

The CDF Faculty Development Committee, 2000-2001
The Year-end Report
Submitted by Mei Chen, the Committee Chair

1. Committee Membership:

Name	Dept	Name	Dept
P. Glas	Biology	K. Knapp	History
M. Greenawalt	Business Admin.	G. Frohnsdorff	Library
S. McAfee	Chemistry	M. Chen	Math & Comp. Sci.
J. Murden	Civil & Env. Eng.	J. Bahk	Modern Languages
G. Williams	Education	R. Hilleke	Physics
L. Dornetto	Elec. & Comp. Eng.	R. Steed	Pol. Sci./Crim. Jus.
R. White	English	M. Politano	Psychology
H. Davakos	Health & PE		

2. Committee Activities:

a. Evaluation of Four Rounds of CDF Faculty Development Grant Proposals.

During the year, the committee solicited the 2nd, 3rd and 4th round of the 2000-2001 CDF Faculty Development Grant proposals and the 1st round of the 2001-2002 CDF Faculty Development Grant proposals. For each round, the committee carefully evaluated and rated each proposal based on published criteria, and recommended (1) funding; (2) funding only if there is enough money left over; or (3) the proposal should not be funded. Accompanied by a report, the final recommendation list was sent to Gen. Carter. Amounts of the grant that the committee has recommended for funding are as follows.

Round	Time Period	Recommended for funding Number of proposals	Recommendation for funding Amount
2nd	October 1-December 31, 2000	10	\$9,459.95
3rd	January 1-March 31, 2001	18	\$16,343.89
4th	April 1-June 30, 2001	15	\$17,856.55
1st	July 1 - September, 2001	9	\$12,729.29
	Total	52	\$56389.68

b. Three Committee Meetings.

During the year, the committee had three committee meetings in addition to many discussions by email. The committee reviewed the evaluation process twice, and the Application Form and the Criteria for Evaluating Applications were revised. The newest versions of the Application Form and Criteria for Evaluating Applications are posted at the web site:

<http://www.citadel.edu/faculty/whiter/forms/applicationform.html>

Details are given below.

i. The committee meeting on September 28, 2000:

In attendance: Chen, Davakos, Frohnsdorff, Greenawalt, Knapp, McAfee, Politano, Williams

(1) The committee discussed the average rating of each proposal and voted on the committee

recommendations.

- (2) The committee reviewed the application form and criteria for a Faculty Development Grant and no changes were made at the meeting.

ii. The committee meeting on October 12, 2000:

In attendance: Bahk, Chen, Davakos, Frohnsdorff, Glas, Hilleke, Knapp, McAfee, Politano, Steed, White, Williams, and Dot Moore for Mary Greenawalt

- (1) The committee set up the time table for the evaluation process of the 3rd round of the Faculty Development Grant proposals:
 - (a) call for proposals - Oct. 16 (Monday)
 - (b) deadline for submission - Nov. 8 (Wednesday)
 - (c) review and evaluation - Nov. 10-15 (Friday-Wednesday)
 - (d) announcement of average ratings from the chair - Nov. 16 (Thursday)
 - (e) final recommendations to Gen. Carter - Nov. 21 (Tuesday)
 - (f) decision letters to applicants from Gen. Carter - Dec. 4 (Monday)
- (2) The committee revised the Application Form and made the following changes.

- (a) Add the following sentence to the top of the form:

To be considered, applicants must use the Academic Year 2000-2001 application, and must

address each of its thirteen items. If pertinent information for any item is not available, please indicate so.

- (b) In item 6, change "give title and amount" to "give title, granted amount, and the exact expenditure"
 - (c) Change item 7 to: Budget (Supply AAA quotes or equivalent, for travel cost. Be sure to include hotel costs, registration, abstract fee, etc and give support materials for these or other line items).
 - (d) In item 10, change "contiguous forty-eight states" to "United States".
- (3) The committee revised the Criteria for Evaluating Applications and made the following changes.
 - (a) Add the following at the end of the beginning statement:

The criteria are not specified in order of priority but are all equally acceptable.
 - (b) Add the following at the end of Criteria 2:

[Applicant must show that the software could not be provided by ITS.]
 - (c) Add "or other equipment." to Criterion 5 for requests not funded.

iii. The committee meeting on February 1, 2001:

In attendance: Bahk, Chen, Davakos, Frohnsdorff, Glas, Greenawalt, Knapp, McAfee, Politano, Steed, White, Williams

- (1) The committee again revised the Application Form and made the following changes.
 - (a) The item 3 on the old form: "Your first Year of Teaching at The Citadel" is deleted.
 - (b) The item 8 on the old form: "Endorsement by Department Head ..." is replaced by the current item 7: " For Completion by Department Head:
 - a. Please sign here to indicate the at you have reviewed this proposal (required): _____
 - b. Please check one of the following; any comments should be put on a separate sheet:
 - () I endorse this proposal (comments optional)
 - () I do not endorse this proposal (explanation required)
 - (c) The item 12 on the old form: "Preparations" is included in the item 8 on the new form: "Description of Activity".

- (d) The item 13 on the old form: "Outcomes and Assessment" is deleted.
- (2) The committee also set up the time tables for the evaluation process of the 4th round and the 1st round (2001-2002) of the Faculty Development Grant proposals:
 - The 4th Round:
 - (a) call for proposals: February 12 (Monday)
 - (b) deadline for the proposals: March 1 (Thursday)
 - (c) review and evaluation: March 5-12 (Monday)
 - (d) committee recommendations to Gen. Carter: March 15 (Thursday)
 - (e) final decisions from Gen. Carter to applicants: March 21 (Wednesday)
 - The 1st Round (2001-2002):
 - (a) call for proposals: March 2 (Friday)
 - (b) deadline for the proposals: April 19 (Thursday)
 - (c) review and evaluation: April 23-30 (Monday)
 - (d) committee recommendations to Gen. Carter: May 2 (Wednesday)
 - (e) final decisions from Gen. Carter to applicants: May 9 (Wednesday)