

Faculty Development Committee
2 September 2004

Present: Paddy Dale, Shelly Dickinson, Jeanine Grenberg, Marty Hodel, Kris MacPherson, Arnie Ostebee, David Schodt, Bill Thornton

Kris MacPherson was elected chair.

A calendar task list was distributed and major responsibilities were assumed as follows:

A. Meeting minutes: Minute-taking will be rotated throughout the group. After minutes have been approved, Marty will take responsibility for keeping a set of the confidential minutes. He will also create a new set of the minutes, removing confidential material and formatting for consistency, to forward to Phyllis Stuckmayer for posting to the web. Members are asked to provide Marty will electronic format to assist with this.

B. Mellby Lecture for Paul Humke – promotional materials and arrangements. Shelly

C. Mellby Lecture for Jolene Barjasteh – promotional materials and arrangements. Bill

D. Faculty Development brochure revision, printing and distribution, and October workshop. Jeanine

E. Spring Symposium. Kris and David

As chair, Kris will make sure web pages are current, post agendas to the faculty listserv, send letters to grant applicants, etc.

Fall schedule:

September 10	Room 146	Faculty development brochure and workshop
September 29	Room 220	Final workshop prep; Mellby lecture prep
October 8	FacSf Lounge Conf Rm	Postmortem on workshop (Kris gone)
October 29	Room 146	Final Mellby lecture prep; Pick up proposals after 3
November 5	Room 146	Proposal review
November 12	Room 146	Proposal review
November 19	Room 146	Proposal review if needed
December 10	Room 146	Clean-up, Mellby lecture prep

Kris MacPherson
Recorder