

Approved: February 1, 2018

Faculty Development Committee (FDC) Minutes: November 17, 2017

Present: Megumi Fujita (Chair), Jessica Critten (scribe), Soo Moon, Basu Dutt, Mary Kassis

(Not present: Betsy Dahms, Jeff Reber, Lacey Ricks, Joan Carlisle, Neal Chesnut, Michael de Nie, Pam Kirk)

The meeting was called to order at 12:05pm

Meeting minutes from 9/5 and 10/17 were approved by present committee members; a quorum was not reached, and it was decided that all items discussed and approved at this meeting would need to be approved separately through email by the remainder of the committee.

Change to wording, Faculty Handbook Section 114 Outside Activities

Group present reviewed proposed suggestions to change all instances of word 'employment' to 'activities'

There was discussion to clarify what was meant by the term 'activities'; the level of specificity in regard to this term is in line with stated BOR policy. In consideration of the BOR policy, defining the scope of 'activities' should be done in conversation between a faculty member and their supervisor.

Kassis mentioned an additional copy edit to keep wording of document consistent throughout.

With friendly suggestions, group present unanimously approved proposed changes. This matter will need to be formally approved by the FDC through email votes.

Discussion of draft of form for External Activities

The committee discussed the form for outside employment, which was created by the university general counsel with feedback from the FDC chair. There will need to be a form filled out for each separate 'outside employment activity' and these forms will be submitted to the faculty member's supervisor. Members of the committee responded positively to this form, understanding that it may be redesigned to address formatting issues, and with clarification about the submission process.

This form will need to be formally approved by the FDC through email votes.

Faculty Research Grants

The FDC will be reviewing all Faculty Research Grants from this year forward. This will be the main work of the committee for February and March 2018. Each committee member will be assigned several proposals to review in February and the larger FDC will meet to discuss and finalize decisions in March. We will be using ORSP's internal grant submission system to review and comment on the proposals online.

The members present made recommendations to adjust the criteria and points allocation system used in previous years (see the revised 'call for proposals' document.) These changes were suggested to make the total number of points 100 (instead of 80) and emphasize and de-emphasize certain evaluation areas based on past faculty development grant reviewer experience and feedback. FDC members should note that they are still eligible to apply for a Faculty Development Grant if they are on the FDC.

The draft Call for Proposals (including the adjusted rubric) will need to be formally approved by FDS through email votes.

The FDC will reconvene again in January (so, no December meeting)

The meeting adjourned at 1:17pm.