

Minutes of the November 24, 2009 Professional Development Committee Meeting
(prepared by Tim Brotherton)

The Following committee members attended the meeting:

Joseph Tripp, Tim Brotherton, Adnan Dakkuri, Tom Hollen, Cecil Queen, and Roberta Teahen.

1. Motion was made to accept the previous minutes (10/13/09). The motion was seconded. A brief discussion was held on two of the General Discussion items.
 - a. Item 3 c (Only submitted materials should be evaluated) was clarified. The committee agreed that “only submitted materials” should be interpreted to mean that grant decisions will not be delayed to wait for missing items in an application. Any committee member may seek out additional information believed to be relevant to the application.
 - b. Item 3 d (Need hard copy submissions with pdf copies of the cover sheets e-mailed to committee members in addition to the electronic proposal submissions.) The committee agreed that a signed application submitted as a pdf file and e-mailed to the committee members would be adequate.

The minutes were approved by unanimous vote.

2. Grant Submission Discussions:
 - a. Motion to consider the Harlan grant submission was proposed, seconded, and passed.
 - i. Funds requested: \$1148.73 to attend two workshops in Florida.
 - ii. Initial discussions centered on details of the workshop and associated costs (workshop cost, hotel prices, and food requests).
 - iii. Most costs seemed reasonable, but the amount requested for meals seemed high. No details were provided on number of meals requested.
 - iv. Based on a 3-day trip (1 day to travel, 1 day workshop, 1 day return), the committee adjusted the meal request from \$178 to \$117 (3 X \$39/day).
 - v. Motion to fund the Harlan request for \$1087.73 was moved and seconded. Motion to fund the proposal was approved by unanimous vote.
 - b. Motion to consider the Jones grant submission was proposed, seconded, and passed.
 - i. Funds requested: \$2,700 to present at an International Conference in Turkey.
 - ii. Initial discussions centered on the funding of conferences. Tradition of the committee has been to deny funding conference attendance or presentations. International conferences should be treated in like manner. Additional concerns about the expected flow of requests if committee funded conferences were discussed.
 - iii. Additional discussion was held on how Jones proposal met or failed to meet the guidelines for professional development proposals.
 - iv. Motion to fund the Jones request was moved and seconded. Motion to fund the proposal was **not** approved by simple majority vote.
 - c. Motion to consider the Quist grant submission was proposed, seconded, and passed.
 - i. Funds requested: \$2000 to participate in a study abroad trip to Greece.
 - ii. Joseph Tripp presented additional cost details sought from Quist.
 - iii. Initial discussion centered on funding travel abroad opportunities for faculty members. Committee had previously funded a travel abroad trip but was unaware of outcomes of trip.
 - iv. Additional discussion was held on whether Quist proposal met or failed to meet the guidelines for professional development proposals.
 - v. Motion to **reject** the Quist request was moved and seconded. Motion to reject the proposal was approved by unanimous vote.

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3. Proposed changes to PDC Grant Announcement
 - a. Update the 2009-2010 PDC Grant Announcement with the following changes:
 - i. Under Introductory Materials
 1. Announce a Third Grant Period:
 - a. Proposals Due: 5 pm, September 13, 2010.
 - b. Committee Meetings: To Be Determined.
 - c. Results Announced: October 11, 2010
 - ii. Under Criteria for Evaluation
 1. Insert as item 9, "Professional Development Grants will not be awarded for conference attendance or conference presentations."
 2. Renumber remaining items .
4. Additional Discussion:
 - a. Committee unsure of process to announce the committee's decisions. Who is responsible for contacting the accepted and rejected grant requests. Joseph Tripp will consult with Paula Hadley-Kennedy to follow the appropriate process.