

Faculty Development Committee Meeting January 14, 2010 2:00-3:45 p.m. Nelms #113B

Present: Mary Jane Bassett; Mike Bowen; Joyce Johnston; Amy Wake; Jaclyn Watson

Absent: Patrick Davis; Bob Raines; Nell Senter; Mark Walls

- The Wednesday, January 13th Spring 2010 In-service Mini-sessions, hosted by the Faculty Development Committee, were well attended; there were no problems, beyond fire alarms being sounded for five minutes during the first hour (9:00-9:50).

We do not know exactly how many people attended the sessions. Committee members briefly discussed having sign-up sheets at all future mini-session programs, so that we will have some statistics regarding how many people attend sessions, and what type of sessions are most attended. This will be of use to the Committee in planning future mini-sessions and suggesting topics for potential speakers.

Mike Bowen also suggested that all presentation rooms in the future be selected from the same side of the hallway, and grouped more closely together. He hoped that this will affect attendance positively.

Several people in the meeting emphasized that they did not think that required-attendance, general faculty type sessions should ever be included in the In-service FDC mini-sessions; some members mentioned that they have also heard non-Committee personnel express this opinion. There was one session presented at this year's in-service that (though not requiring mandatory attendance during the mini-sessions) would require every faculty member to attend a make-up session, if the faculty member had not attended the presentation during the FDC sponsored mini-sessions. Committee members felt that it is a bad idea to allow general all-faculty type trainings into the mini-session schedule, and suggested that all such presentations be disallowed in the future.

- Next the members present reviewed several FDC documents which are being revised this year. Members of the Committee and Mr. Frank Dodson, via a list of suggested changes which he sent to Mary Jane Bassett, have all had input in the revision process. Mr. Dodson's list is included at the end of these meeting notes.

First point under discussion came from a point brought up in Frank Dodson's e-mail. The Committee needs a quorum of members in order to vote on policy changes, to approve funding for activities and travel, and to make other Committee decisions. This term comes up in the Committee's "Faculty Funding Guidelines," for example. The e-mail sent by Mr. Dodson requested clarification of what the FDC means by "quorum," when this term comes up in its documents and proceedings.

After some debate, and after checking terminology in online dictionaries (Merriam-Webster Online), it was decided that in the case of the FDC, a "quorum" would mean a simple majority of members. Since the FDC has nine members, a quorum would consist of at least five members presence for any votes or procedure/policy changes.

Next, Committee members looked at the three documents to be revised:

◆ **FDC -- Philosophy, Membership Policies, and Responsibilities**

The word 'department' was taken out of this document (as well as out of the other two documents reviewed); this was done, since "department" no longer accurately describes the divisions within the College. The excised word was replaced by "division," "area," or other words that apply in context.

A question from Mr. Dodson's e-mail that the Committee addressed in the meeting, was why the Division of Arts & Sciences has only two representatives on the Committee and the Division of Professional & Technical Studies is allotted three members; the Division of Arts & Sciences is the larger division.

The Committee discussed this for awhile, and decided that at some point in the past the Division of Professional & Technical Studies was larger, before the division/department reorganization of the past few years. Mike recommended, and members present agreed, that we *not* request to make a change in the Committee membership composition at present, but rather leave it at five faculty representatives selected from the

divisions in this manner: **Arts (one member); Sciences (one member); Nursing (one member); Allied Health (one member); and, Professional/Technical (one member)**

Currently, the Division of Professional & Technical Studies has two members from Nursing, one member from Professional/Technical, and no members from Allied Health. When Amy Wake rotates off the Committee next year, a member from Allied Health will be elected in her place.

The allotment of representatives shown above will split Committee membership more precisely along current basic subdivisions in the College.

The Committee will in the future include on *jWeb's* FDC page such documents as the Minutes and the Annual Report; this was added to the "Responsibilities" section of the **FDC -- Philosophy, Membership Policies, and Responsibilities** document. Information such as FDC fund balances will *not* be included separately on the FDC online page, since this information is usually found in the minutes.

It was also decided that at various times during the year, such as when there has been a change in the balance of the fund, the Committee Secretary send an e-mail announcement to faculty members concerning the amount of remaining funds available for travel/activity purposes. Faculty might apply to any Committee member to start the funding process.

◆ **FDC – Faculty Funding Guidelines**

The word "department" was changed in all parts of this document; "division," "division/subdivision," or other words appropriate to the context in the Guidelines were substituted.

The section under "Funding process" which refers to a "quorum" of Committee members being necessary to approve or disapprove a funding request was revised, according to decisions made earlier in the meeting about what in our case constitutes a quorum.

Parts of the document which refer to Horace Chase by name, were changed to state only his title, *Vice President of Financial and Administrative Affairs*.

◆ **FDC – Faculty Funds Request Form**

Once again, all areas in the document where the word "department" or "departmental" appeared were edited to a word or words appropriate to the context. "Departmental" was usually changed to "discipline." Also, the Committee deleted the bullet point under "Plan for Sharing the Benefits of the Activity..." which refers to the requesting faculty member making a presentation or report to his or her department.

On the "Signature Page," a fifth signature line was added for the President of the College. The President is the last to sign off on faculty members requests for funds, before any funds are disbursed to the requestors.

- After reviewing and editing the three FDC documents listed above the Committee turned its attention to a funds request, presented by Mary Jane for Betty Frost. Betty and Mary Jane will be attending and making a presentation at the Bellwether Award competition in Orlando, Florida this January 23-26th, along with Dr. Blanding. They are among ten top finalists for this national award.

Betty Frost requested a total of \$1205.35 in FDC funds, to cover per diem expenses and travel. The Committee voted unanimously to approve this funding; Mike made the motion to accept, and Amy Wake seconded. Mike said that he will sign off on this, and send the request to Mr. Dodson (Vice President of Academic Affairs) for his approval. The VP of Academic Affairs must approve requests after the Committee votes 'yes' to funding.

- The meeting ended at 3:45 p.m. Before leaving, Joyce said that she will get in touch with Anna Major, re: getting the Microsoft Outlook e-mail FDC list of members updated.