

Faculty Development Committee Meeting Minutes February 12, 2004

Present: Kathy Shea, Karen Marsalek, Martin Hodel, David Schodt, Arnie Ostebee, Paddy Dale, Bill Thornton

Absent: Kris MacPherson

Approval of Minutes

Minutes of December 5 were approved.

New Business

Finding a meeting time for this semester has been difficult. After many efforts to find another time compatible with everyone's schedules, the committee settled for Community Time, and Kathy Shea will try to find a Buntrock space for the meetings.

Mellby Lecture

The Spring Mellby Lecture by Amy Kolan is coming up soon: Thursday, February 27. Posters were available for committee members to put up around campus, and Janet Collrin's students have already posted some. Janet designed the poster, and may do the brochure next year, since the Communications department no longer wants to be involved with Mellby Lecture publicity. Kathy Shea will introduce the lecture series, and David Nitz will introduce Amy.

Summer Grant Proposals

Grant proposals are due Friday, February 27. The committee will plan to discuss them on the second and third Thursdays in March (March 11th and 18th). The committee decided that there wasn't enough time to do another workshop for potential applicants, but noted that samples of successful applications would be put on reserve in the library. Kathy Shea will email a reminder about the deadline to department chairs. Committee members should look at the committee website to see if all the forms are accessible, and let Phyllis in the Dean's office know if there are any problems.

GFR Handbook

Paddy Dale proposed that a publication he is working on, a GFR handbook, include a section on the grants that FDC oversees. The committee agreed that a link to the FDC website would be useful in an online version of this publication, but suggested that any text in a paper document be rather general, so that updates and changes on the FDC website wouldn't result in conflicting documentation. Paddy will bring some proposed text for the committee to review at the next meeting.

Future Business

The committee plans to continue discussion of Faculty development accounts, as well as the nomination process for the Mellby lecture series.

Next meeting

February 26, at 11:30 (unless there isn't sufficient business to warrant such a meeting.)