The meeting was called to order at 3:32 pm by John Hodgson.

Members Present: Don Aguilar, John Batka, Michael Dunn, Jon Geiger, Aubree Helvey, John Hodgson, Maxwell Kwenda, Benson Warren, Kimberly Merritt, Gary Buckley

**MINUTES:** There were no minutes for approval.

**OLD BUSINESS:**
The Coordinator reported on the following old business:

**Proposal: Davis:** Prior to the end of AY0304, the committee recommended that funding of Dr. Tom Davis’ proposal be deferred one year. The recommendation for deferred funding was approved.

**Proposal: Youngblood:** Dr. Youngblood received funding to attend a national seminar for pre-law advising. The committee received an after-action report from Dr. Youngblood. She reports that the seminar was worthwhile and she learned valuable information. She also reports that she has started a brochure and a website to provide more effective information relating to law school admission to both students and faculty at Cameron University.

**Proposal: Smith:** Prior to the end of AY0304, the committee voted to fund a proposal by David Smith. Professor Smith desired to purchase copies of Impatica for development of audio lectures for online courses. The committee members recommended funding the proposal provided that Professor Smith offer six hours of training for any interested faculty. The funding was approved and the training offered during September and October 2004.

**New Faculty Seminar:** There were 21 participants for the New Faculty Seminar. Evaluations from the participants will be made available to members in order to improve the schedule for the next Seminar.

**NEW BUSINESS:**

**Proposal: ARCVIEW GIS Training:** The members considered a proposal submitted by Dr. Philip Schroeder. Dr. Schroeder requested approximately $3,300 to attend a five-day training course during the summer 2005 to learn the latest GIS software. This training would allow Dr. Schroeder to develop and implement a 2000 level GIS course in the department of Agriculture. Members engaged in lengthy discussion of the proposal. One question concerned the Committee’s ability to fund a course not yet approved by the university curriculum committee. Also, Dr. Schroeder’s background in the science and the ability to teach a GIS course after only five days of training were discussed. Of primary importance was the question of whether the proposal meets the Criteria for Funding and also whether some departmental support would be available. Members also mentioned that there are other GIS initiatives at Cameron University. Discussion on this proposal was tabled until the November meeting and the Coordinator was directed to invite Dr. Schroeder to attend that meeting.

**Proposal: Technology in Support of the Academy:** Members considered a proposal submitted by Professor Kelly McClure. Professor McClure requested approximately $1,388 to attend the Educause Southwest Regional Conference focusing on “Technology in Support of the Academy”. This conference would expose Professor McClure to the latest applications of technology, particularly multi-media technology, in the classroom. Members discussed the proposal at length. The proposal was found to meet the funding criteria and would impact several courses already being offered by the Education department. A motion carried to recommend full funding of the proposal as written.
Workshop: Nonviolent Crisis Intervention: During AY0304, the committee funded Professors Dudash and Ford to attend a workshop on nonviolent crises intervention. The faculty report that the training has been completed and they are now willing to provide a workshop for all interested faculty members. The members indicated that Spring 05 would be the best time for the workshop. The Coordinator was directed to facilitate the workshop.

Activities AY0405: The members discussed three new initiatives for the current academic year, which were proposed by the outgoing members during AY0304.

1) A Faculty Learning Community: members were presented the concept of a year-long faculty learning community. The Deans of the schools would be asked to recommend participants for the program, who would receive some kind of compensation for their work on the project. Dr. Vivian Thomlinson agreed to facilitate the Community. The focus for the first year was recommended to be Engaging Ideas by Bean. The VPAA discussed with the members some concerns that the deans expressed relating to the administration of the project. A motion carried to recommend that each dean recommend two faculty members and that the participants receive one hour of overload compensation for their work on the project. Also, due to the late start in AY0405, a motion carried to recommended that the project run on the calendar year, rather than the academic year. That would mean that participants could meet up to nine times.

2) Designing Effective Learning Strategies with Dr. Dee Fink: Members were presented with information about contracting with Dr. L. Dee Fink for an on-campus workshop. Dr. Fink is a Professor at the University of Oklahoma and the Director of the OU Instructional Development Program, current President of the National Professional & Organizational Development Network in Higher Education, and the author of a newly published book, Creating Significant Learning Experiences. Originally, past members were interested in bringing Dr. Fink to campus in the Spring 2005. However, Dr. Fink is not available until September 2005. A motion carried to contract with Dr. Fink for a workshop to be held in September 2005.

3) On-Course: Dr. Skip Downing has a program designed to empower students to become active, responsible learners and therefore to increase student success and retention. Dr. Downing does a lot of work with community colleges; however, faculty development professionals at Oklahoma institutions that have invited him to campus were very impressed. Given Cameron’s student body, his program may be very appropriate. The outgoing members had suggested that one or two faculty or administrators from Cameron attend a retreat hosted by Dr. Downing to determine if his content would be beneficial to the campus at large. The VPAA indicated to the members that he would like two volunteers to attend a workshop during the Summer 2005 to determine the appropriateness of the content for Cameron. Members Helvey and Kwenda volunteered.

Meeting Time: Members established the first Monday of the month at 4:00 pm to be the standard meeting time for the Fall 2004 semester. Meetings will be held Nov 1 and December 6.

NEXT MEETING: November 1, 2004

ADJOURNED: 5:05 pm

Respectfully submitted,
Kimberly Merritt
Projects Coordinator