

## **Faculty Development Committee – Meeting Notes**

**October 26, 2009 1:30-2:30 p.m. 112A Nelms Classroom Bldg.**

**Present:** Mary Jane Bassett; Michael Bowen (Chair); Joyce Johnston; Bob Raines; Jaclyn Watson

**Absent:** Patrick Davis; Amy Wake; Mark Walls

### **Overview of the meeting with Frank Dodson**

The FDC meeting started with a brief discussion concerning the September meeting with Frank Dodson, Vice President of Academic Affairs, during which Committee members spoke with Mr. Dodson about making changes in our current membership rules, about the 2009-2010 FDC budget, and about Committee funding policies. During this meeting, Mr. Dodson made suggestions concerning Committee funding guidelines and writing a funding request form (to be placed on *jWeb*, in the Committee's site there). The Committee meeting today concentrated basically on reviewing and editing funding guidelines and funding request form drafts, compiled by the Committee Secretary.

### **Guidelines for Faculty Development Committee funding**

The Committee reviewed the *FDC – Faculty Funding Guidelines* next. Several suggestions were made as to editing the "Funding process" and the "What NOT to fund" sections. It was also decided by members to not include any restrictions concerning amounts of money or number of times per year, that any one faculty member or department might receive funding; this will be decided on a case by case basis, depending on the amount of money available and the number of requests that the Committee receives.

Guidelines will possibly be included on *jWeb*, in the Faculty Development Committee site, along with the final draft of the *FDC – Faculty Funds Request Form*.

### **Faculty Development Committee – Faculty Funds Request Form**

Committee members present next reviewed the draft of the *FDC – Faculty Funds Request Form*. Several edits were made on this form as well. Edits included:

- Put the line "Decision of request approval or denial needed by" at the top of the form, under "Date of Request"
- Provide information on the form (second page – **Projected Travel Expenses**) as to where to find JSCC mileage charts and *per diem* information
- Eliminate, on the **Plan for Sharing the Benefits of the Activity...** section, most of the lines where the requestor would have to describe when and where activity reporting and presenting would occur. Bob Raines suggested including check boxes instead, so that the requestors might just check any boxes that apply to their plans for sharing information and experience gained through the funded activity.

The form will be placed on *jWeb*. Mike Bowen said that it will initially be accessible in Adobe; requestors will be able to fill the form out online, print the form, and give it to any Committee member to take to the whole Committee for review. Mike said that Patrick Davis will take the final draft of the form to either Victor Garcia or to David Carroll later on; Victor or David will be asked to create an online submission version of the form. Mike had spoken with Patrick before today's meeting, regarding creating an online form.

Bob Raines suggested that, once we have the form at the online submission stage, we set up the electronic submission so that completed forms are sent to Academic Affairs; the Academic Affairs office would notify the Committee, or possibly just the Chair, that they had received a request for FDC funding. He added that the Committee might also ask Academic Affairs to make review copies of the request for all Committee members. Mary Jane Bassett suggested that if we do ask them to make copies, we be sure to ask Academic Affairs to get student assistants to do the copying work.

### **Spring 2010 In-service Mini-sessions**

Mike said that we need to meet at least once more during the Fall semester, to plan and organize the Spring 2010 In-service mini-sessions. Mike said that he will speak with Patti Tanski-Mego before we meet again, concerning the day when we will be most likely to hold the mini-sessions. This will be on whatever day during In-service that the President is *not* speaking to the College as a whole; probably on January 12<sup>th</sup> or 13<sup>th</sup>; Tuesday or Wednesday. Spring semester classes start on January 14<sup>th</sup> (Thursday) of In-service week, so our choice of days is very limited.

The mini-sessions will be held between 9:00 a.m. and 12:00 p.m. As has been done in the past, the sessions will be held in Nelms Classroom Building; three or four sessions will be held each hour. Sessions are normally about 50 minutes in length.

*Notes written and taken by Joyce Johnston October 28, 2009*