Honolulu Community College
Faculty Development

Meeting Minutes
April 2 2015

I. Committee Policies - Funding

- The committee has agreed on the following policies regarding fundings.
  1) The committee will grant 70% of professional development funds to applicants in the fall semester and 30% in the spring semester. There will be two rounds of applications.
  2) There will be a cap on grants. Applicants can receive up to $1000 for mainland conferences and up to $500 for local conferences. This cap will enable faculty to plan for their conferences and raise additional funds if necessary. This will also help the committee serve a larger number of faculty in the future.
  3) There will be a 3 year cycle beginning during academic year 2015-2016 during which any faculty can receive up to $1500 in funds. This cap will enable faculty to plan for their conferences and raise additional funds if necessary.
  4) Any returned funds will be redistributed to already approved applicants who did not receive the maximum $1000 or $500 for their conferences OR will be distributed to applicants who were not initially approved for funding.
  5) Lecturers will be eligible for funding if they have taught 6 credits for more per semester during the last two academic years at HCC.
  6) There will be mandatory meeting for funding recipients during the fall and spring semesters. They must share an innovation or information gained at their respective conferences. This will be similar to the roundtable discussion held with HNGTS attendees. Their presentation will be 3-5 minutes followed with discussion.
  7) Questions on the application form will be changed. Revisions will begin using a google doc.

II. Committee policies – Faculty Development Coordinator

- The committee will review the charter to determine how the coordinator should be elected and then determine any revisions necessary.

III. New Faculty Workshop

- Norman Takeya raised the suggestion that Faculty Development put together an in-depth workshop for new faculty to be held at the start of fall semester. Unlike this past fall, it is suggested that the workshop be separate from the HR new faculty/staff workshop to allow the committee more time for presentations.
• Suggestions workshop topics include: Best practices and teach tips for HCC student demographic, assessment at HCC, Library resources, academic counseling services, mental health counseling services, testing and tutoring services.
• Refreshments would be providing using UH foundation account.
• This idea will be run by Katy and Erika.

IV. HNGTS
• The committee decided to grant funding ($1300 each) to Jenny Lundahl and Robert Bates for HNGTS 2015.
• Lecturers have been encouraged to apply for the UHPA grants. The committee is still waiting to hear about Perkins funding for CTE related faculty.

V. Future Actions
• Committee will reflect on the new policies regarding funding and any concerns or changed will be raised at the next meeting.
• Committee will review the charter and determine how to best choose the coordinator for the future.
• Committee will share insights regarding the funding application using a google doc.
• Committee will brainstorm additional topics for the new faculty workshop. Please also think about the length of time we should allow each topic.