

Professional Development Funds Committee Final Report

- I. **Professional Development Funds Committee.** The committee consists of one faculty member from each of the five colleges and one from the Library.
- II. Committee Charge:
 - To evaluate and revise the guidelines for the Professional Development Funds
 - To evaluate the entire set of applications for each of the two funding cycles – Fall 07, and Spring 08 and recommend funding decisions for each of the two cycles.
- III. The committee met its charge through the following actions:
 - The committee met at the beginning of the year to discuss the guidelines and recommended changes. Nancy Bolander from Academic Affairs was present at the meeting and provided input on the applications submission process and timelines. The committee then submitted a revised set of guidelines to the Senate which was then adopted by the Senate.
 - In each of the two funding cycles, the committee evaluated all complete applications submitted. This represented around 70 applications in Fall 07, and 59 applications in Spring 08. The applications were evaluated individually by each of the committee members in accordance with the stated general guidelines, and who then provided a score for each application on a spreadsheet provided by Academic Affairs. The compiled average scores were reported back to the committee which then ranked and agreed on the final recommended distribution of funds.
 - The committee also received feedback, individually and collectively, from faculty. These were either addressed as needed, or in the case of suggestions, noted for possible incorporation into a revision of the guidelines for the next academic year.
 - Throughout the evaluation process, the committee constantly discussed the process through e-mail so as to assure consistency in evaluations, and in making decisions on faculty requests that needed to be addressed without delay.
 - The committee is also currently revising the PDF guidelines to address issues and concerns that came up in the current year's funding cycles so

that the revised guidelines can be brought before the Senate in the September meeting of Fall, 2008.

- IV. There are no specific recommendations from the committee. The committee will address its concerns over the incomplete documentation by several applicants by incorporating specific language on this issue in the revised guidelines.