolluyt