

9-27-2005

Faculty Development Committee has considered the request for extension of the deadline for proposals for this year's first round of Professional Development (Travel) Grants.

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Recommended Citation

Hendry, Barbara; Moore, Sue; Hargis, Peggy; Davis, B.; and Sims, Anastatia, "Faculty Development Committee has considered the request for extension of the deadline for proposals for this year's first round of Professional Development (Travel) Grants." (2005). *Faculty Senate Index*. 482.

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After the deadlines passed for submitting proposals for the Grants for Development of Instruction

Submitted by: Hendry, S.Moore, Hargis, B.Davis, Sims

9/27/2005

Question:

After the deadlines passed for submitting proposals for the Grants for Development of Instruction (Sept. 8, 2005) and the Grants for Professional Travel (Sept. 15, 2005) for this semester, we learned that neither a Call for Proposals nor an announcement about the deadlines had been sent out via email or hard copy to faculty. The explanation provided for this was that the former director of the CET, Eric Hobson, resigned abruptly this summer without leaving instructions that such an announcement should be made to faculty. Additionally, although the information about the grants and deadlines appears on the CET website, there were no instructions sent out to look for the information there. We would like to know why the deadlines for the proposals were not extended to allow for a Call for Proposals to be disseminated campus-wide after this oversight was brought to the attention of the CET and the Faculty Development and Welfare Committee.

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Rationale:

All faculty are eligible to apply for these grants. The lack of publicity about these opportunities and about deadlines for proposals may therefore have impacted people from every college who were not aware that they needed to look up this information at the CET Website.

SEC Response:

From the Senate Executive Committee, 9-29-2005: The Faculty Development Committee has considered the request for extension of the deadline for proposals for this year's first round of Professional Development (Travel) Grants.

They have declined to extend the deadline. It should also be noted that prior to the Senate meeting of 9/26, the FDC had already met and awarded the grants for Development of Instruction. In addition, Pat Humphrey conferred with Amy Heaston, Associate Provost on the matter. Dr. Heaston indicated the subject was covered in New Faculty Orientation, and she sent a reminder via e-mail prior to the deadline. To avoid the possibility of this happening in the future, we will ask all grant-awarding committees to review their policies and deadlines. In addition, Dr. Heaston will request a general "Grant Opportunities" link from the Faculty/Staff web-page to the various awarding groups.

The below is a record of correspondence between Patricia Humphrey, Senate Moderator, and Bill Yang, Chair of the Faculty Development Committee.

PH to BY:

The question came up yesterday at Senate (and now in a formal RFI) about whether the deadline for Professional Development applications could be extended. Apparently, with the departure of Eric Hobson, there was no advertisement of the deadline this cycle - so, as a result, many people found out about it after it was too late.

What's your opinion?

BY to PH:

I am waiting for your message today. As you know, I am not supposed to make a decision on issue like it by myself, and I have already sent an e-mail to all committee members about your (potential) question for their opinions. I told them that since we cannot wait until the next FDC meeting (scheduled on 10/10) to discuss your question, I will have to use the majority rule to determine the committee's decision. So far, some committee members have already replied, and I am still waiting for the rest of committee members' feedback. Once I got it from them all, I will let you know the decision made by FDC immediately.

FYI: CET has already received two rounds of proposals: The first one is for Faculty Development of Instruction, and the second one is for Travel funds. Yesterday (9/26), the committee has already discussed and decided the award for the first one. The deadline for this one cannot be extended. The e-mail I sent to committee members for their opinion is about the second one - the travel funds. I assume that it is also the one you meant.

FYI: As far as I know, the information on all funds applications as well as their deadlines was always provided on CET's webpage, at least, in these two years. I also understood that Dr. Heaston has distributed the information about funds to new faculty members in the orientation program this year. So, I am not sure if it correct to claim "no advertisement for deadlines".

PH to BY:

I understand you have to ask the opinion of the committee. Can you tell me (at least an estimate) the number of proposals received (and last)? If not too different, the advertisement lack doesn't have any effect.

BY to PH:

Pat,

I am replying your two requests in your earlier e-mails as follows:

- 1) But based on my own kept packages, the range of travel proposal numbers in three rounds last year was from 20 to 31. This time for the travel grant, we have received 19 proposals.
- 2) The committee members of FDC have received and considered your other request about extension of deadlines. Out of 8 committee members, I have received 7 members' votes. All of these 7 vote for holding the decision made on our 9/26 meeting.
- 3) In that meeting of FDC on 9/26 (4pm), two formal requests from faculty members asking to consider their proposals submitted after the deadline were considered and discussed by the committee. And the committee decided not to accept the submissions after the deadline for the following reasons:
 - a) Since 19 proposals have been received by the deadlines this time, it indicates that the information is known to faculty.

b) One request's main reason was that one of the co-applicants of the proposal is brand new faculty and hence may not know much about how to find the info about grants and deadlines. The committee understood that such information has been distributed in the orientation program for new faculty members, and other more senior co-applicants should know the info is always posted in CET's webpage.

c) The other request's main reason was that this faculty member in fact learned about the travel opportunity after the deadline was over. He requested for extension because he heard that the committee may be continuing accepting submissions. The committee believes the request is groundless. Finally, I like to emphasize that on September 26, 4-5pm, FDC was meeting to discuss the other proposals as well as the requests from the faculty member who brought it up to the Senate at the same time. This schedule was set before I knew the Senate meeting and I have asked an alternate for me. Please tell Dr. Debra Sabia why we did not attend the Senate meeting last Monday. The FDC is working very hard for all faculty members.

Thank you
Bill

Senate Response:

Minutes: 10/25/2005: A second request came from Barbara Hendry, Sue Moore, and others. They submitted an RFI about the due dates for the Faculty Development funds request that was discussed at last month's Senate meeting. Basically, they wanted to know if the deadline could be extended. I conferred with Dr. Amy Heaston, the Associate Provost, and Bill Yang, the Chair of the Faculty Development Committee. Dr. Heaston said that she had well publicized the deadline to new faculty. In addition, the committee did not feel that an extension was warranted in light of a typical number of proposals. Dr. Heaston did request an additional link to General Internal Faculty Grant opportunities from the faculty/staff web page. That has been done and is in Place.

Minutes: 9/26/2005: Michael Nielsen (CLASS): I've had at least two or three colleagues ask questions about the timing of the Faculty Development Proposals, and the lack of an announcement because Hobson left. I guess normally he sent those announcements out, and these two faculty members were very concerned that the normal process just sort of slipped through the cracks, when he left. And so I wonder if there is a need for

perhaps a revised time frame for those proposals because the time line is already passed. The deadline has passed, but I know in the case of the Service Committee that I chair, we do not meet until next month. Maybe there is a more pressing need for the Faculty Development Committee to meet earlier, but I would like to suggest that they meet a little later and then, actually send through the mail, or at least by email the normal invitation proposals.

Patricia Humphrey (COST), Senate Moderator: I think the deadline was September 15th.

Michael Nielsen (CLASS): Yes, it was something like that, and normally Steve, is his name Steve Hobson?

Patricia Humphrey (COST), Senate Moderator: Eric Hobson

Michael Nielsen (CLASS): Eric, yes. He would normally send out that flyer and it never happened, and so people who had been here for a long time and planned on being able to apply never got the reminder. It apparently was on the web site, but I spent some time myself trying to find the information about each of the different awards. So my request is that if it is at all possible that the first meeting be delayed or supplemented in some way, well, it may have been too late to delay it.

Patricia Humphrey (COST), Senate Moderator: Is there anybody who is on Faculty Development who might want to respond to that? I don't have my list.

Kathy Albertson (CLASS): I'm not on it this year, but I was the last two years, and all I can say is, if those dates are there, and that committee is in place, once that deadline is there, we had already set up when we would meet to start reading those, so they have been distributed to the committee's to read, and having read dozens of them, I don't think I would want to be asked to delay and wait for more, but that is just from experience. I am not on the committee this year.

Michael Nielsen (CLASS): If I can respond, I feel the same way about the Service stuff, but people need to be able to know and I suspect that since the announcement did not go out there were not as many as normal that came to the committee to begin with.

Patricia Humphrey (COST), Senate Moderator: Why not try and make a note and see if we can look into things?

Barry Balleck (CLASS): I just have a point of inquiry. Is there an interim director now at CET? I have not heard if either Raleigh or Steve is sort of acting in that capacity right now since Eric left?

Linda Bleicken (Provost and VPAA): Dr. Heaston would you like to address that? Dr. Heaston's actually the supervisor of that group, and so I think she can provide an update for you on that. Amy Heaston (Provost's Office): What we are doing Barry is we are doing a search that closes October 3rd to get a full-time director in there beginning January 1st, so in the intermediary period of time, what we are doing is dividing responsibilities.

They are reporting to me in the interim, because given the late notice, trying to find someone, and pulling someone from faculty for fall semester would have put a hardship back on departments.