

**Faculty Development Committee**  
**Meeting Minutes**  
**Dec. 10, 2012**  
**2:00-3:30**

**Present:**

- Alice Dean (Chair)
- Mao Chen (Faculty Representative)
- Jim Kennelly (Faculty Representative)
- Paty Rubio (Associate Dean of the Faculty)
- Flagg Taylor (Faculty Representative)
- Bill Tomlinson (Sponsored Research Officer)

1. The minutes of the November 26, 2012 meeting were approved.
2. The committee discussed possible meeting time for the spring semester, and tentatively agreed on the following schedule of weekly meeting: Mondays 10:30-12:00. Location will be Library 128A.
3. The committee also reviewed the draft guidelines/procedures of Emeritus Faculty Development Grants. Although these grants are supported by endowed funds and different from other faculty development grants, the committee believed a 6-month period is reasonable as the range of time given to the grantees. The committee has decided that September 15 and March 15 are the application deadlines for the grants. The deadline for final report of the grants is within 60 days of the completion date of the grant.
4. The committee discussed a query from a faculty member concerning the beginning of a particular project that may precede a period of Faculty Development Grant during this person's sabbatical leave. The committee looked carefully at application deadlines and believed that the faculty member should be aware of the next round of Faculty Research Initiative Grant and the Discretionary Funds from the Office of the Dean of the Faculty. Alice Dean will contact the faculty member.
5. The committee discussed a faculty member's response to the decision of Faculty Development Grant award, specifically in terms of the wording in application instructions for the faculty research grants. The Committee has come to the conclusion that the wording in the FDC Handbook should be improved by changing "finished scholarship" to "scholarship."
6. The committee discussed a continued communication from a faculty member asking whether it would be possible to use either faculty development grant or faculty research initiative grant to reimburse for expenses already incurred before the commencement of the grant period. The committee agreed that this would be inappropriate, and Paty Rubio will confirm with Sue Blair. After extended discussion, the committee concluded that additional grant deadlines are

not feasible in view of logistics with the reporting agencies. One suggestion for this faculty member is to consider contacting the publisher for moving the publication date.

7. The meeting adjourned at 3:25pm.

Respectfully submitted,

Mao Chen