

**Faculty Development Committee
Meeting Minutes
January 28, 2013**

Present:

- Alice Dean (Chair)
 - Bill Tomlinson (Sponsored Research Officer)
 - Mao Chen (Faculty Representative)
 - Jim Kennelly (Faculty Representative)
 - Flagg Taylor (Faculty Representative) (scribe)
1. The minutes of December 10, 2012 were corrected and clarified with respect to Item #3, the emeritus faculty development grants. FDC will receive applications on a rolling basis between September 15 and March 30 and the grant period will be for 6 months. A report to FDC must be submitted by the grantee within 60 days after the conclusion of the grant period. **[Do we still need to approve these minutes?]**
 2. The Committee considered a request to reconsider its rejection of a Faculty Development Grant application. The rejection had been made on the grounds that Travel to Read/Represent funds were a more appropriate source for the activity. The Committee agreed to reconsider its decision if the applicant were to clarify the nature of his or her participation in the professional gathering. The Committee also noted that perhaps it needs to clarify what activities fall under Travel to Read and what fall under FDGs.
 3. The Committee approved all sabbatical leave requests. The Committee also recommended that five sabbatical enhancement grants be made and ranked them in two tiers (in case the DOF budget did not permit funding all five). In ranking the applicants the Committee considered likelihood of completion (record of success) and funding at all levels of professional rank with some priority to those taking their pre-tenure leave.
 4. The Committee noted that the emeritus faculty grants must be treated as institutional funds and thus projects with human subjects would trigger an application to the Institutional Review Board (IRB). Language about the final report being due to FDC within 60 days following the conclusion of the grant period needs to be added to the latest draft description of these grants. The grants will begin to be offered on September 15, 2013.
 5. The Committee received an inquiry about the possibility of rolling admissions for Faculty Development Grants. In addition to insuperable budget problems for the Office of the Dean of the Faculty, the Committee noted that this procedure would make apportioning the grant funds based on merit extremely difficult. Funds might run-out quickly and thus meritorious requests submitted in the spring would not be funded.

The meeting concluded at 11:45am.

Respectfully submitted,
Flagg Taylor