



FACULTY DEVELOPMENT COMMITTEE  
WINTER QUARTER MEETING  
February 9, 2018 9:00 AM  
HSB 235

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**Attendees:**

Gina Challed (Chair), Gary Roeske, Janell Hayes-Hughes, Terri Skeie, Shiree Bent, Annette Ward, Courtney Shah, Natalie Richie (recorder)

**Minutes:**

**I. Review & Update Bylaws:**

- The committee reviewed and discussed proposed changes to committee bylaws based off of feedback from fall meeting.
- Changes to bylaw were approved as amended. Motion carried.
- Bylaws will be submitted to Governance Council for review and final approval.

**II. Review & Update Guidelines:**

- The committee reviewed and discussed proposed changes to committee guidelines based off of feedback from fall meeting.
- Changes to guidelines were approved as amended. Motion carried.

**III. Review & Update Application:**

- The committee reviewed and discussed proposed changes to faculty development application based off of feedback from fall meeting.
- Changes to the application were approved as amended. Motion carried.

**IV. Budget Status Updates:**

- For winter quarter there was \$2,006.66 in unused funds left over from fall disbursements. The committee considered allocating those funds to two applicants who originally applied last quarter:
  - Rhonda Meyers – originally denied funding; awarded \$1,600.
  - Courtney Shah – originally received partial funding; awarded \$259 in addition to original \$1,215 awarded.

**V. Vote to approve/disapprove applications:**

- The committee voted to approve the disbursement of unused funds to previous applicants as outlined above.

**VI. Spring Meeting date**

- A doodle poll will be sent out at a later time for summer application review.

**Adjourned:** 10:00am