

Committee Name: Professional Development Committee

Committee Charge: The Committee reviews and evaluates professional development grant proposals submitted by the faculty, develops procedures and guidelines to evaluate these grants, and assesses the effectiveness of the program.

Committee Members:

- Lisa Salvati, PHR
- Larry Bajor, BUS
- Cecil Queen, EHS
- Gerry Lucas, CET (Chair)
- Jennifer Schad, OPT
- Paul Klatt, CAS
- Josh Lotoczky, OPT
- Dale Skornia, CAS
- Jerome Trouba, CAS

Most Recent Meeting: April 4, 2019

Next Scheduled Meeting: October 8, 2019

Committee Actions in 2018-2019: During the 2018/19 academic year, the Professional Development Committee met three times. The first meeting set the timeline for the grant proposal due dates and award notification dates. The Committee also decided that for awards where the professional development event has been rescheduled and cannot be completed within the one-year timeframe need to have updated applications and be reapproved by the Committee. At the second and third meetings, the committee reviewed the first and second cycle of grant proposals. Overall, the Committee reviewed 10 applications from 15 applicants representing 4 academic colleges and the Ferris Library for Information, Technology, and Education. Of these applications, the Committee voted to fully fund 4 proposals, partially fund 4 proposals, and 2 proposals were not funded. The total amount awarded during the 2018/19 academic year was \$29,999.78, broken down as follows:

Cycle	Number of Proposals Received	Total Amount Requested	Number of Proposals Funded	Total Amount Awarded
First Cycle of 2018/19 (Nov. 16th Deadline)	4	\$14,369.78	4	\$14,369.78
Second Cycle of 2018/19 (April 4th Deadline)	6	\$32,967.00	4	\$15,630.00
Total	10	\$47,336.78	8	\$29,999.78

In addition to reviewing grant proposals, the Committee participated in a mock audit for the ACCT 441 class. The students presented three recommendations to the Committee. The first recommendation by the students is to develop a succession plan including a binder of applications, final reports and budgets to improve the consistency year to year with the Committee decisions. The second recommendation is to improve the final report tracking ensuring that the Professional Development awards are being used to improve the faculty and the programs they are awarded to. The final recommendation is to ensure that budget changes are communicated clearly and in a timely manner. The Committee will be reviewing the recommendations and deciding their applications at the next scheduled meeting.

Submitted By: Gerry Lucas

Date: May 3, 2019