Faculty Development Agenda  
September 11, 2015

1. These are the responses from the start of semester survey. If there is a name next to the workshop suggestion, it indicates an individual who has offered to either lead the workshop or help coordinate it. Please take some time to think about presenter candidates for the other topics.
   - How to best serve our VA/Military population – Lauren Prepose
   - Microsoft Skype in the Classroom – Dr. Wayne Lewis
   - Assessment awareness activities – Pat Patterson
   - Teaching roundtable discussions
   - Teaching teachers to use (and help students use) Office 365
   - Going from making knowledgeable people to knowledgeable people
   - Teaching roundtable – Teaching in the 21st century – Pat Patterson
   - Distance Education/Online Learning
   - Laulima Tips and Tricks – Rob Edmondson
   - Making Video Lessons – Rob Edmondson
   - Outside funding opportunities including grant writing (requested 3 times)
   - Work-related health and safety issues – Chulee Grove
   - Health and personal well-being
   - STAR (degree audit tool) – Erica Balbag Gerard
   - Reappointment/Tenure Process and SLO assessment specifically for new faculty
   - Lecturer evaluation process and SLO assessment specifically for new lecturers
   - Would like us to update website to reflect current policies related to the above two points.
   - Differentiation in lesson planning to improve reading, writing, listening, speaking
   - Lecturer specific session where a lecturer representative puts out a call for topics
   - Meeting to review UHPA contract (would like this annually)
   - What work conditions at HCC energize us and aspects demoralize – how to produce the former

2. These are workshops that are currently underway.
   - 9/18/2015 1:00-2:00 pm – Working with Diverse Learners – Cassandra Kam
   - 10/28/2015 1:30-2:30 – Halloween Talk – David Panisnick (in conjunction with library)
   - College Mental Health and BIT/SOC – in process
   - Planning on committing to 2 or 3 faculty seminars with the library per semester

3. Fundraising Ideas
   - iDcard Fundraiser – income from Fall 2014 was $402
     - The committee voted to commit to this fundraiser. Our goal will be to raise $500-$600 this year. We will begin to advertise and take names in October but will actually run the fundraiser in November. We are allowed to run the fundraiser for 1 month. We will sell each voucher for $20 and receive $9 per card sold.
   - Jamba Juice
• The contact at Jamba Juice has not been responsive. Mieko will try again to see if we can do an on-campus sale of smoothies.

- Other Ideas?
  • Derek Otsuji and Wayne Sunahara will follow up on other fundraising ideas they have. If anyone else has ideas, please share them at the next meeting.

4. Website Review
• All committee members will review the website to determine how to best update the website.

5. Teaching For Success
• The committee voted to let our subscription lapse due to budget cuts.

6. Professional Development Funding
- 2015-2016 Budget -- $7000 due to budget cuts. We may get $3000 in the spring but will not know until about week 6 of the semester.
- Foundation Account - $3503.75
- Funding Policy set in Spring 2014 to take effect Fall2015
  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 or 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.

2. Hawaii Strategic Institute Update and Discussion

• The committee has agreed to this funding policy. We will grant $4900 in funding in the fall and $2100 in spring. We will set aside about $1500 for one HNGTS representative out of the spring budget. This means we may end up only granting $600 in the spring. If we get the additional $3000 in funding in the spring, we will send one more person to HNGTS.
• We will run our first round of applications in October. The application period will end on October 30th.
Revised Application Questions:

1. Briefly describe the activity or other purpose for which funding is being requested. Attach any flyer, notice, or other advertisement of the activity or opportunity that may be appropriate.
2. Describe the anticipated benefit of the activity. Please be specific and thorough. Greatest preference will be given to activities that benefit the entire college or faculty (least preference for activities that primarily benefit an individual).
3. What is the amount of funding being requested? Maximum amount available for an overseas conference is $1000. Maximum amount available for a local conference is $500.
4. If the full amount of funding is not approved, would partial funding be useful?
5. Describe any other factor that you believe might be relevant to your receiving funding. Preference will be given to any factor that is deemed significant by the Faculty Development Committee—greater preference to an important factor, lesser preference to a factor of minor importance.
6. Have you read the revised funding policy? Y/N
7. Do you agree with the associated policy stipulations (e.g. presentation of new knowledge or skills after the funded activity)? Y/N