

Faculty Development Committee – Meeting Notes

October 7, 2009 1:30 – 2:30 p.m. Nelms Classroom Bldg. #112A

Present: Mary Jane Bassett, Mike Bowen, Patrick Davis, Joyce Johnston, Mark Walls

Absent: Bob Raines, Amy Wake, Jacklyn Watson

Meeting with Frank Dodson – October 2, 2009

At the end of this Committee meeting's notes, are the notes from the Friday, October 2nd meeting with Mr. Frank Dodson, Vice President of Academic Affairs. During today's Committee meeting, members present discussed these notes. Mark Walls noted that it would possibly be helpful to have some information about amounts available in past years for funding and for other Committee business; other members agreed with this, particularly considering that, to our knowledge, the FDC has never had a set budget. In fact, money available to us for various purposes has varied widely over the years.

Mr. Dodson had said in the meeting, that the Committee would do best to take funding decisions on a case-by-case basis. In view of this advice, no policies for FDC funding will be developed; instead, Committee members opted to, during the next meeting or two, set up a list of *guidelines* to follow when deciding whether or not to fund faculty members – and how much to fund of their requests.

Guidelines would include points such as: for what purpose is the faculty member requesting travel funds; will the faculty member be doing a presentation or hosting a workshop; what other funding sources have already been consulted; and, what are the responsibilities of the requestor, if funds are received (for example, does the requesting faculty member have to make a division or a department report).

All in the meeting agreed with another point that came up in the conversation with Mr. Dodson; that we should advertise to both faculty and to *adjunct* faculty the money we have available for funding, and that this money should be provided to requestors as often as possible. This is especially the case, since money left in the FDC fund at the end of the year gets taken from the Committee and disbursed into the general fund. During this year, and during 2010-2011, the Committee will in all probability have a budgeted amount to use for travel, speakers, advertising, and other Committee business; after next year, it is uncertain whether or not we will have our own separate budget.

Cathy Garner – Request for Travel Funds from the FDC

The meeting with Mr. Dodson concerning budget and funding guidelines led to the next discussion, concerning Cathy Garner's request for Committee funding assistance for her to attend a December conference (American Association of Respiratory Care). Cathy made her request in the summer; Mike Bowen brought the request for all members to read at the last meeting. Members decided in the September meeting to wait until after we spoke with Mr. Dodson before making final decisions regarding Cathy's request. We did not at the first meeting know how much money was in the FDC budget for the year, or if money was available at all.

Since there was a quorum of members present, the Committee decided to fund Cathy's request; that is, she is asking for FDC money over and above the cost of the Conference fee, which her department will pay. This is a request in keeping with the advice given us by Mr. Dodson. The FDC is opting to provide Cathy slightly over \$1800.00 in total; this is the difference between what Cathy estimates she will need in total, and the department-paid Conference fee. Patrick Davis suggested that Mike advise Cathy to stay in the Conference hotel for the trip; Mike said he will do this, in the letter he sends her stating that the Committee has approved her request and is forwarding our approval to Mr. Dodson. Mr. Dodson will then decide whether or not to approve the funding, and send the request to President Blanding for final approval.

The Committee has approximately \$25,000.00 in its budget this year, to use for funding faculty travel and board, and for arranging for speakers to come to campus. No other faculty member has requested funding for this year, so there is a great deal of money available for funding.

The Committee members present decided to fund the entire amount of Cathy's request, since she indicated in her request packet that the Conference attendance was strongly recommended by the certification team that recently reviewed this department. Also, Cathy will share information received at the AARC Conference with other instructors and with Nursing students.

Mark Walls asked, whether or not Cathy had requested funds from other sources, and -- as a matter of reference for future requests rather than as affected Cathy's request status -- what options might a faculty requestor have, if the FDC cannot or will not provide funding? The thought of other members, was that in these cases money might be found from the general fund, if the need was deemed sufficient for receiving general funds. Or, departments themselves might find the resources.

Creating an FDC Funds Request Form -- to be Included in the Faculty Development Committee site on *jWeb*

Next point of discussion concerned creating a request form for FDC funding requestors to use, which will be placed on *jWeb*, under the Faculty Development Committee's site. We looked at the form used by Ms. Garner in her request packet; Mike said that this form is found on *jWeb*, under "Work Life" -- "List All Forms/Documents" -- "Academic" -- "Faculty Development Funds Request Form." He suggested that we use the form to develop a streamlined version for the Committee to be put on our website and made available for faculty members; Victor Garcia might help us with creating a PDF form and placing it on the FDC website.

The meeting adjourned at 2:30 p.m. The next meeting is scheduled for 1:30 on October 21st (Wednesday).