

Provost Barrett responded to the following proposal by indicating that she would submit it in the spring for budget consideration. (See her related correspondence of 11-29-00 and

To: Provost Barrett

From: Priscilla Hancock, Associate Vice President Information Technology
Pat Bauch, President Faculty Senate
Carmen Taylor, Chair ERT Committee

Re: Faculty Development Office

Date: December 7, 2000

Dr. Bauch, Dr. Taylor, and I met to discuss the recommendation of the Evaluation and Reward of Teaching Committee to revive Faculty Development services as a division of the Faculty Resource Center. We agreed that the Faculty Resource Center is the logical place for Faculty Development services. The Faculty Development office will be located within the Office of Information Technology area. Faculty Development services will include:

- Expanding the Faculty Development website.
- Developing grant proposals to establish a comprehensive Faculty Development office that includes assistance with research as well as offers opportunities to develop community.
- Networking with master teachers on campus.
- Assisting faculty in meeting and documenting teaching performance evaluation.
- Evaluating classroom teaching.
- Consulting on how to improve teaching.
- Coordinating with related campus services such as GTA orientation, new faculty orientation, Technical Support Services, and Distance Education.
- Providing workshops on pedagogy issues.

The initial focus will be on developing the web page, developing the grant proposal, and networking with master teachers to provide consulting and mentoring.

In order to provide these services, the Faculty Resource Center will need to hire a graduate assistant for the fall and spring semesters and to have the part time services of a faculty member. An operating budget will be needed to provide for summer workshops, fall and spring seminars, videotapes, equipment, and resource materials. We propose the following annual budget:

Budget Item	Cost
Graduate Assistant	\$ 8,500
Summer Stipend for Faculty	\$25,000
Operating Budget	\$20,000
Total	\$53,500

We appreciate your consideration of our proposal.

CC: Dot Martin