**Minutes of Faculty Development Committee**

November 03, 2009

**Present**: Daniel Kim (Chair), Traci Templeton, Alena Ruggerio, Paul Steinle, Dustin Walcher, Erica Lippmann, Wilkins-O’Riley Zinn

**Absent**: Shamsul Alam

1. **Approval of Minutes:**

Since the committee has the authority to change its procedures and forms, we will reflect that wording in the minutes going forward.

1. **Discussion of Carpenter II caps:**
2. Can we change the ceiling amount beyond $500 to help our colleagues when there are funds left? This question was prompted by an applicant asking twice for funding to attend the same conference.
3. Daniel checked with Penny, and it is our choice to decide.
4. Daniel proposes that we could cap attendees at $500 and raise cap for presenters to $750 for next year.
	1. Erica counter proposed to raise cap overall to $750, but that attendees might not be ranked as high in committee evaluations of applications, or get the full funding requested.
	2. Alena proposed that officers should also be considered highly when deciding on the ranking since serving in national office is an expectation of promotion to full professor.
5. It’s been at least 10 years since the cap was set at $500. Perhaps it is time to raise the cap to better reflect the cost of travel. If we raise the cap at $750, the policy should be that faculty could apply only once for the same conference. But if you go to two conferences, you could apply in both rounds in the same year, one funding for each conference.
6. Paul: Create a rubric for criteria for evaluation within the committee.
7. The committee agreed by consensus to raise the Carpenter II Grant cap to $750 across the board, but to give priority to presenters and officers over attendees. The application will include language that faculty can only apply for one Carpenter II Grant per conference, but that they can apply again in the same year for a different conference.
8. **Revision of PDG applications**

The committee agreed by consensus to add the phrase “anticipated outcomes” to the guidelines for PDG applications.

1. **Faculty Director of Center for Teaching and Learning, Zinn.**
2. Survey: Zinn, Kay, and Jennifer want to collect information and listen to faculty, then offer activities for next quarter. They requested that the Faculty Development Committee survey faculty needs. Jennifer’s team will develop the survey, but we would provide input and send it out under our aegis. We need to send Zinn our possible questions. The committee agreed by consensus to do this.
3. Mentoring: Zinn is focusing on
* adjunct mentoring (Zinn already doing conversations with adjuncts and chairs)
* new faculty support (meeting with both professional and professorial track new folks)
* ongoing support for faculty in face-to-face and distance learning
* new-to-USEM instructors.
* Generating electronic FAQs.
* Proposing to rename mentoring “mutual beneficial relationships” to emphasize that mentoring does not have to be hierarchical and it can occur across people’s careers.
1. Professional Development Fridays launching winter term. Topics will arise from the survey of faculty interests.
* Some roundtables.
* Scholarship of Teaching Group will meet regularly once a month on Fridays. That will feed into SOAR and mentoring and promotion and tenure.
* One Friday per month will be “something you’ve been reading” to promote connections between faculty.
* D. SOAR Celebration of Teaching.
* E. Student/Learning Outreach.
* Zinn is working with Dean of Students Laura O’Bryon and Michele Morales at Success at Southern.
* Zinn has a blog focusing on student success.
1. **Carpenter II Grants**

 After some discussion, the committee agreed by consensus to fund all the grant requests.

1. **Evaluation Form Revision for Carpenter II**

Daniel proposed to revise the point system for the Carpenter II spreadsheet as follows: 3 = strong, 2 = worthy, 1 = weak, 0=inappropriate. This will make the point system consistent with the other spreadsheets for PDG grants and President’s MiniGrants.

1. **Daniel showed us the point system spreadsheet for the President’s Mini-Grants.**

Traci moved to adjourn.