

## **Faculty Development Committee**

### **Meeting of December 12, 2002**

**Present:** Jo Beld, Elizabeth Hutchins, Heather Klopchin, Arnie Ostebee, Karen Sawyer, Kathy Shea

#### **New Business**

Minutes from the 12/5 FDC meeting were amended and approved.

It was decided that the FDC meeting time for next semester will be Tuesdays from 3-4pm.

#### **FDC Grants**

It was clarified that FDC members should not review grant proposals before submission. They can direct the applicant to the following resources: the successful grant proposals on reserve in Rolvaag library, the FDC workshop on grant writing, former recipients of FDC grants, and the grant guidelines.

A check-off line as to whether the FDC grant recipient allows the proposal to be put on reserve in Rolvaag library will be added to the cover sheet. Kathy Shea will ask this year's recipients of successful FDC grants if it is okay to put their proposals on reserve in Rolvaag library.

The names of successful FDC grant recipients for the last two years will be listed on the FDC website.

An email announcement will be sent out about the Released-time grant award recipients.

#### **Plans for 2nd semester**

The FDC decided to hold another grant writing workshop early in the second semester on Feb. 11th from 3:15-4:30 in Dittmann 305 specifically about the Summer Grants for Scholarly and Artistic Activity and the Teaching and Curriculum Development grants. The email announcement about this workshop will be sent out after Christmas. It was decided that Kathy Shea would serve as moderator for the review and discussion of the FDC guidelines at the grant writing workshop. A handout will be created to give to attendees of the grant writing workshop with the FDC members' names and contact information, the last two year's grant recipients, the FDC website address, the fact that some successful grant proposals are on reserve in Rolvaag library, and an outline of the workshop events. Jo Ann Polley, a successful SAA grant recipient, and Doreen Hamilton, a successful TCD grant recipient will be asked to speak at the workshop. The committee discussed possible topics for the successful grant recipients to talk about including: how they addressed the guidelines, a brief synopsis of their project, what they would have done differently, and any words of advice they would have for others. David Schodt from CILA will be invited to speak about dissemination and Paddy Dale of the GFR will be invited to speak about what his office can do. Each speaker will get approximately 15 minutes. Jo Beld will create an assessment form so FDC can get feedback about the grant writing workshop.

### **Discussion of revisions to the Faculty Manual - Committee membership and sabbatical proposals**

FDC continued to discuss the faculty manual revisions with reference to committee membership. Discussion specifically dealt with whether the directors of CILA and the GFR should be made official non-voting members of FDC or whether the relationship between FDC and CILA and the GFR can remain less formal with FDC collaborating with CILA and the GFR. It was decided by the FDC after much discussion that the directors of CILA and the GFR would be official non-voting members of the FDC.

FDC continued to discuss the faculty manual revisions with reference to FDC relieving RPC in the matter of reviewing sabbatical proposals . It was decided that if FDC were to review sabbatical proposals a subcommittee of the FDC would be necessary. The specific charge of this subcommittee would be reviewing sabbatical proposals. This enables term faculty to continue being members of the FDC without being put in the awkward political situation of reviewing tenured faculty's sabbatical proposals. Language was drafted about this subcommittee to add to the faculty manual revisions to be brought to RPC for feedback. It is FDC's hope to get on RPC's agenda in February to discuss faculty manual language revisions. FDC would like to schedule two meetings with RPC, one meeting to receive feedback about the proposed change in sabbatical review and another meeting to actually bring them draft language for the faculty manual.

Respectfully submitted,  
Heather Klopchin  
Faculty Development Committee