

Faculty Development Committee Meeting Minutes October 17, 2003

Present: Kathy Shea (Chair), Arnie Ostebee, Martin Hodel, Kris MacPherson, Bill Thornton, David Schodt

Absent: Karen Marsalek, Paddy Dale

Approval of Minutes

The minutes of the October 3, 2003 meeting were approved.

Web Site

Arnie Ostebee had said at the last meeting that the Dean's office would update the FDC website to include a number of revisions. He explained that due to staffing problems in the Dean's office, completing these revisions had been delayed, but that they would be finished shortly. The revisions included new language about GFR and CILA, the need for 9 rather than 7 copies of all proposals, and changes to due dates for proposals.

Grant Proposal Workshop

Kathy Shea reported on the grants workshop, which took place October 9. About 10 faculty participated, all tenure-track. She reported that this was a successful workshop and worth continuing.

Mellby Lecture

Kathy Shea reported that the poster for the next Mellby lecture was ready, and she circulated a copy for the committee members to review. Some questions were raised about capitalization, which Kathy will check with Publications. There was some discussion of whether analog or digital tapes should be used to record the lecture.

Future meetings:

- a. No meeting October 24 nor October 31
- b. Proposals will be ready for review and should be picked up in the afternoon of October 31
- c. The committee will meet on November 7 for an initial screening of the proposals. Committee members should come to this meeting with a ranking for all of the proposals, using the guidelines for proposals posted on the web.
- d. The meeting for November 21 is tentative. Kathy will notify the committee if we need to meet.
- e. December 5 is tentatively scheduled as a meeting to discuss professional development accounts. Committee members will review old FDC reports on this topic (posted on the web).

The meeting adjourned at 11:30 am.

Respectfully submitted,

David Schodt