

**College Faculty Welfare Committee (CFWC)
Meeting Minutes**

Date: October 20, 2016

Time: 2:00 – 3:10 pm

Location: Wardlaw Basement Conference Room, Room 009

Attendance:

Committee members: Susan Bon (Chair), Stephen Thompson, Dodie Limberg, Eva Monsma, Spencer Platt, Gloria Boutte (by phone)

Dean's office representative(s): Erik Drasgow, Dean Jon Pedersen (for agenda item II.)

I. Approval of September 8, 2016 Minutes

Susan asked for call for approval of September 8 meeting minute, Dodie moved to approve, Steve seconded, committee approved unanimously

II. Discuss 2016-2017 Agenda Items per Dean Requests and Committee Goals

- Professional Development Funds: Eva & Dodie
- Diversity Training RFP: Spencer & Gloria

Eva and Dodie shared their proposal on use of professional development funds from the Dean in the amount of \$100,000. They provided a memorandum that described three types of proposals of varying sizes and scopes.

Erik noted that people in College have skills they can share with others, save on expenses for professional development. Dean Pedersen agreed and indicated that using the College's internal expertise and serve as means to build community.

Steve indicated that he has heard complaints about faculty needing software. Committee members indicated that is variation by Department and expressed there should be a consistent policy for College. Dean Pedersen shared that he has seen same issue with software at other Universities, indicated that he will work with department chairs to have software funded through departments.

Dean Pedersen complimented Eva and Dodie for their work on the proposal. He advised to keep requirements brief. Erik and Steve suggested using models such as internal grant application recommended by Erik and Steve.

Susan expressed concern about the amount of work in reviewing multiple types of proposals and awards applications. There was discussion of having submission deadlines rather than rolling deadlines.

Dean Pederson suggested inclusion of specific examples of types of travel to support – e.g. international conferences, multiple conference.

There was discussion of the commitment of awardees of professional development funds to share back with College as accountability – e.g. presentation, workshop. Dean Pedersen asked the CFWC to consider ways to make sure the funds are distributed to multiple individuals. When asked about whether there would be recurring funds in future years, Dean Pedersen indicated that the New Assistant Dean/CFO – Ryan I. – will be able to review budget to make this determination.

The CFWC discussed aligning the call proposals with College's strategic plan and having groups that will share back with College. Susan shared on the idea of diversity training for adjuncts as a consideration, noting that this aligns directly with the strategic plan. Dean Pedersen indicated that he would like to have transparency of the process, where all faculty members have the opportunity to submit proposals for funding. A question of whether a call should go out just for the large diversity training funding. The CFWC decided that a call for proposals for all three levels (individuals, small groups, larger projects) should be sent out. A couple members indicated the limited time. Tammiee indicated that it is likely that not all \$100,000 will be awarded and that there will be future opportunities for those who are not able to get a proposal together at this time to do so.

The conversation shifted to the Diversity Training RFP drafted by Gloria and Spencer. Dean Pedersen shared that some funds could be used by the committee, but wants it distributed beyond committee members. He expressed desire for transparency and clarity with process, to give everyone in the College the same opportunity.

Susan likes idea of having theme aligned with strategic plan. Erik noted that diversity is high priority for the College and there are a large number of adjuncts who should have this kind of training for their work with COE students. Dean Pedersen agreed; he also feels that adjuncts would feel more a part of the community with this type of engagement. Erik suggested that online professional development in diversity and equity would be beneficial for staff as well.

Gloria indicated that in addition to the call for proposals, she and Spencer also developed a proposal for the actual project to develop an online diversity professional development. Steve asked for clarification on if this should be an open call solicited to others in the College to also submit proposals. Gloria thought her charge was to develop a plan, but agreed that an open call would be fair (Spencer agreed). Dean Pedersen suggested that we make diversity a priority and let faculty know that additional funds are available for other ideas.

Erik spoke about funding for short 3-5 minute videos to share on College website for outside audience (Gloria and Dean Pedersen agreed this would be a good idea) – Dean Pedersen offered to fund this separately from the professional development funds. Dean Pedersen indicated that he and Kathryn McPhail (new communications person for the College) are planning for a video with students sharing on their experiences in the College to be posted on the College's website. CFWC members offered suggestions for

this – Steve mentioned Karen Patton has students who do videos, Susan indicates need for ADA compliance with the videos.

Susan clarified that we will put this out as an RFP for diversity training as a priority for the College, other proposals will be accepted for review as well.

Eva and Dodie said they will update memo as a call for proposals based on discussion at the meeting. Steve suggested that we ensure alignment with information in call for proposals, and suggested we place limits on funding amounts for the three types of proposals. CFWC members had a discussion of the large group proposals funding cap – the group thought that up to \$20,000 is reasonable. CFWC members also discussed the timeline for submissions – the group thought that given the late time in the semester, proposals should be due early in 2017. For funding levels, the group decided on up to \$20,000, \$10,000, and \$5,000 for the three types of proposals. It was reiterated that the portion on travel be updated to include justification of how the travel benefits entire College. It was suggested that a copy of/link to the strategic plan be included when the RFP is sent out and that the call state that proposals *must* align with strategic plan.

The CFWC will work on getting the document ready to send out to by November 1 with proposals due December 5. The CFWC plans complete reviews/send decisions by December 15, which is the last contractual day of the fall semester for nine-month faculty members. This date would fall within the typical 6-week review period. Subsequent deadlines should coincide with the first fall and spring meetings. CFWC will set strategic funding priorities for the year as one RFP with an open call for another. This year Diversity Training was the thematic choice to kick-start the PDF competition cycle.

III. Discuss Additional Dean Requests – Due to time limits, we did not get to this item during the October meeting and will revisit these issues during the November meeting.

- *Support within the college for faculty and staff awards; Dean would like us to discuss the benefit of hiring someone who would a) seek out and discover awards within the college, USC and nationally (through professional organizations and others) and communicate to departments and faculty regarding these opportunities and b) work specifically with faculty to support the development and organization of the materials necessary to submit for these awards.*
- *The Dean encouraged us to consider whether a staff member should serve on this committee given our goal to be inclusive of the entire college.*
- *Dean suggested we consider how our Committee could meet the needs and support faculty at all stages - new hires, mid-career, and later stage career. A committee member also suggested we should address faculty of color who may need additional support.*

IV. Process to Review Fall Grant Submissions

For the fall proposal cycle, there were five Grant A submissions and one Grant B submission.

Each committee member has been assigned one or two grant submissions to review, as indicated in chart shared by Susan via email. Proposals will be reviewed using the appropriate rubric (Grant A or B). Each committee member must submit completed reviews electronically to Susan by November 14th. The CFWC will discuss each grant and make the final decision as a committee during the November 17th meeting. Per Grant guidelines, the CFWC must inform applicants of funding decision within 6 weeks and Susan must maintain records of each completed rubric in order to provide helpful feedback to the grant applicants.

Steve has received inquiries on reporting requirements for past awardees – Steve will work on a template and we will discuss this at the next meeting.

V. Confirm Meeting Dates/Times

November 17th at 2:00 pm in Wardlaw 009

Meeting in December is to be determined based on when the Professional Development Fund Proposals are due and ready for review. Please plan to meet in the first week or two of December.

Meeting start time: 2:00 pm

Meeting end time: 3:10 pm

Respectfully submitted by Tammiee Dickenson