

**Faculty Development**

**Standing College Committee**

**Wednesday, Jan. 18, 2012 2:30PM-4:00PM**

**A138**

Makes recommendations on the direction and evaluation of professional development activities for full-time and part-time faculty:

* Define an annual theme for campus Professional Development tied to one or more of the college’s institutional effectiveness

goals, set annual goals for professional development activities, and evaluate effectiveness of each year’s program;

* Evaluate new faculty orientation
* Plan and implement Fall Flex Week activities;
* Plan and implement year-round Flex opportunities, including Teaching/Learning Lunches; and
* If funds are available, administer, allocate funding, and evaluate the results of an annual professional development mini-grant

program.

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Initials** |  | **MEMBER** | **Initials** |
| **Co-Chair Dean** | Lori Bennett | **X** | **Co-Chair Faculty** | Leeann Mulville | X |
| **Language/Learning Res.**  **Computer Studies** | Kathryn Adams  Mary Mills  Faten Habib | **X**  **X** | **Dean** | Lori Bennett  Julius Sokenu | X |
| **Mathematics and Physical Sciences** | Brendan Purdy | **X** | **NFO Facilitators** | Patty Colman  Margaret Tennant |  |
| **Applied and Social Sciences** | Julie Campbell  Elisa Setmire  Reet Sumal  Jack Miller | **X**  **X**  **X** | **Media/Visual Arts and Enrollment**  **Services** | Erika Lizee  Joanna Miller  Kristi Almeida-Bowin | X |
| **Instructional Technology** | Ashley Chelonis | **X** | **Performing Arts/Student Life** | Judi Gould | X |
| **ASC** | Riley Dwyer |  | **Life and Health Sciences** | Rachel Messinger  Argie Clifford | X |
|  |  |  | **GUESTS** |  |  |

**MINUTES**

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| --- | --- |
| **CALL TO ORDER** |  |
| 2:30 Members Introductions | Completed |
| 2:35 Nov. Minutes for approval | Approved by vote |
| 2:40 Open Comments | None |
| **COMMITTEE BUSINESS** | **DISCUSSION/ACTION** |
| 2:45 Workgroup Reports   * Travel Funds   -Internal Rules Discussion – Brendan Purdy   * NFO – Margaret Tennant * Flex – Spring Flex/Semester offerings/Spring Mentor Program * Alternative Delivery/Coffee Breaks * Kudos | Leeann updated the committee on funds balance: Funds available for this fiscal year - $22,000  Funds dispersed to 12 faculty - $7,742  Remaining funds – $14,258  Committee requested that an all users announcement be sent to faculty reminding them of the deadlines for submission of travel funds request. Completed by Leeann.  Brendan submitted the following final draft of the “Internal Rules for the Travel Funds Workgroup” approved by committee vote:   1. There will be three faculty development workgroup approval signatures on the Faculty Development-Travel Funds Proposal Form. One by the Dean/Co-chair and two faculty members. 2. No more than two faculty from the same division can sign the approval form and no more than one faculty can approve if he/she is from the same division as the person applying. 3. If a member of the Faculty Development Committee is planning on applying for travel Money, he/she should not volunteer to be a member of the Travel Funds workgroup for the semester that he/she is going to apply. 4. If a current Travel Funds workgroup member does decide to apply for money, he/she will recuse themselves from the workgroup for the remainder of the semester.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Report  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rachel Messinger will follow up with Margaret Tennant relative to the mentoring program for new faculty. Leeann will forward list of mentors that signed up for the program.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ashley provided and will disseminate the Tech-Ed Coffee Break flex opportunities to faculty via all –users and fliers in faculty mailboxes. Suggested change to flier – use “instructors” instead of “online instructors”. Change completed.  Spring 2012 Instructional Technology Schedule which includes Flex opportunities through June 2012 provided by and will be disseminated by Ashley.  Spring 2012 Flex week evaluation forms will be reviewed and comments compiled for committee review.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  December – Mary Rees, Syndney Sims, Jamee Maxey, Nan Duangpun |
| 3:15 Fall Flex Presentations Planning | Lori suggested the committee proceed as we did last Fall Flex. Next meeting establish presentation topics and committee members will recruit presenters. Flex schedule needs to be firmed up with the President. Lori will follow up at Deans council. |
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| 4:00  Adjourn | Next Meeting Feb. 15th |