

FACULTY DEVELOPMENT COMMITTEE – Meeting, September 21, 2009

Nelms Classroom Bldg. 110A 2:00-2:45 p.m.

Present: Mike Bowen, Patrick Davis, Joyce Johnston, Bob Raines, Amy Wake, Jaclyn Watson

Absent: Mary Bassett, Mark Walls

➤ **2009-2010 Chair and Secretary**

Joyce Johnston was the Secretary of the Faculty Development Committee during 2008-2009. She offered to be Secretary again during the 2009-2010 school year, unless another member wanted to take the position.

Members present accepted Joyce as Secretary for the Committee.

Next decision was choosing a Chair for the Committee. Mike Bowen, who has served as Committee Chair in a past year, offered to take this position; members present accepted Mike as Chair for the Committee, for the 2009-2010 school year.

➤ **Current Committee Membership**

Two or three weeks ago, Patti Tanski-Mego called Joyce and asked her to set up a Faculty Development Committee meeting. She requested that Joyce e-mail Anna Major with information concerning who is currently on the Committee, and that she (Patti) be informed about who the Committee selects to be Chair for 2009-2010.

NOTE: Joyce did send the current membership list to Anna Major (and to all Committee members) on September 22nd. It was suggested during the previous day's meeting that when Committee membership questions have been answered (*see topic below*), a new list of members and divisions represented be posted on the *jWeb* Faculty Development site, as well as posting other needed updates concerning Committee business.

➤ **Membership of the Committee – Representation of Divisions**

Next point of discussion involved the makeup of the Committee membership. Joyce provided members with a document outlining the Committee's philosophy, responsibilities, membership appointments, and duration of service. Our problem: this document is old, dating back several years; the section concerning Committee membership does not reflect the many changes that have taken place over the past few years in the College, due to re-organization of departments and divisions.

The membership criteria does not take into account the proposed Nursing division, and the Division of Arts & Sciences is possibly underrepresented; currently, two representatives are appointed from this division – but the division is larger than the Division of Professional & Technical Studies, for which three representatives are specified. Another representative is needed, according to the current membership criteria, from the Division of Professional & Technical Studies; the Committee has two representatives rather than the three required. There are other confusions as to where some current members fit into the membership criteria as it is currently written.

Joyce offered to call Patti Tanski-Mego, and set up an appointment to speak with Frank Dodson. The meeting date will be set so that Mike Bowen can be at the meeting, during which other Committee matters spoken of in

the meeting today might be discussed as well. The meeting will be announced to all Committee members beforehand, so that anyone who can and wants to attend can do so.

NOTE: Joyce spoke with Ms. Tanski-Mego on September 22nd. Patti suggested that, before setting up a meeting with Mr. Dodson, a membership revision plan be made and approved by Committee members. She also suggested that one meeting might do for discussing both Committee membership revisions and Committee budget issues (Joyce told her that Committee members also had questions concerning budget and funding).

Joyce telephoned Mike, and told him about the conversation with Patti. Since Mike is working on the Committee budget issues, Joyce said that she will make a draft of a revised membership plan. The revised membership plan will be reviewed by all Committee members before a meeting is set with Mr. Dodson.

➤ Faculty Development Committee – Budget Available, and Disbursal of Funds

Mike Bowen brought to the meeting a proposal and request for funding from Cathy Garner (RCT program). Ms. Garner is requesting funding for travel and board, in order to attend a conference in early December; last date for early registration and reduced Conference rates is October 31st. This brought up the question of the Committee's budget for the year; that is, how much we will be given for a budget, and how much do we possibly have from past years' carryover – if anything. No member present was sure whether or not we have an operating budget for the year; this question also will have to be referred to Frank Dodson.

Members who have been on the Committee for some years remembered that the subject of a budget *has* been discussed in past years, but nobody was sure how budget and funding was handled last year. There was little funding by the Committee last year of faculty travel, projects, or conferences.

Joyce said that she would look through past annual reports and other Committee documents, and would send Mike and all Committee members any available information about the Committee budget, requests for budget funds for the Committee, and plans or forms related to providing funding for requesting faculty from the Committee's budget money. **NOTE:** Joyce did this on September 21st, via e-mail attachments.

It was also mentioned in the meeting that we need to find out about our Committee ordinance number; Mike said he would find out about this.

Bob Raines suggested, and other Committee members agreed, that if we will be funding faculty this year we need to advertise to the faculty more efficiently concerning the availability of funds, as well as Committee policies regarding awarding money for travel, conferences, and other projects. It was decided that once we have policies in place concerning the budget and funding, we should advertise these policies to faculty members on *jWeb* and elsewhere, and include forms and information about how to apply for funds.