

**Faculty Development Committee
Meeting Minutes
September 23, 2014**

Present:

- Shirley Smith (Chair)
- Jim Kennelly (Faculty Representative)
- Greg Pfitzer (Faculty Representative)
- Rachel Roe-Dale (Faculty Representative)
- Paty Rubio (Associate Dean of the Faculty)
- Bill Tomlinson (Director, Sponsored Research)

1. The Chair introduced and welcomed all, particularly the new members.
2. The committee reviewed the Fall 2014 agenda and meeting schedule. The Chair agreed to review committee review dates for certain awards to ensure that they are consistent with past practice and (more importantly) allow the committee sufficient time for a full consideration of all submitted materials.
3. The committee discussed the status of nominations for the Distinguished Faculty Service Award (deadline, September 26). The Chair will issue another call for nominations this week.
4. A question arose as to whether or not changes to the Faculty Development Opportunities Handbook and Faculty Development Committee Handbook (agreed to by last year's FDC and noted in the appropriate minutes) had actually been made. Jim Kennelly will follow up with Debbie Peterson to make sure the approved changes are made. There may also be a few other changes that need FDC consideration; these will be brought back to the FDC at its next meeting.
5. The committee discussed, in general, the expected flow and timing of the work of the committee for the year.
6. The meeting adjourned at 4:30.

Respectfully submitted,

James J. Kennelly

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