



**Faculty Development Committee
Student Center, Conference Room
Minute - November 13, 2014**

Members Present: David Benson, Gina Challed, Katrina Fuller, Brendan Glaser, Sue Jackson, Gary Roeske, Terri Skeie, Jim Stanley, Annette Ward, Natalie Richie (recorder)

Approval of Faculty Development Applications:

The fall sub-committee: Gina Challed, Annette Ward, and Terri Skeie, met prior to the general meeting to review applications and prepare recommendations.

The following applications were reviewed and action taken:

Faculty - Activity	Action
1. Kam Todd – NW Machinist Conference	Approved for alternative funding through Perkins - amount requested of \$610.00
2. Gary Roeske – Automatic Transmission Rebuilders Association	Approved for alternative funding through Perkins - Approved amount requested of \$657.28
3. Corry Kile – Automatic Transmission Rebuilders Associations	Approved for alternative funding through Perkins - Approved amount requested of \$774.40
4. Allan Evald – Washington Welding Instructors Association	Approved for alternative funding through Perkins - Approved amount requested of \$516.88
5. Hiedi Bauer – Community College Humanities Association	Approved amount requested of \$621.64
6. Nicole DiGerlando – Community College Humanities Association	Approved amount requested of \$548.36
7. Rhonda Meyers- 2015 Human Anatomy & Physiology	Approved amount requested of \$1576.00
8. Judy VanderMaten – National Geographic Seminar	Approved amount requested of \$245.40
9. Ann Williamson – Washington Association for the Education of Young Children Conference	Approved amount requested of \$385.00
10. Amber Lemiere – Camtasia Studios purchase	Approved adjusted amount of \$300.00
11. Sue Akins-Fields - Washington Association for the Education of Young Children Conference	Approved amount requested of \$540.00
12. Holly McShane – Reading Apprenticeship	Approved amount requested of \$555.00 (Based on successful completion)
13. Sean Martin – Introduction to Design Thinking	Approved amount requested of \$250.00
14. Tim Allwine - Professional in Human Resource Exam*	Approved adjusted amount of \$500.00 (Based on successful completion)
15. Tim Allwine – Certificate in eLearning Design & Development	Approved amount requested of \$215.00 (Based on successful completion)
16. Claudia Moreno – 3 workshops	Approved amount requested of \$585.00
17. Katrina Fuller – AM Society	Approved amount requested of \$376.66
18. Corry Kile – Automotive Training Expo	Approved for alternative funding through Perkins - Approved amount requested of \$763.00

19. Gary Roeske – Automotive Training Expo	Approved for alternative funding through Perkins - Approved amount requested of \$892.92
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Fall 2014 Approved Funding:

Total Faculty Development funds approved:	\$4,566.00 of \$16,000
Total Perkins funding approved:	\$3,979.56 of \$6,000 (*\$728.60 pending approval)
Total Adjunct funds approved:	\$2,175.40 of \$2,500
Grand total approved:	\$11,406.22

Other business:

Bylaw & Guideline updates– After discussion and feedback, the committee approved the suggested language changes (see on next pages). The two primary updates to the Bylaws and Guidelines include:

- Incorporating language to reflect the new \$2,500 adjunct funding
- Changing the chair from the Vice President of Instruction, to an elected Faculty Chair

A motion was made to approve the suggested language change, motion carried. The Vice President of Instruction will take the suggested changes to Governance Council for approval.

Selection of 2014 – 2015 Chair: A motion was made to elect Gina Challed as the faculty chair for the remainder of the 2014 – 2105 academic year. Motion carried.

Winter Dates:

- Winter application deadline - February 5th
- Winter application review meetings – February 13th in Library 103
- 8:30am Sub-committee (Gina Challed, Katrina Fuller, Jim Stanley)
- 3:30pm Full committee

The meeting adjourned at 5:05.

2014-2015 Faculty Development Guidelines - DRAFT

THE FACULTY DEVELOPMENT FUND

The Faculty Development Fund has been created to promote activities which enhance the professional growth of the faculty and thus improve the quality of learning and service at Lower Columbia College.

THE FACULTY DEVELOPMENT COMMITTEE

The fund is managed by the Faculty Development Committee. The membership of the Committee is elected to represent faculty from the various departments. ~~at units in instruction and student services.~~ The committee will elect, annually, a chair from the faculty committee membership. ~~The Committee is chaired by the Vice President of Instruction.~~ The members of the Committee agree on the funding levels for the disbursement of funds for an academic year at the beginning of the year. This Committee approves all funding. The Committee's bylaws, which provide details related to funding, are available through each departmental representative.

THE GUIDELINES FOR FACULTY DEVELOPMENT COMMITTEE AND THE DISBURSEMENT OF FUNDS

1. Funds are awarded to staff members who have faculty status. Both full-time and part-time faculty are eligible; however, priority funding on a quarterly basis is given to faculty who have permanent full-time status (probationary or tenured). Per the faculty contract, \$2,500 has been allocated specifically for part-time faculty professional development.
2. The following faculty professional activities may be funded through committee funds:
 - A. Tuition Reimbursement.** Faculty members who have received prior approval from the Vice President of Instruction for completing courses which have clearly added to their professional development may request reimbursement.
 - B. Travel, Registration and Per Diem.** Attendance at professional development meetings, conferences, seminars and workshops will be supported through the Committee's resources.
 - C. Consultants' Fees and Expenses.** Departments, programs or faculty may request support for funding to bring an expert or experienced faculty from another college, to provide faculty development, or to help solve an educational problem for the College. Department requests, while not limited to the \$1,600 maximum, will be reviewed on a case by case basis.
 - D. Miscellaneous items.** Expenses for miscellaneous items such as books and computer software that are directly related to one's professional growth (such items would not include equipment) can be funded. Expenses can be funded up to a limit of \$500 when other sources of funding have been explored and are not readily available.
3. **Application Guidelines:**

- A. After faculty travel funds have been spent, a faculty member may be awarded no more than a maximum of \$1,600 over a period of any two consecutive years. Departmental requests, while not limited to the \$1,600 maximum, will be reviewed on a case by case basis.
- B. Ideally, the Committee should act upon a proposal before the activity is undertaken. However, faculty may submit funding requests for activities already completed or for costs likely to be incurred before the committee has acted on the request.
- C. The Committee, at its regularly scheduled quarterly meetings, acts upon requests as they are submitted. If the Committee has more requests than dollars available, requests may not be funded. Requests received after the official deadline will not be considered until the following quarter.
- D. Applicants are encouraged to attend meetings and speak on behalf of their proposed activities. This may be particularly important if the proposal is complicated or unusual. An applicant may also wish to brief his or her departmental representative on background for the proposal.
- E. A faculty member may also appear before the Committee to appeal an earlier decision of the Committee.
- F. Faculty professional development activities in summer and the upcoming fall are eligible, if a prior approval form is submitted. Expenses incurred in before June 30th will be funded. Expenses incurred after June 30 will be dispersed in the fall funds are available.
- G. An application form is available from the Executive Assistant in the Vice President of Instruction's Office as well as on the LCC internal webpage.
 - a. Essentially, the form requires the following:
 - Type of activity
 - Brief description of the proposed activity
 - Expected benefit of the proposed activity
 - Estimated cost
 - Time period of activity
 - Prior Approval for Travel, signed by appropriate Dean and Vice-President. Out of state travel requests must also be signed by the President.
 - Request for support of the activity will be signed by the dean and department chair

2014-2015 Faculty Development Bylaws - DRAFT

I. MISSION STATEMENT

To promote activities which enhance the professional growth of the faculty and thus improve the quality of learning and service at Lower Columbia College. The Committee may act in an advisory capacity for in-service days and other events relating to the professional growth of the faculty.

II. MEMBERSHIP

The Faculty Development Committee shall consist of one full-time faculty from each instructional department and the Vice President of Instruction who shall act as a non-voting member. Each instructional department shall assign a member using the committee assignment process the beginning of each fall quarter. The committee will elect, annually, a chair from the faculty committee membership.

Term of membership shall be two years, with membership terms staggered. Members are eligible for re-election.

The Elected Chair shall:

- a) Call first meeting of the year and schedule at least one meeting each quarter of the regular academic year.
- b) Establish a subcommittee to review activity requests and make recommendations to the Committee as a whole. This subcommittee will be comprised of a minimum of three members and membership shall be rotated each quarter. The Committee will elect a subcommittee Chair for the year.
- c) Ensure orderly review of all properly-submitted Faculty Development requests. Faculty Development committee members are excluded from voting on their own requests.

The Vice President (or designee) shall:

- a) Maintain a record of minutes as well as the disbursement of funds over a three-year period.
- b) Maintain a current budget for the Committee.
- c) Inform the Committee of all resources available for professional development, as well as any restrictions that may apply.

III. MEETINGS

The Committee will meet at least once during each quarter of the academic year.

All meetings shall be open and any interested party may participate in Committee discussions. Faculty requesting funds are welcome to personally represent their request.

A quorum shall consist of a majority of voting members.

IV. ACTIVITIES ELIGIBLE FOR FUNDING

Faculty development funds disbursed by this committee shall be for the following types of activities.

1. Registration, transportation and expenses for attendance at workshops, seminars, conferences and meetings which are related to one's professional responsibilities and for which there is clearly an element of professional growth.
2. Tuition, and transportation for coursework at an accredited school, college or university which is related to one's professional responsibilities. Barring unusual and/or compelling circumstances, this does not apply to:
 - a. Sabbaticals.
 - b. Coursework, which is undertaken in order to meet the minimum qualifications, required for a permanent full-time position.
 - c. Retraining necessary because of a reassignment of responsibility.
 - d. Activities that focus on curriculum development.
3. Fees and expenses for consultants and/or workshops may be requested by departments or other groups of faculty sharing a common interest.
4. Expenses for miscellaneous items such as books and computer software that are directly related to one's professional growth (such items would not include equipment). Expenses could be funded up to a limit of \$500 when other sources of funding have been explored and are not readily available.

V. FUNDING PRIORITIES

Permanent full-time faculty (i.e. probationary or tenured) shall have first priority for consideration in awarding the \$16,000 in faculty development funds. An additional \$2,500 is allocated for adjunct faculty professional development only.

VI. LEVEL OF FUNDING

The level of funding allowed to individual faculty will be determined by the Committee and entered in the minutes at the first meeting each year or as soon thereafter as possible.

VII. CHANGE OF BYLAWS

These by-laws may be amended at any time by a majority vote of the membership and are subject to the approval by the Governance Council.