Minutes for Faculty Development Committee (FDC)

February 25, 2016 (1:00 pm, Miller Hall 2212)

**Minutes approved on 3/31/16**

Members present: D. Boldt, J. Carlisle, L. Connell, M. Fujita, C. Hendricks, M. Kassis, L. Howe, M. Mitra, and J. Whisenhunt

1. D. Boldt welcomed all present (including Joan C. via phone hook-up). The minutes of the January 29, 2016 meeting were approved.
2. The first topic of discussion was the proposed revision of the section of the Faculty Handbook dealing with promotion (Section 103.03). D. Boldt/L. Connell shared a handout on the proposed revisions. The revisions included language used in the BOR Handbook, a new section with time limits for early promotion, and a new section discussing probationary credit towards promotion. These proposed revisions were approved by the committee and will be included by Lisa C. in the entire document to be forwarded to the Faculty Senate.
3. Julia W. discussed the inclusion of a statement regarding what should be included (at a minimum) in a pre-tenure report. The committee approved a proposed statement and Lisa C. will incorporate it into the entire document.
4. Cher H. discussed her proposed edits on language regarding the scholarship of teaching and learning. Her recommended changes were approved.
5. Lisa C. discussed the inclusion of a statement concerning the transition to online submission of dossier materials. The committee agreed that beginning Fall 2018, all dossier materials for pre-tenure, T&P, and Post-Tenure Review should be submitted online. Statements to this effect will be included in the document to be forwarded to the Faculty Senate.
6. The members present discussed the CV template included in the current faculty handbook (103.05). All present felt that this CV template is of little value and was best removed. In its place, a statement was devised indicating that all faculty undergoing an evaluation must include a CV that is most appropriate for his/her discipline.
7. Lisa C. agreed to incorporate all the changes.
8. The committee will next meet on Tuesday, March 31. At that meeting we will focus our discussion on the revisions to the teaching evaluation section of the Faculty Handbook. Mary K. and Cher H. have done the initial work on revising this section of the handbook. If time allows, we will discuss the faculty grievances section of the handbook also.

Meeting adjourned at 1:58 pm