

Faculty Development Committee

Meeting of September 25, 2002

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

Guests: Paddy Dale, David Schodt

New Business

Mellby Lecture Series: Charles Taliaferro has reviewed the options and has decided to stay with the November 14 date. Arrangements to be made include the following:

- Taliaferro will arrange for a colleague to introduce him; an FDC committee member will welcome the audience, introduce the introducer, invite questions at the conclusion of the lecture, and conclude the event with an invitation to stay for informal conversation and refreshments.
- The FDC chair will work with the Dean's Office to arrange refreshments and with the Communications office to arrange for production of brochures. Dean's Office can distribute brochures. FDC has a non-compensation budget of \$1000 to cover publicity and refreshments for the year (including any other events at which we might want to offer refreshments or other publicity needs, such as the production of the grants brochure for faculty).
- The FDC chair will send a memo to the Assistant Provost in early November requesting the Mellby stipend for Taliaferro. Assistant Provost will sign and forward the request to Payroll to enable the stipend to be included in the speaker's November paycheck.

FDC grant information: Evidently the old grants guidelines are still on the web along with the revised version. Chair will ask the Dean's Office to remove the old guidelines to avoid confusion.

FDC meeting time: All members will send their schedules to the chair so we can see if a more felicitous meeting time might be possible.

Plans for grant proposal writing workshop: Paddy Dale and David Schodt joined FDC members to help plan a workshop to help faculty write effective grant applications, whether internally- or externally-funded.

- GFR would like to co-host the event and make a presentation.
- GFR's mission includes increasing the number of submitted proposals as well as the number of successful proposals. Paddy informally describes GFR as the "Office of Good Ideas." GFR does not assist in the selection process; its purpose is to help applicants to prepare the best proposal they can, and to match good ideas with appropriate funding sources.
- GFR would also like to see stronger connections between internal and external grants, with College-funded grants serving as springboards for successful applications to external funders (rather than serving simply as a fallback option when external applications are not successful). Internal resources can be used more deliberately to leverage external resources.

- Details on the workshop:
 - **Date and time:** Thursday, October 17, 3.45 - 5.00 pm (this date accommodates Paddy's schedule and precedes fall break, when some faculty might be preparing released time applications due November 1)
 - **Location:** To be arranged by the FDC chair
 - **Agenda:**

General suggestions for writing effective grant proposals; assistance available from GFR - Dale (30 minutes, including time for questions)

Assistance available from CILA, including opportunities for dissemination and information about the Bush grant - Schodt (10 minutes)

Perspectives from a successful applicant - Karen Cherewatuk (15 minutes). A number of other possible speakers were suggested, but we decided to invite only one recipient, partly for the sake of time and partly to avoid creating the expectation of representing all five faculties in this segment of the workshop. If Karen is unavailable, the chair will invite one of the other potential speakers.

Review and discussion of FDC grant guidelines - Kathy Shea (20 minutes, mainly responding to questions). The invitation to faculty will include an RSVP asking participants to identify in advance the questions they have or the issues they would like discussed.

Respectfully submitted,
Elizabeth Hutchins