Faculty Development Committee (FDC)
Report to UH Hilo Faculty Congress

Submitted by Leng Chee Chang, Chair

10.17.17

1. The FDC current members are:
    a. Leng Chee Chang, Associate Professor, Department of Pharmaceutical Sciences, DKICP
    b. Alice Davis, Professor, School of Nursing
    c. Karla McDermid, Professor of Marine Science
    d. Julie Mowrer, Acting Director, College of Continuing Education & Community Service, Director English Language Institute
    e. Sunyoung Kim, Associate Professor, Department of Psychology
    f. Zheng An, Assistant Professor, Department of Communication
2. The FDC met on Thursday, September 28, 2017, in Marine Science conference room from 2pm to 3pm.
3. Four of six members attended the first meeting in Fall 2017. Apologies for Alice and Julie (conflict of schedule).
4. The members reviewed the Member Contact Information sheet.
5. Minutes for September meeting is attached.
6. The FDC also met on Tuesday, October 17, in Marine Science conference room from 3:30pm to 5pm. Alice could not attend.

Faculty Development Comittee
Standing committee of the UH Hilo Faculty Congress
September 28, 2017 Meeting Minutes
Marine Science conference room

Attending: Zheng An, Leng Chee Chang, Sunyong Kim, Karla McDermid
Apologies: Alice Davis, Julie Mowrer

Call to order: Meeting called to order by Chair at 2:00 pm

Item	Discussion	Actions
Member contact information		Chair will get list of members and contact information
Election of Secretary		Dr. An accepted position; will continue taking future meeting minutes
Faculty development plan	1. Focus on mentorship program for junior faculty with pool of senior faculty willing to mentor 2. Grant writing workshop – ask recent grant recipients to share insights and support 3. Faculty peer reviews for teaching scholarship (standardized forms for teaching evaluation during classroom observation) 4. 5-year review: mentor guidance, incentives for mentors?	1. Find information about history of mentorship at UH Hilo and what mentors have done 2. Conduct a survey to identify faculty development needs and requests 3. Create a standard form
Chancellor's professional development fund FY 2017-2018	PD draft proposal to fund mentorship programs, workshops, and seminars was created by Dr. McDermid and members, but not ready for October 6, 2017 deadline date	Continue working on proposal to submit at next call for proposals
FDC mission and vision statements	Align with strategic goals and by-laws	Continue to develop

Meetings: FDC will meet once a month, special extra meetings as needed

Priorities:
1. Submit proposal for faculty development plan to Chancellor's Professional Development Fund
2. Create mission and vision statements.
3. Conduct survey to identify faculty development needs and requests.

Meeting adjourned

Minutes prepared by Zheng An, approval of minutes by FDC members on 10.17.17