

Faculty Development Committee – Meeting Notes

April 12, 2010 3:00-4:00 p.m. C110B

Present: Mike Bowen, Mary Jane Bassett, Patrick Davis, Joyce Johnston, Bob Raines, Nell Senter, Amy Wake, Mark Walls, Jaclyn Watson

- **First on the agenda – members present reviewed two requests for Faculty Development funding:**
 - ◆ Pam Forsythe and Barbara Scott-Goodman’s application to attend the 2010 Laerdal Simulation Training, User Network in Nashville, TN during May 16-18. Amount requested, in total: \$1,200.00 plus mileage; the Nursing Division will pay registration fees. The request was approved, unanimously.
 - ◆ Betty Frost and Mary Jane Bassett will be travelling to the League of Innovation – Learning College Summit, during June 6-9; this summit is being held in Phoenix, AZ. While there, they will be making a presentation and attending seminars. Request for funds: \$1,500.00 minus the registration fee; this amount was also approved, unanimously.
- **Mike and other members asked how much money is left in the FDC fund;** Joyce said that she will get in contact with Patti Tanski-Mego, Coordinator of Academic Affairs, and find out the exact sum left in the FDC fund for this fiscal year. Joyce will also find out whether or not any of this money will carry over to 2010-2011, and will inquire as to when we can find out how much money we have for the new school year.

Joyce reminded Committee members, that in a previous meeting it had been suggested that College Faculty periodically be made aware of the amount of money available in the fund, and that they also be directed to FDC Guidelines for Funding and the Travel Request - Funding Application form. Faculty members also should be advised of deadline dates for requesting money; this is especially important during the summer, between the time when the Committee’s last year budget is closed and before a next year funds budget is established.

These forms need to be put on the FDC site on *jWeb*; Joyce said that she will speak to Victor Garcia, send the forms to him (along with this year’s Committee meetings’ minutes), and will request that he post them on our *jWeb* site. She will inform Committee members when this is done.

- **Joyce said that she will be sending out the Annual FDC Report** in May, to all Committee members.
- **Next on the agenda was a discussion concerning next year’s Committee members’ roster.** Mike Bowen will be stepping down as Chair of the Committee; he suggested that, to insure a smooth transition into next year, a new Chair be elected before the end of the Spring 2010 semester. The Committee took count of who will be rotating off as members next year. Nell Senter (Faculty Council 1-year representative) is leaving; Mike Bowen may or may not be a Committee member in 2010-2011.

The FDC Chair must be a member of a division – a faculty member. Members who will be returning next year and who have faculty status: Bob Raines, Jaclyn Watson, and Mark Walls.

Joyce said that she will first send an e-mail to the eligible candidates, asking for a volunteer to serve as Chair. If none are forthcoming, Joyce will send out a ballot to all members of the FDC and request that they nominate a 2010-2011 Chair from among the candidates available.

- **Patrick suggested that the FDC should consider hosting a technology-based mini-sessions activity during one morning of Fall In-service**, since we have new technologies that faculty and other personnel will need to learn coming in the Fall 2010 Semester. Members present very much agreed with this.

The Fall sessions will be organized as Spring mini-sessions are: notice will be sent to faculty and professional/technical personnel advising them that they have a chance to deliver a presentation or training at the Fall FDC hosted mini sessions; presenters will be placed on an agenda, which will be sent to all divisions; and, one-hour slots will be set up for between 9 and 12 presenters. The difference, as stated before, is that the Fall session will concentrate on technology information and training. Patrick mentioned in particular, that the Campus will be migrating to *eLearn 9.0*; faculty will need training on this upgraded system.

In order to place the mini sessions on the agenda, Frank Dodson's office will have to be contacted; he will establish a date and time for the sessions. Requests for presenters/trainers should be done soon – possibly before the end of this school year, so that as many faculty members as possible are made aware of this opportunity. Once the agenda is written, it will be sent out via e-mail to all Faculty and Prof/Tech personnel in early August. Sessions will be advertised, at least two weeks ahead of time, on *jWeb* and through Campus text message service. Joyce, as Secretary for the year 2009-2010, will be doing these things, and will also make arrangements for presentation rooms and refreshments, with Angela Brown and Melissa Lyles assistance.

- There being no other business to discuss, the meeting adjourned at 4:00 p.m.

Minutes taken and written by Joyce Johnston; April 14, 2010