

**Faculty Development Committee  
Faculty Committee Report**

Date: September 11, 2006

Attending: José Villavicencio, Melody Shumaker, Ronald Kettering, Susan Wynne (Reagan Grimsley), Neal McCrillis, Sonsia Richerson

**Topic Considered**

**Action or Recommendation**

- Review the charge of the committee.
- Discussed what was agreed on last year. Neal indicated that there is a division of funds already and that the COAL is distributing funds to departments; but he is not sure if other departments are doing the same.
- The note from Carl Wallman, VPAA, confirmed the bal. of funds at \$23,230.
- Review meeting times of twice a year and dates for submitting proposals
- Discussed dates for submitting proposals.
  - Funds must be spent within fiscal year
  - April is too late or too close to end of fiscal year
  - All agree on due date for submitting proposals as Dec 1, 2006
- Discussed that no state money could be used for travel.
- Revised the grant application form
- Completed agenda.

- The amount of up to \$5000 ea.
- Dec. 1, 2006 is the deadline for submitting proposals.
- The committee will meet during the 2<sup>nd</sup> week of December to review the proposals and make recommendations to the VPAA.
- Agreed to revise the grant application form.
- Sonsia was authorized to retype grant application form.
- Agreed that the revised form be included in the announcement calling for proposals.
- The next meeting has been scheduled for the second week of December.

Recorder: Sonsia Richerson