



**Faculty Development Committee
Student Center, Conference Room
Minute – May 1, 2015**

Members Present: David Benson, Gina Challed, Katrina Fuller, Sue Jackson, Gary Roeske, Jim Stanley, Annette Ward, Melinda Weatherford
Natalie Richie (recorder)

Approval of Faculty Development Applications:

The sub-committee: Gina Challed, Katrina Fuller, and David Benson met prior to the general meeting to review applications and prepare recommendations.

The following applications were reviewed and action taken:

Faculty - Activity	Action
1. Nadine Lemmons – Center of Excellence Conference	Approved amount requested of \$574.60 (\$102.67 will be paid through VP budget)
2. Jim Dillinger – NW Diesel Instructors Conference	Approved amount requested of \$600.00
3. Ken Ecklund – NW Diesel Instructors Conference	Approved amount requested of \$600.00
4. Amber Lemiere – DesignCon Conference	Approved amount requested of \$774.00
5. Melinda Weatherford – Design Conference	Approved amount requested of \$349.00
6. Julie Suek – National OnCourse Conference	Approved amount requested of \$766.55
7. Mary Leach – National OnCourse Conference	Approved amount requested of \$761.20
8. Courtney Shah – Organization of American Historians Conference	Approved amount requested of \$687.18
9. Tamara Norton – Neuropsychotropic Drug Therapy Conference	Approved amount requested of \$421.00
10. Merry Bond – Certified Nurse Educator Course and Exam	Approved amount requested of \$831.09
11. Andrea Gillaspy – CLAMS Meeting	Approved amount requested of \$416.41

Applications:

Nadine’s conference may reimburse \$300, lowering her request from \$574.60 to \$274.60. The reimbursement would bring the annual expenditures in under budget. If the reimbursement is not awarded the budget would be over expended by \$105.67. The Vice President of Instruction has offered to cover \$105.67 if needed.

All spring applications were approved as submitted.

Spring 2015 Funding:

Total Faculty Development funds approved: \$6,781.03 (\$105.67 paid out of VP Budget if needed)

Remaining Balance \$0.00

Other Business:

- Discussion was held on providing a prior approval process for activities occurring between July 1st and the fall review meeting (previously held in November). Currently activities which occur during this time frame must be paid out of pocket, or through other funding, and faculty are reimbursed or budget transfers occur once applications are approved by the committee. To make the process more user-friendly and efficient, the committee will review applications for activities occurring between July 1 – October 1, 2015 before the end of spring quarter and faculty will be notified of the status of their application before July 1st. Transactions for approved applications must occur in the new fiscal year, July 1st –June 30th.

- A recommendation was made to include certifications as a standard professional development activity. This change would be made in the fall to the Faculty Development Guidelines. The committee prefers to give priority to required certifications over optional certifications. Further discussion will be held at the fall meeting.
- The Faculty Development Budget will be shared with Instructional Council before year-end.

Upcoming Deadlines and Meetings:

June 5 th	Deadline for activities occurring between July 1 – October 1 st , 2015
June 12 th	Review Committee Meeting:
	8:30am Sub-Committee: Gina Challed, Sue Jackson, Melinda Weatherford
	9:00am All committee members
September 25 th	Fall Deadline (may include any activities through June 30 th , 2016)
October 2 nd	Review Committee Meeting:
	8:30am Sub-Committee: Gina Challed, Annette Ward, Katrina Fuller
	9:00am All committee members

The meeting adjourned at 9:35am