Faculty Professional Development Committee
March 6, 2015 – Minutes

In attendance: Jim Andrews, Geoff Hirsch, Sandra Ammons, Andy Bloom, Alex Wolpe
Absent: William Wong, Carol Morodomi, Shyam Sundar

Approval of February minutes: Moved by Andy Bloom, seconded by Jim Andrews, accepted unanimously

I. Survey for Spring Learning College Week (LCW)

Survey will be similar to August survey. The survey will ask faculty for input on a book to use for the faculty discourse session to be held on Wednesday. A list of five possible titles were presented:

- *The Adult Learner* – Malcolm Knowles
- *What the Best College Teachers Do* – Ken Bain
- *The College Fear Factor* – Rebecca Cox
- *Simple Justice* – Richard Kluger

The committee voted to include two titles in the final list that would go out to the faculty. The survey will include *The College Fear Factor and Simple Justice*, will include a synopsis of both, and will ask the faculty for a decision of which text they would like to discuss in August.

II. Budget

There is an issue that has arisen regarding approvals of requests for funding. The committee regulations currently specify that all requests for reimbursement must be submitted 30 days prior to the event taking place. There is no logistical reason for the requirement. The committee discussed whether to allow faculty to apply for reimbursement even if the event took place in the past. It is important that faculty understand that there is no guarantee of available funding if the request is not complete prior to the event.

Additionally, there is a secondary problem: money should, by rule, expire 60 days after the completion of an event. It is the faculty member’s responsibility to complete all paperwork necessary to be reimbursed. This is not being strictly held to but money is going unclaimed. Currently, this money disappears at the end of the fiscal year. There is no rollover of unused funds. Because the policy is not being strictly adhered to, it is impossible to release funds that have not been claimed to be available for other uses. One problem is that paperwork is not complete and must be submitted multiple times in order for it to be possible to be processed. Eventually, faculty members are giving up out of frustration for not having the paperwork be
acceptable. Reimbursements are also more difficult to process when funding is coming from multiple sources.

The committee would like to see any unused money roll from one fiscal year to the next. Emails will be sent encouraging faculty to submit all final paperwork within a timely manner.

Dr. Wright’s donation to the Faculty Professional Development budget will be included in the future.

There was a motion regarding the preapproval/reimbursement policy:

It is moved that the committee drop the requirement of submission of approval paperwork 30 days prior to the event and encourage faculty (rather than require faculty) to submit all final reimbursement documents within 60 days of the conclusion of the event.

The motion was made by Andy Bloom, seconded by Alex Wolpe, and passed 4-0 with one abstention.

III. Short Form for Flex:
The short form for faculty reporting of flex activities above the 24 hour requirement was tabled until April.

IV. FOM parking spot for Newark:
There is no update regarding the parking spot.

V. Faculty of the Year:
Currently there are two faculty of the year awards: one for full-time faculty and one for adjunct. In recent years, the number of nominations has dwindled. Also, because there is no standard form it can be difficult for the committee to decide on the merits of the candidates. Human Resources would like to see the process become more inclusive.
Currently, policies allow for submission of nominations by any group or individual on campus. This includes the students. It was suggested that members of ASOC could be encouraged to put forward a candidate. Jim will contact them and see if they are interested.
Jim will also send out an email encouraging nominations for this year’s award, which will be voted on at the April meeting.

Meeting adjourned at 11:50. Next meeting is April 3, 2015.