

Faculty Professional Development Committee
December 10, 2007
1PM, Health Professions Building

Present: S. Boland, R. Broomer, C. Dixon, D. Gales, A. Kutay, T. Nesbitt,
T. Ormond

- I. Approval of minutes for November 14, 2007. Motion for approval by Boland; seconded by Nesbitt. Passed unanimously.
- II. Administrative
 - a. Treasurer's Report – \$22,874 available at the start of the meeting.
 - b. The administration does not want to carry over funds that are encumbered.
 - i. Summer grants must be started before the June 31st fiscal deadline. Supply costs must be encumbered with APRs marked not to deliver supplies until they are needed (i.e., paperwork must be completed). Any projects starting on or after July 1 should have applications submitted in that fiscal year.
 - ii. Travel authorization must be submitted for funds to be encumbered.
 - c. The FPDC was reminded that we must be cognizant of due dates at the end of the spring semester
- III. Grant Applications
 - a. Travel Grants
 - i. Cullin, Michael (Mitchell, Ormond): \$700 passed unanimously.
 - ii. Taylor, Sharon (Kutay, Dixon): \$700 passed unanimously.
 - iii. Musila, Andrew (Mitchell, Boland): \$450 tabled (Mitchell, Dixon) pending applicant response to clarify purpose, justification of national scope, and confirmation of applicant's tenure. Gales will email applicant to gain information as well as inform him of his potential eligibility for more funding.
 - b. PASSHE Grants
 - i. 6 grant applications were approved to move forward to the state level of review.
 - ii. Applicants were assigned FPDC mentors:
 1. Dixon – Kutay
 2. Hodge – Broomer
 3. Neff – Dixon
 4. Overton – Mitchell
 5. Stringer – Boland
 6. Yakut - Gales
 - iii. Final paper copies are due to Gales by 5pm on January 21
 - iv. Grant applications must be sent as .PDF files on February 2.

Meeting adjourned at 2PM.
Respectfully Submitted,

Amy Kutay, FPDC Secretary