



FACULTY DEVELOPMENT COMMITTEE MINUTES

October 17, 2013
2:00 pm – Library 103

Present: Gina Challed, Don Derkacht, Armando Herbelin, Melinda Weatheford, Ann Williamson, Annette Ward, Terri Skeie
Natalie Richie (recorder)

Annual Review of By-laws & guidelines:

The committee completed an annual review of Committee by-laws and guidelines. Two changes were made to the guidelines:

1. Extracted "requests will be given priority based on the date of submission."
2. The section regarding summer and fall submissions was amended to include "expenses incurred in before June 30th will be funded. Expenses incurred after June 30 will be dispersed in the fall funds are available."

A motion was made to approve the guidelines as amended.

- Approved by unanimous vote.
- **Action:** Applicants applying for funds for activities occurring in the next fiscal year will be notified in the award letter: 'expenses incurred before June 30th will be funded. Expenses incurred after June 30 will be dispersed if funds are available during the fall review period.'

Identify Faculty Lead:

Gina Challed volunteered to be the faculty lead for the committee this academic year and will chair meetings when the Vice President of Instruction is unable to attend.

Identify fall application deadlines:

The Committee will meet once this quarter to review and act on applications. The first meeting will take place on Thursday, November 14th @ 2:30pm in Student Center Conference Room, 2nd floor. The sub-committee for fall quarter will meet at 2:00pm and will be Annette Ward, Gina Challed, and Terri Skeie. The deadline for faculty to submit applications will be November 7th.

Discussion Items:

Discussion was held on the miscellaneous activities eligible for funding. After discussion the committee concluded a limit of \$500 for miscellaneous items (books, software, etc) is an adequate level of funding. Discussion was held on streamlining the by-laws & guideline documents to be more user-friendly. Natalie will assist with the formatting.

The meeting adjourned at 3:00 pm.

Next Meeting: November 14, 2013