

## **Faculty Development Committee Meeting Minutes September 26, 2003**

**Present:** Kathy Shea (Chair), Arnie Ostebee, Paddy Dale, Martin Hodel, Karen Marsalek, Bill Thornton

**Absent:** David Schodt, Kris MacPherson.

### **Approval of Minutes**

The minutes of the September 19<sup>th</sup> meeting were approved as submitted.

### **Grant Proposal Workshop**

Paddy suggested that we should consider replacing “grant writing” with “grant proposal writing” in printed materials coming from the Committee.

Concern was expressed that the October grant proposal writing workshop for faculty would be focused exclusively on release-time proposals, thus disenfranchising faculty who are ineligible for release time grants, namely part-time and non-tenure track faculty. It was decided that the workshop should be more general in nature, and would include a discussion of summer grants and possibly the overlap between internal and external grant proposals.

Bill reported that his department discussed its standards for professional development activity, concluding that writing texts, preparing for a symposium or hosting an NCAA event should be considered significant professional activity. Arnie reported that a proposal which would address funding grants to faculty who hold appointments less than TT or FT positions might be forthcoming to FDC.

### **Term of Office on FDC**

Karen and Kathy’s replacements on FDC will hold three-year appointments. Marty and Bill’s appointments are for two years.

### **Web Page**

The recent summer grant recipients – and past Mellby Lecture recipients – should be listed on the web page. There was some discussion of whether or not the Mellby lectures should be listed in the brochure, but probably not. The office of the Dean will be able to help update the web page soon.

Paddy asked if there should be more language referencing GFR funding on the web page.

Marty expressed concern that the “Documents” section of the web page is outdated and should be screened for items that could be placed under a “Historical Documents” section. The “Guidelines” section should be made more prominent.

### **FDC Grant Applications**

It was decided that a “negative check off” box should be used on FDC grant applications for applicants to indicate that they do *not* want their proposals forwarded to GFR or CILA.

Otherwise the proposals will be forwarded. What will be forwarded are the proposals only, not the entire applications (which normally include the recommendations of the relevant associate deans or department chairs). GFR and CILA reps should be included in FDC discussions of proposals unless there is a conflict of interest, in which case they will excuse themselves. The number of proposal copies to be submitted needs to be updated.

Karen will work on language for the web page changes for the FDC grant application cover sheet and submit it to the committee by email so that the alterations can be made before the Oct. 9 workshop.

Respectfully submitted,

Martin Hodel