

Faculty Life Committee - St. Olaf College

Minutes for the meeting of May 12, 2009

Members present: Brian Borovsky, Beth Christensen, Eric Cole (Chair), Jill Dietz, Dona Freeman, Mary Griep, Anne Groton, Roger Loftus, Jim May, Kent McWilliams, Alan Norton, Arnie Ostebee, Xun Pomponio, Judy Stromayer, Corliss Swain, Irina Walter

The meeting was called to order at 3:35 p.m. in Dittmann 204.

1. Minutes for the meeting of May 5, 2009, were approved as written.
2. Roger Loftus summarized the Benefits Committee report. See appendix to these minutes.
3. Mellby Lecture – It was determined that there is flexibility as to when the fall lecture may be delivered. Therefore, Karen Wilson will be advised to choose a Tuesday night at the end of September instead of later in the fall.
4. Honorary Degrees – The Board of Regents approved the degrees. The President's office is in the invitation process. Apparently, the degree recipients have not been notified as of today's date.
5. Most of the meeting was devoted to language revisions of the web site for Faculty Development Grants and Released Time Grants. The committee was reminded that the budget cycle is June 1 to May 31 and that the changes made this year to the process for distributing faculty development funds would take effect in the 2010-11 academic year. Funds have already been distributed for the 2009-10 cycle. Therefore, the web site should not have this new information go live until spring 2010 when Released Time Grant information will need to be made available.

The meeting was adjourned at 5:01 p.m.

Respectfully submitted,

Judy Stromayer

Action Items:

1. Eric Cole will follow up with the appropriate office to ask that the Honorary Degree recipients be notified of their awards.
2. Eric Cole will edit the language for the Faculty Development website, and bequeath his committee chair folder to the new chair of the FLC for 2009-10, Beth Christensen.

Appended Documents

1. Benefits Committee Document

Dear FLC colleagues,

5-8-09

Here is a report from **Benefits Committee** that I obtained from Roger Loftus. Thanks to him since there are many terms I am still not familiar with. As time goes on my learning curve should go up.

The charge of **Benefits Committee** is to review the college's benefit plans and make recommendations to Cabinet.

The college's health and dental plans are renewed each year on September 1st. The committee meets in the spring in anticipation of the renewal. The goal of the committee is to complete this process before faculty leave for the summer.

This year the plan was put out to bid. We have been with **Blue Cross/ Blue Shield of Minnesota** (BCBSM) since 1993. This year we requested bids from another four health insurance services: **Medica, Health Partners, Preferred One** and a **Third Party Administrator**. After a review of the bids, the committee recommended staying with BCBS again this year. In the end, the savings in making a change were not significant enough to put our population through the trauma of changing plans. We are currently experiencing unusually heavy claims this year and are facing a 17% increase in premiums.

In these uncertain times, the college is waiting for more financial information to determine its ability to contribute to the health plan. Consequently, the recommendation to Cabinet will be later this year than normal.

The committee continues to meet to look at the plan design. This includes the size of the *deductibles* and the *maximum out of pocket expense* for medical and pharmacy. While our *deductibles* are relatively close to comparable plans, we are low in our *out of pocket maximums*. Currently, *deductibles* are \$500 **single** and \$1,000 **single plus one** and **family**. Normally, deductibles and out of pocket maximums are tiered to reflect the number of people covered by the plan. The committee has asked Blue Cross to rework their bid using some different *deductibles* and *out of pocket maximums*.

We are also looking at the *stop loss* coverage. Currently, the college pays the first \$125,000 of each claim before the *stop loss* insurance starts to pay. This level is lower than comparable plans. We are looking at raising the *stop loss* level to \$150,000.

The committee plans to meet Friday May 15 at 1:30 to review the amended quotes from Blue Cross and to continue to discuss the challenges facing the plan.

Respectfully submitted,
Xun Pomponio

2. Professional Development Opportunities

Overview: To encourage the ongoing professional development of its faculty, St. Olaf College offers two types of grants. Tenured and tenure-track faculty members may apply for a 2-credit, 1 semester [Released Time Grant](#) to be used during the next academic year. Any faculty member with a minimum 0.50 FTE for the full academic year during which application is being made and the academic year following the award of the grant may apply for a [Professional Development Grant](#) to support a scholarly, artistic, pedagogical, or curricular project undertaken during the current or next academic year or during the summer.

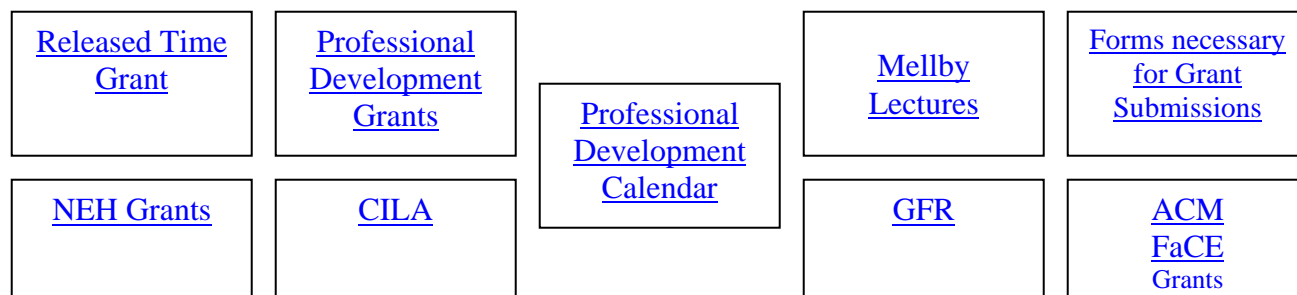
Applications for a Released Time Grant are reviewed in the fall; applications for professional development grants are reviewed twice during the academic year, once in the fall and once in the spring. A single released time grant and multiple professional development grants are awarded each year.

In addition to these awards the College's semi-annual [Mellby Lectures](#) recognize significant professional achievement by St. Olaf faculty members.

A host of outside funding opportunities for faculty development, including [ACM FaCE](#) grants and [NEH Summer Stipend](#), can be accessed through the Government & Foundation Relations office (GFR). For further details consult the [Calendar](#) of professional development opportunities.

Examples of fundable professional activities (not comprehensive)

- Seed money for projects (preparing the way for writing larger grants, preparing the way for ambitious sabbatical projects)
- Stipends or other support to encourage the seeking of outside funding (grant writing), or to help a faculty member take maximum advantage of a sabbatical
- Departmental retreats that can include visiting experts and common readings
- Co-mentoring between faculty for curricular or research re-invention
- Funding for small group retreats to design professional development clusters organized around topics/ sub-disciplines/ interdisciplinary topics
- Teaching teams (to develop linked course offerings)
- Training in instrumentation and/or techniques
- Workshop attendance/ development/ delivery
- Hiring someone to assist in preparing a manuscript
- Travel to conferences, collections, seminars, etc. requiring funds over and above those provided by the IPAT account.
- Entry fees to support presentation of creative or scholarly activities



Faculty are encouraged to seek outside funding where appropriate. See: [Government & Foundation Relations](#).

Application Deadlines

2009-2010 Application Deadlines

****All Applications are due to the
Office of the Provost and Dean of the College
(Admin Rm 220) by
Noon on the due date****

Released Time Grant for Tenure Track & Tenured Faculty
Noon on 23rd October 2009

Fall Professional Development Applications
Noon on 23rd October 2009

FaCE Grants
Noon on "TBA" November 2009

Spring Professional Development Applications
Noon on 5th March 2010

FaCE Grants
Noon on "TBA" March 2010

NEH Summer Stipends
Noon on "TBA" April 2010

Mellby Lecture Nominations
Noon on 9 April 2010

Professional Development Grants

Applications for college-funded Professional Development Grants are due in the Office of the Provost and Dean of the College by noon on the dates indicated. In order to be considered for funding, an application must include seven (7) copies of each of the following:

- * A completed [FLC Grant Application Cover Form](#). (This link provides a printable form.)
- * A narrative proposal of no more than **three (3)** single-spaced pages that:
 - is clear, specific, and comprehensible to the non-specialist
 - specifically addresses relevant criteria
- * A completed [FLC Grant Application Budget Form](#) (For individual awards, if you receive IPAT funds, comment on how they relate to this proposal.)
- * A current curriculum vitae for the applicant. If the proposal is being submitted by a group, only the curriculum vitae of the project director is necessary.
- * A confidential [letter of recommendation](#) from the applicant's department chair (or, if the applicant is a department chair, from a past chair or a senior department colleague), addressing the substantive merit of the proposal, its value to the professional development of the applicant, and, where appropriate, its value to the department and/or other program of the College. Letters of recommendation are to be submitted to the Dean of the College.

Purpose: To enable faculty to pursue scholarly, artistic, pedagogical and curricular projects and to disseminate the results. Faculty development grants are intended to encourage a wide range of creative scholarly and artistic work, collaboration within and among disciplines, curricular and pedagogical innovations, and activities that lead to securing outside funding. Especially valued are projects that hold promise of enhancing the College's reputation for leadership and excellence in scholarly, artistic, pedagogical, or curricular arenas. Grants are available to initiate, continue, or complete projects. Grants are not available for projects to fulfill degree requirements. Examples of appropriate projects include, but are not limited to:

- * Travel to conferences, collections, seminars, etc. requiring funds over and above those provided for by the IPAT account.
- * Departmental retreats with visiting experts and common readings
- * Workshop attendance/ development/ delivery
- * Supplies or travel expenses to conduct research, training, artistic activity or scholarship

Eligibility: Faculty with a minimum 0.50 FTE for the full academic year during which application is being made and the academic year following the award of the grant. Although we welcome applications from all faculty who meet the above criteria, preference may be given to applicants who have not received College-funded support (Sabbatical Leave, Professional Development Grants) in the past two years. Note: Sabbatical leave does not change the terms of faculty FTE appointments. Eligible faculty members who are currently on or anticipating sabbatical leave may apply.

Award: Funds may be requested to support a variety of faculty development expenses, including but not limited to travel, registration for professional meetings, or to provide studio space, consulting fees, supplies and material assistance. Funds will not be available for student salaries, computer hardware or software. Faculty will be asked to address how their IPAT accounts affect their need for additional funding. The maximum award is \$6,000 and there is no minimum.

Food: For projects involving substantial off-campus travel, meals can be funded. For group projects, funding can also be requested for meals and coffee breaks when the project involves activities lasting a minimum of 3 hours (for coffee) or more than four hours (for a meal). The applicant's proposal should provide explicit scheduling information.

Stipends: Funding of stipends will typically receive lower priority than other kinds of project expenses. Examples of situations in which stipends may be awarded include:

- 1) Securing commitment to a project, especially where the project's success depends on continuing involvement of a number of people (e.g. a collaborative creative project or a cross-disciplinary curriculum development activity),
- 2) Providing incentive for work on tasks (perhaps with long or difficult histories) that are nearing completion, and
- 3) Projects that involve commitments of time or resources that go beyond normal expectations.

Deadlines: Funds are available for projects that are undertaken during the current or next academic year or during the summer. There will be two application deadlines: one in the fall for projects beginning during (or after) January term and one in the spring for projects beginning during the fiscal year beginning June 1. Grant applications will be due by noon in the Office of the Dean of the College on the appropriate date. (See [Calendar](#)).

Criteria for review:

Applications should be written in clear language accessible to the non-specialist. Applicants may consult with a GFR representative or a past grant recipient as they prepare their application. Applications for Professional Development Grants should address all relevant criteria from the following list:

A. Significance of the project. Projects may further ones' scientific, scholarly or artistic activities, improve educational practices or result in curricular innovation. Discuss the relevant significance of your project.

B. Project design. Describe the activities and overall time frame of this project. You may wish to include a schedule for the anticipated completion of your work.

C. Plans for dissemination. Applicants should specify plans for dissemination and, where appropriate, progress they have made toward realizing them.

D. Broader Impact. How does this project realize the values expressed in the statement of purpose described above? For example, applicants may discuss how their proposed activities will affect the quality of teaching, the level of interdisciplinary cooperation, activity leading to the generation of outside funding opportunities, and individual creativity or leadership.

Reporting: Within 2 months of completing the project, grant recipients must e-mail a 1-3 page report on the results of the grant project to the Dean of the College (DOC@stolaf.edu), with copies to the chair of the Faculty Life Committee, and the applicant's Department Chair and Associate Dean. Reports should describe activities and results and expenditures with adequate receipts (as applicable).

Released Time Grant

Applications for college-funded Released Time Grants are due in the Office of the Provost and Dean of the College by noon on the dates indicated. In order to be considered for funding, an application must include seven (7) copies of each of the following:

- * A completed [FLC Grant Application Cover Form](#). (This link provides a form that you can print.)
- * A narrative proposal of no more than five (5) single-spaced pages that:
 - is clear, specific, and comprehensible to the non-specialist
 - specifically addresses each criterion listed
- * A current curriculum vitae for the applicant
- * Two [letters](#) are required:
 - one from the applicant's department chair (or, if the applicant is a department chair, from a past chair or a senior department colleague); one from the Associate Dean of the Faculty indicated on the FLC Grant Application Cover Form

Purpose: To enable tenured and tenure-track faculty to undertake a major scholarly or artistic project and to disseminate the results through significant professional publications, shows, or performances. Examples of appropriate projects include, but are not limited to:

- * Significant portions of a book manuscript
- * A laboratory or field investigation
- * A peer-reviewed electronic publication or portfolio
- * A series of paintings or compositions

Eligibility:

Tenured or tenure-track faculty with appropriate terminal degree completed by beginning of grant period. Grant must be completed prior to year of tenure review. Released time will not be awarded during the twelve months immediately preceding or immediately following a sabbatical leave. Faculty awarded released time must teach at St. Olaf in the semester preceding and the semester following the receipt of the award, and must not be the recipient of a comparable grant during the period of released time.

Award: Two courses released time, normally during one semester. Recipients are normally expected to be in residence and to continue advising and committee responsibilities, but to be completely released from teaching, during the semester of the award.

Deadline: (See current year [Application Deadlines](#)). Applicants should get copies of their application materials to their letter writers two weeks before this deadline, and advise their letter writers to consult Criteria for Review (See below). All materials, including supporting letters must be received in the Dean's office by noon on the above noted date. In the past, the committee has chosen to exclude from consideration applications that were not complete by the deadline.

Criteria for review:

Applications should be written in clear language accessible to the non-specialist. Applicants may consult with a GFR representative or a past grant recipient as they prepare their application. Applications for Released Time Grants must address the following specific criteria:

A. Contribution of the project to the applicant's field(s). Discuss the significance of this project to your field(s) or discipline(s).

B. Project design. Describe the activities and overall time frame of this project. Include a schedule.

C. Significance for the applicant's career.

D. Plans for Dissemination. Applicants should specify their plans for dissemination to audiences beyond St. Olaf. Examples of appropriate vehicles of dissemination include books, peer-reviewed journal articles, peer-reviewed conference papers, performances, exhibitions and the like. Where appropriate, applicants should describe any progress they have made toward realizing their plans, and provide supporting documentation thereof. In addition, the recipient of a released time grant is encouraged to make an on-campus, public presentation based on project results. Applicants can consult with the Director of the Center for Innovation in the Liberal Arts (CILA) in developing their plans for on-campus dissemination.

E. Broader Impact. Discuss how the proposed activities will affect the quality of teaching, the level of interdisciplinary cooperation, activity leading to the generation of outside funding opportunities, and individual creativity or leadership.

Note: Faculty awarded released time must not be on leave in the semester preceding and the semester following the receipt of the award. The applicant also must not utilize a further (non-Faculty Life funded) released time grant during the period of St. Olaf funded released time. This does not, however, preclude the possibility of stacking other released time (though not full 'leave') opportunities in semesters preceding or following the term of the St. Olaf funded released time grant. Indeed, acquisition of additional grants from external sources to allow travel, purchase of equipment, extension of released time, etc. is strongly encouraged.

Reporting: Within 2 months of completing the project, grant recipients must e-mail a 1-3 page report on the results of the grant project to the Dean of the College (DOC@stolaf.edu), with copies to the chair of the Faculty Life Committee, and the applicant's Department Chair and Associate Dean. Reports should describe activities and results and expenditures with adequate receipts (as applicable).

Revised: 9 May 2009 (Eric Cole et al. for FLC)

Other documents needing editing: (Work with Pam Dresow).

Budget Template

Add IPAT statement (please address how IPAT funds have been considered).

Fiscal Year Issue (Sort out when funds can be applied for and received given the Fiscal Calendar).

Consolidate “Summer Activity Grants” and “Teaching & Curriculum Development” grants.
(replace with Professional Development Grants).

FLC Grant Application Cover Form.

Again consolidate language.

Remove all deadlines! (Refer to Calendar) page.

Change **Chair cover letter** form as needed.