

## **Faculty Development Committee meeting**

**November 8, 2010 (Monday) 110A - Nelms Classroom Bldg. 2:00-3:30 p.m.**

**Present:** Barbara Hayes, Joyce Johnston, Mark Walls, Jaclyn Watson

**Absent:** Sara Youngerman

- Joyce told members present that she had written a draft of a new FDC Policies and Procedures; especially, the section concerning membership needs to be edited. This is owing to the campus wide Membership Committee's re-structuring of all campus committees during last summer; the FDC is now comprised of four members from each of the four Faculty divisions, and one student (or possibly professional-technical) member. Before, there were 8-9 members on the Committee.

Joyce will send a draft of the revised FDC Policies and Procedures to everyone on the Committee for review.. The final, edited and approved document will be sent to the Dean of Academic Affairs for review. The Vice President of Academic Affairs must approve all FDC policy/procedure changes.

- Annie West, a DSPW adjunct faculty member, went to a TN-ADE Conference in October; the Conference was held in Dixon, TN. She requested \$255.16 in funds from the FDC for room, board, and the Conference fee. The Committee voted by e-mail to grant her the entire amount; and, Mr. Dodson approved the funds.
- Mark Walls suggested that, rather than having the usual FDC Spring In-service mini-sessions, the Committee should host presentation/training sessions at various times during the semester. Each session would be geared to the interests of a separate division in the College; for example, one session would have mostly presenters from Allied Health, and another might have presenters from Arts and Sciences. All Faculty, Adjuncts, and Professional-Technical personnel would be invited to attend each session, since some of the presentations or trainings would apply across divisions and to all personnel.

Everyone present agreed that this would be an excellent change, and probably would result in better session attendance. In-service is a very busy time for most faculty, adjuncts, and professional technical personnel; too busy for many to be thinking about attending extra functions, such as the mini-presentations.

It was also suggested and approved, that if at close to the end of the Spring semester the Committee still has a great deal of money in budget to be spent the FDC itself will engage a speaker to come to campus. We would be looking for someone who would have a broad appeal to the interests of all divisions and personnel.

During the Spring 2011 semester, letters will be sent to the various divisions about one month before the presentations days, allowing time for people who want to make a presentation to contact an FDC member and be put on the schedule. Times and days will have to be cleared with the Provost before the letter is sent. The FDC will be in charge of making sure the rooms

are scheduled for the presentations/trainings, and of advertising the event to campus personnel.

- Before the end of this Fall 2010 semester, Joyce will contact Patti Tanski-Mego, find out the exact amount of money currently in the FDC budget, and will send a letter to all faculty and adjunct personnel, advising them that we have this money available for conference/seminar/workshop travel, that they can find funding forms and guidelines on the *jWeb* FDC page, and that funds will be distributed on a first come, first serve basis.

The letter will also request that faculty members think about inviting a speaker or trainer to campus; funding will also be available for this purpose. The types of speakers or trainers invited should support the idea of faculty development, for a division, a sub-division, or for the campus as a whole. The requesting faculty member and his or her division will be responsible for filling out a funding form, and for all things relating to getting the speaker/trainer to campus, arranging travel and board, deciding on a fee or honorarium, and setting up the speaking room or auditorium. The FDC will only handle review of the funding request, approval or disapproval of same, and sending the request along to the Provost for his approval or disapproval. The Committee will also publicize the event on campus. Only in the case when the FDC itself invites a speaker to campus, will the Committee handle matters of travel/board, speaking or training room, and anything else connected with the presenter.

Before this letter is sent to all faculty members, Joyce will e-mail a draft of the letter to all FDC members for review and editing. Jackie and Mark suggested that the letter should also request that faculty members get their bids for funding in as early as possible, because of the first come-first serve method of funding. Mark also said that as much of the money as can be spent should be spent, to avoid re-absorption of unused funds at the end of the fiscal year on June 30<sup>th</sup>. About \$2,000 or so should be set aside to be available in case of May or June requests for funding, after the end of the Spring 2011 semester.

- There being no other business to discuss, the Committee adjourned at 3:30 p.m.

*Notes taken and written by Joyce Johnston November 9, 2010*