

Professional Development Committee Meeting Minutes 10-9-2007

The first 2007-2008 school year meeting of the Professional Development Committee was held at 11 AM on October 9, 2007.

Attending the meeting were: Mary Edgerly, Pasquale DiRaddo, Linda Plank, Alison Konieczny, Mike LaFontaine, Bill Koepf, Joseph Tripp, and Elies Kouider.

The meeting began with nominations for new officers. Linda Plank was nominated committee chair and Alison Konieczny was nominated secretary.

The Professional Development Committee Guidelines were disseminated to the committee for review. There was discussion regarding preferences for submission procedures and if multiple hard copies should be required, or an electronic copy and a hard copy that is submitted directly to Paula Hadley-Kennedy for consideration would be preferable. Linda will inquire with Paula regarding this issue.

The grant cycle was discussed. There is \$30,000 available for grants this year. It was determined that there will initially be 2 grant periods this year, as follows:

Grant Period	Proposal Due	Results Announced
1	11/16/2007	12/14/2007
2	3/14/2008	4/18/2008

Discussion of proposal reviews followed, regarding general time frames for the reviewing process and ranking process. Further discussion followed regarding allocation of funds between the 2 cycles. It was determined that no cap would be placed on the first cycle, and if there are not funds left over for the second cycle, then there will be only 1 cycle. The need to let faculty know that there may be no funds for the second cycle if the funds are exhausted in the first cycle was agreed upon.

A motion to add guidelines that salary will not be funded was set forth by Mike LaFontaine. Mary Edgerly seconded the motion. The vote was unanimous that grant money will not be used to fund salary.

The ethics of committee members applying for grant money was discussed. It was determined that this practice should be discouraged in fairness to the university community; however, if funds are left over for the second cycle, a committee member may be considered, but would likely be given lower priority than non-committee members.

The proposed guidelines will be circulated to the committee electronically with the revisions and then will be sent to Paula after they have been reviewed.