Minutes  
College Professional Development Committee Meeting

Present:  Bob Wilbur  
          Chee Chow  
          Tony Cherin  
          Jim Beatty  
          Kathy Krentler  
          Mary Jo Paugh

Absent:  Ken Marino

1. Bob called the meeting to order at 11:00, March 29, 2000.
2. Election of Chair:
   a. Tony Cherin nominated Jim Beatty for Chair of the committee. The nomination was seconded by Chee Chow.
   b. The motion was unanimously approved to elect Jim Beatty for Chair.
3. Jim requested that Bob lead the committee through the first meeting since Bob was familiar with the various issues scheduled for the current agenda.
4. Bob reviewed agenda with committee members.
5. There was considerable review and discussion concerning the Policy File statement on duties and responsibilities of the Committee, as well as the purpose of the Committee.
6. Next, the Committee reviewed and discussed the CBA Faculty Development Grants. While it was clear that $25,000 has been made available for faculty grants by Dean Hergert, the Committee discussed flexibility regarding both the number of awards and the magnitude of the awards. The Committee agreed to postpone final decisions on these two concerns until after receiving the applications. A timeline was then established for the application, review, and award process for the Faculty Development Grants, as follows:
a. April 3  Call for proposals  
b. April 26  Due date for proposals  
c. May 8  Committee meeting to discuss proposals, select recipients  
d. May 10  Announce recipients  

7. The following procedures were agreed upon relative to the grants:  
a. The grants need to be tied to the Faculty Development Plan to meet reaccredidation criteria.  
b. A copy of the individual’s Faculty Development Plan should be attached to the grant proposal  
c. A report of accomplishments should be filed at the conclusion of the grant period.  
d. A simple budget should be attached, along with a timeline.  
e. Joint proposals are acceptable  
f. Potential applicants should be advised that personal remuneration is acceptable and should be so noted on the application.  
g. The amount of the award and the number of awards will be flexible.  
h. Next, the Committee discussed the Steering Committee’s request that the Faculty Development Committee take responsibility for the Outstanding Faculty Award Recipients for 1999-2000. Bob will send out requests for names, with a target date of May 1, 2000, for submission deadline.  

8. The Committee will meet again on April 10, 2000, at 11:00-12:00 in the Dean’s Conference Room. The agenda will include a discussion of the Committee’s goals and an interpretation of the meaning of advocacy in the policy statement for the Committee.