

**Faculty Development Committee  
Meeting Minutes  
October 20, 2015 3:45 PM**

**Present:**

- Ela Lepkovska-White (Faculty Representative)
- Greg Pfitzer (Chair)
- Rachel Roe-Dale (Faculty Representative)
- Shirley Smith (Faculty Representative)
- Crystal Dea Moore (Ass. DOF)
- Bill Tomlinson (Director, Sponsored Research)

I. Announcements

A. OCSE is adding another option to International Grant. Instead of just CIEE, they wish to include SIT – offers seminars abroad for May and June. There will be subsequent discussion on terms. A possibility is rolling admission.

B. Committee meets Oct. 27, Nov. 3<sup>rd</sup> and 10<sup>th</sup>.

II. Old Business

A. The Chair and Committee clarified specifications as written in operating code for determination of Faculty Development Grants. Discussion of capital requests vs Faculty Development Grant requests.

B. Distinguished Service Award candidates discussed and necessary documentation specified: CV, intro letter, names of colleagues who might write for them.

C. Initial look at sabbatical (year-long) requests. Date for approval is Nov. 3<sup>rd</sup>.

The meeting adjourned at 4:45 PM.

Respectfully submitted,

Shirley Smith