

**Faculty Development Committee Meeting Minutes
December 5, 2003**

Present: Kathy Shea, Paddy Dale, Karen Marsalek, Kris MacPherson, David Schodt, Arnie Ostebee

Absent: Marty Hodel, Bill Thornton

1. The minutes of the meeting of 11/21/03 were accepted
2. The Chair announced that financial resources enabled the award of two **released time grants** to tenured colleagues and two to untenured. The recipients were:

Tenured	Untenured
Rich DuRocher	Jean Porterfield
Steve Reece	Jason Engbrecht
3. **Professional Development Accounts (PDA)** were discussed. These are tax-free accounts into which professional development funds are placed by the college and drawn upon by faculty members for professional development activities such as travel to conferences and book purchases. PDAs operate at Carleton and Gustavus among others. Current funds would permit approx. \$300 to be given to each St.O faculty member.

Disadvantages include:
the cost of opening 300 separate accounts would be prohibitive but alternative procedures are possible,
the present system benefits from unequal use: non-use by the inactive means that more is available for the active.

Advantages include:
the attractiveness of the tax-free status: this would be beneficial for summer time salary awards which are taxed at present.
Arnie will investigate the tax situation so that FDC may make a recommendation. Colleagues must understand that they will have to produce receipts and that they cannot carry monies forward into the next financial year.
4. **Mellby Lectureship nomination guidelines** were reviewed.

Henceforth the FDC will request a copy of the nominee's vitae from the Deans office.

The FDC shall publicly state the criteria it is looking for in a letter of nomination which shall not exceed 2 pages in length. In addition to looking for evidence of scholarly achievements and excellence in teaching, the FDC shall also take into consideration the circulation of the award around faculties and the seniority of nominees

Respectfully Submitted
Paddy Dale