**Minutes of the Faculty Development Committee**

October 10/13/09

**Present**: Paul Steinle, Dustin Walcher, Tracy Templeton, Alena Ruggerio, Shamsul Alam, Daniel Kim, Erika Leppmann, and Wilkins-O’Riley Zinn

1. Daniel has agreed to chair the committee.
2. Alena has agreed to serve as the vice chair, taking the notes and stepping up as chair in a future year.
3. Zinn is ex-officio and the new Faculty Director of Teaching and Learning. The Provost would like this committee to advise, support, and provide oversight for the CTLA.
4. We will be reviewing applications for four grants: Carpenter I, Carpenter II, Professional Development Grant, President’s Mini Grant.
5. Instructional Institute was September 22. Paul had the feedback from the 70 people who participated.
6. Faculty Development has always been a challenge to get attendance. What kind of programs would the faculty like to see available? Programs get a mixed response: timing problems are significant. We have done Brown Bag lunches on many subjects. We can videotape events and make resources available electronically.
7. Zinn is talking with the library, considering conducting a survey of faculty needs, and interested in hearing from students about their learning. Zinn will propose an agenda after meeting with Kay Sagmiller (who is the Faculty Director of Assessment), and bring it back to our next meeting.
8. Daniel identified a loophole in the grant process. An applicant can submit an application to the committee, receive funding, and report back to the committee without formally having to involve the department chair. The committee agreed to require that the department chair should be cc’ed on the grant report. This will increase the communication in the department and keep the chair in the loop.
9. Daniel also identified a need for more assessment of outcomes of grant-supported work. The committee agreed that PDG application should ask the applicant to identify their anticipated outcomes. Then, we will ask the grant recipients to report on those outcomes afterwards. The grant recipients will gain growth and learning from reflecting upon and evaluating their own work.
10. Amy Belcastro requested to apply her Carpenter II grant to a different conference than she originally proposed. She was unable to attend the conference she wrote about in her application due to cancellation. Lively discussion ensued, and the committee decided to support her application.
11. Daniel called for the vote to approve last spring’s minutes. [we never actually voted]
12. Process for minutes: Alena will record the minutes, then submit a draft of the minutes to the Faculty Development Committee via e-mail. Once the committee has approved the minutes, we will submit the minutes to Penny Thorpe. Then Penny submits the minutes to Faculty Senate and posts the document to the Academic Affairs website.

Respectfully submitted,

Daniel Kim, Chair of Faculty Development Committee