

Faculty Development Committee

Meeting of September 11, 2002

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

Approval of Minutes:

Minutes from the 29 August 02 meeting were approved.

Discussion of Grant Guidelines

- Grant application cover form: Additional line will be inserted requesting the Faculty under which a release time grant is to be considered. Department chair's signature and disclaimer will be removed from the application form, as department chair letters will be required for all grants.
- Letters of recommendation:
 - Release Time Grants: It was decided to require three letters, one from the applicant's department chair, one from the Associate Dean of the Faculty indicated on the FDC Grant Application Cover Form, and one additional letter of support chosen by the applicant.
 - SSA and T&C grants: Only the department chair's letter will be required. Applicants have the option of submitting a second letter.
- Appropriateness of Project Design criterion was condensed into two sections on "specificity" and "suitability" with "feasibility" items woven into these.
- Special note on student workers: the phrase, "at the time the application is submitted" is to be added to this section after, "...seek funding through their departments."

Additional Items:

- FDC Chair will send a letter to grant recipients reminding them to submit a 2-3 page report on the results of their project.
- FDC extended Jean Porterfield's grant through May 2003, with proviso that a second report must be submitted for the second part of the project by the end of July 2003.
- Jo Beld offered the services of her student assistant in revising the FDC brochure. Dolores Peters will be asked for the original template.
- David Schodt and Paddy Dale will be invited to talk with the FDC on September 18 and September 25, respectively. Specifically, David will be asked to discuss the Bush Grant.