

**FAC Welfare Minutes
September 8, 2016**

Present: Stephen Thompson, Gloria Boutte, Tammie Dickenson, Dodie Limberg, Erick Drasgow, Eva Monsma, Spencer Platt, Susan Bon

Action Items

1. Minute taking process - discussed the adoption of formal minute taking process and format, which will be as follows:

Determine "Minute Taking" Process

Information to include on minutes:

- Full names of attendees
- Start/end times of meeting
- Items discussed/Decisions reached/Actions agreed to
- Indicate who took the minutes, "Respectfully submitted by....."

2. April 25, 2016 Minutes approved.

3. Sought nomination from group and one individual agreed to serve as chair and was unanimously supported by full committee.

Susan Bon will be the new Chair for 2016-2017

4. Set meeting schedule for rest of semester as follows:

October 20th at 2:00 pm.

November 17th at 2:00 pm

5. Internal Grants Deadlines and Details

Explained the details and requirement for the Internal Grants process and options that we evaluate, supervise and award to faculty. Discussed specific technology grant that is an open grant opportunity and has not been widely shared so faculty may not be aware of this opportunity.

Internal Grants competition issue - the deadline is October 1, 2016, but guidelines indicate we need to give faculty notice of 30 days before deadline, so we are going to request an extension of the deadline from October 1st to October 15th was proposed and approved as the new deadline.

Susan and Stephen will work with the Dean and Phillippe [website manager] to figure out how to change the deadline and also handle the change in process given Rhonda's absence. Also, need to work out the slight confusion about the exact timeline - what date are materials due to the grants person - previously Rhonda - and then what date must be submitted to Faculty Welfare. Susan and Stephen will work this out in consultation with the Dean as soon as possible so faculty can be alerted. Also, the Faculty Welfare Committee will be following up with each grant recipient; so we should make sure this is clear.

5. Dean Pedersen Discussion

Dean Pedersen joined and we shared with him our Internal Grants discussion and explained the process so that he would be aware of our current priority item. Stephen Thompson shared some details about the purpose, nature of work, and targeted goals of this committee. In particular he shared some of our activities such as the survey that we did last year.

- The Dean encouraged us to consider whether we should have a staff member serving on this committee given our goal to be inclusive of the entire college.
- The Dean suggested we consider role and needs of faculty who are transitioning into retirement. Thus, our committee should be comprehensive in considering needs and how to support faculty at all stages - new hires, mid-career, and later stage career. One of the committee members noted that we also should to consider faculty of color who may need additional support.
- Dean mentioned that the new faculty induction program is underway and will also be something we could play a part in.
- Dean asked this committee to consider how to use professional development (PD) funds that are available. He asked for our insights and guidance on using these funds for individual faculty/staff development in terms of growing areas of expertise, and maybe rely on the strategic plan to guide our decisions. For example, we might put professional dollars to recruit and retain a diverse student body; or use funds to support initiatives to focus on diversity, equity, research, lecture series, bringing in professional development, and training support. The Dean's goal is to utilize the currently budgeted amount of \$100,000 for various professional development activities to benefit as many in the college as possible. Given the many priorities, we should be having conversations in our department meetings to promote faculty and staff voice with respect to the use of the PD funds. Our role might be to establish the rules for determining how the money is spent. If we give money away, there should be some accountability attached, goal to manage money but also spread it around multiple faculty and staff, such as small groups.
- Stephen Thompson asked the Dean about the PhD Doctoral student funds and how we are handling these funds. The Dean responded that one idea is to bring in the Holmes Scholars initiative to get students who would be recruited across the college and then be supported by the college. We should continue revisiting the strategic plan to guide our use of the finite amount of money that we have available.
- Dean also is encouraging Departments to discuss the issue of post-docs as a way to draw diverse populations to teach and research.

- One final point from Dean is about staff in college and how certain jobs get done and by whom - goal is better position professional staff to support goals and responsibilities of the college. An outside group will be coming in to do a survey of faculty and staff in order to collect data to inform how we move forward.
- Eric Drasgow shared that we had created an adjunct award and our committee has targeted this as an area and challenge that we hope to keep focusing attention on. Dean Pedersen agreed that he could support the money out of the College funds.
- Dean also envisioned that our group might identify social events and help plan these types of events as well as come up with ideas to promote collegial connections across the college.

6. Committee Members' Discussion of Priority Items (2016-2017)

The Committee then discussed the Dean's suggestions along with other possible priority projects and/or items for our committee to focus on in the coming year.

1. Adjuncts & Diversity Training: Eric Drasgow brought up idea about adjuncts and the provisions of college wide training for adjuncts that should include diversity training.

2. Diversity Training RFP: Committee determined that we would begin developing an RFP to create a social justice training and formal diversity awareness model. This RFP will be sent out to College Faculty and will promote a formalized process for the recruitment of proposals. We will discuss this further and also may consider tying it to the Professional Development funds that are available. The Diversity training would focus on the adjuncts but also be open to all faculty and should be designed as an online program. Spencer & Gloria will lead these efforts.

3. Professional Development Funds: Committee will work on drafting a proposal about using the PD funds. Eva & Dodie will lead these efforts.

4. New faculty induction process: Committee will collectively discuss this issue and provide feedback to the Dean; this conversation can happen a bit later since it will not be put into place until 2017 fall.

Respectfully submitted by Susan C. Bon

Meeting start time: 2:00 pm

Meeting end time: 3:20 pm