

3/21/2014

**Faculty Development Standing Committee Minutes
Middle Georgia State College**

Members present:

Vanessa Crump, Hyan-Ah "Hannie" Fitton, Stephen Fuller, Stan Ketchel, Brooke Miller, Senthil Muthusamy, Ed Wallace, Laurie Walters, Dana Wyatt.

Purpose of the meeting:

To approve the previous meeting's minutes.

To adopt the current meeting's agenda.

To update committee on new developments since the last meeting and discuss, amend, and approve process for obtaining funds (old business).

To discuss international travel funds (new business).

Outcomes of the meeting:

Crump called for corrections to the November meeting minutes. Without revisions, the committee approved them as well as the current agenda.

She began old business by announcing that the VPAA's office had made decisions regarding the awarding of funds recommended by the committee during the last meeting.

She continued to new business, stating that the international travel fund application letter had been sent out school wide, and that the committee will need to review applications by April 18.

Crump opened a discussion to gain criticisms about the proposal. She drew attention to duplications in the instructions. Fuller agreed that these repetitions needed removal and all assented.

Muthusamy asked whether results of applications would get reported back to the college and Crump suggested a role for Neil Rigole in Teaching Innovation for this reporting.

With all agreeing, the committee made further amendments and revisions (including changes to the itemized budget, instructions, and sample forms) to the documentation relevant to funding for research, speakers, and nominations by chairs and/or deans.

Crump explained how nominations for funds had priority in decision making. Ketchel questioned whether needing a separate nomination form was necessary.

Crump organized for further revisions to be made to forms, some by herself ('Chair Responsibilities') and some by others, Wyatt and Wallace. The latter will email their revisions to the chair.

Miller agreed to lock down PDFs for all forms.

Muthusamy asked for ideas regarding any monies remaining after awards. Crump suggested speakers for a college-wide audience, and Muthusamy suggested funding for cross-disciplinary roundtable discussions.

Crump raised the issue of whether committee members could apply for funding while sitting on the committee. All agreed that members should be excluded from consideration while on the committee.

Crump highlighted international travel funds as the topic for next meeting on April 18.

Recommendations for next steps:

To complete final revisions to documents and get them locked down as PDFs.

Responsibility assigned for follow-up work:

See the members outlined above for the various writing tasks.

Unanswered questions/issues:

None.

Next meeting date:

April 18.

Supporting Documents:

None.