2010-2011 Committee
John Loegering, Ag and NatR, chair (2011)
Ken Johnson, Business (2011)
Venu Mukku, Math, Science and Technology (2012)
Sonia Spaeth, Liberal Arts and Education (2013)
Tom Baldwin, SVCASA (non-voting)

1 October 2010 – SCC 244
11:00 – 11:30 am
Present: Loegering,

Minutes
1. Welcome & committee charge
2. Funding and available funds
   a. FY2011 – $6867.59 carryover from FY09; only $3590.18 was actual carry
      over as some faculty submitted expenses from last fiscal year into this year.
      $10,000 added this year + carryover from last year = $13,590.18 available.
   b. $8250 granted in October = $5340.18 available for future rounds.
   c.
3. Review of applicants for funding. One request was received and approved last
   spring (Loegering) and ten requests have been received to date. Requests have
   expenses of $14152, representing a total funding request of $8250.
4. All requests were for $750 and were approved. Requests were from Baird, Castle,
   DeMuth, Leininger, Melby, B. Miller, Proulx, Svedarsky, Vivion, and Walker +
   Loegering from last spring.

3 December 2010 – SCC 244
8:00 – 8:15 am
Present: Loegering, Spaeth
Absent, but voted by email: Johnson, Mukku

Minutes
1. Funding and available funds
   d. FY2011 – $6867.59 carryover from FY09; only $3590.18 was actual carry
      over as some faculty submitted expenses from last fiscal year into this year.
      $10,000 added this year + carryover from last year = $13,590.18 available.
   e. $8250 granted in October = $5340.18 available for future rounds.
   f. $750 granted in December = 4590.18 available for future rounds.
2. Reviewed 1 applicant (Neet) and approved for $750.
2 February 2011 – Student Center 244  
2:30 – 2:45 pm  
Present: Loegering, K Johnson, Mukku, Spaeth

**Minutes**  
1. Funding and available funds  
   a. FY2011 – $6867.59 carryover from FY09; only $3590.18 was actual carryover as some faculty submitted expenses from last fiscal year into this year.  
      $10,000 added this year + carryover from last year = $13,590.18 available.  
   b. $8250 granted in October = $5340.18 available for future rounds.  
   c. $750 granted in December = 4590.18 available for future rounds.  

2. Review of applicants for funding. Four requests granted today, each for $750 ($3000 total): Lim-Thompson, Myers, Tang, and Westrom.

2 May 2011 – Student Center 244  
1:30 – 2:05 pm  
Present: Loegering, K Johnson, Mukku, Spaeth

**Minutes**  
1. Funding and available funds  
   d. FY2011 – $6867.59 carryover from FY09; only $3590.18 was actual carryover as some faculty submitted expenses from last fiscal year into this year.  
      $10,000 added this year + carryover from last year = $13,590.18 available.  
   e. $8250 granted in October = $5340.18 available for future rounds.  
   f. $750 granted in December = 4590.18 available for future rounds.  
   g. $3000 granted in February = 1590.18 available for future rounds.  
   h. Current balance of the account is $4477 in spite of very little travel recently; typically all the authorized spending does now occur.  

2. Review of applicants for funding. Four requests for this fiscal year, totally $2839, each for $750 unless otherwise noted: Bradford, Maiga, Marcella Melby ($589), & Karen Miller. All applicants were approved. The committee fully recognized that this potentially would result in a deficit carryover of -$1248.82 (available $1590.18 - $2839). However, past years have always spent less than was authorized. This may result in a lower carryover than in past years.  

3. Review of applicants for funding in FY2012; approval is contingent upon funding availability. All requests are for $750 unless otherwise noted: Aakre ($345), Grave, Loegering, Mukku, Mullins. All requests were approved pending the allocation of funds. There was discussion about this strategy and potential downside/conflicts if full funding is not met. **Post-meeting Note:** Dr. Balwin confirmed via email to Loegering this afternoon that professional development would be funded at $10,000 next year.  

4. Election of a chair for next year: Venu & Sonia were eligible. Dr. Mukku was elected by unanimous ballot.  

5. The committee urged chair Loegering to contact Dr. Baldwin to request continued support of the program and request an allocation of $15,000 in light of the increased
FY2011 Summary
The committee funded 20 proposals totally $14,839 (mean = $742, range $489 – 750). These 20 proposals represented $25954.30 in total expenses (mean = $1,298, range $589 – 1834)

Reports delivered to Faculty Assembly follow

Faculty Assembly reports
17 September 2010
The Faculty Development Committee will meet for the first time at 11:00 am on 1 October to review proposals for travel awards. Please have proposals submitted by **10:00 am on 1 October** for full consideration. Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to the committee chair per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). The application can be found at [http://www3.crk.umn.edu/academics/facultyassembly/fdc/](http://www3.crk.umn.edu/academics/facultyassembly/fdc/).

Submitted by John Loegering (chair) for Sonia Spaeth (Liberal Arts & Education), Venu Mukku (Math, Science and Technology), Ken Johnson (Business); and Tom Baldwin, SVCASA (non-voting)

October 15 2010
The Faculty Professional Development Committee met on 1 October and reviewed 11 proposals for travel awards. All were funded at the $750 level representing $8250 in support to Baird, Castle, DeMuth, Leininger, Loegering, Melby, B. Miller, Proulx, Svedarsky, Vivion, and Walker. $5340.18 is still available for future rounds plus potentially an additional $5000 (see below).

Budget: $6867.59 carryover from FY09; however, only $3590.18 was actual carry over as several faculty submitted FY09 expenses in this fiscal year. $10,000 was added to the fund (traditionally, this has been $15,000).

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at [http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html](http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html)

Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).
November 2010
The Faculty Professional Development Committee will meet 1 December at 2:00 pm to review proposals for travel awards. Please submit proposals by NOON on 1 December (NOTE THAT THIS IS A FEW HOURS EARLIER THAN THE TYPICAL DEADLINE BUT WAS REQUIRED TO MEET THE COMMITTEE’S SCHEDULES)

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html

Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).

January 2011
The Faculty Professional Development Committee met 1 December and approved one application. To date, faculty have received $9000 in professional development funds. Approximately $4590 remains available.

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html.

Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).

February 2011
The Faculty Professional Development Committee met 2 February and approved four applications. Approximately $1509 remains available.

Travel awards are reviewed following 4 deadlines: October 1, December 1, February 1, and May 1. Interested faculty should complete the application form and return it to me per the instructions on the form. In an effort to reduce waste, applications are to be submitted electronically whenever possible (hardcopies of supporting documents can still be mailed via campus mail). Instructions and proposal application form are at http://www.umcrookston.edu/academics/facultyassembly/fdc/index.html.
March 25, 2011
No report, see the February FA report for current committee activity and details.
REMINDER, we will review applicants next on 1 May.
Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).

April 2011
No report, see the February FA report for current committee activity and details.
REMINDER, we will review applicants next on 1 May.
Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).

May 2010
The Faculty Professional Development Committee met May 2, 2011. All members attended.

We approved 4 applicants for funding totaling $2839. We anticipate a carryover balance of $0. We also approved five applicants for travel in FY2011 contingent upon available funds ($3345).

Venu Mukku, MST was elected chair for next year.

A complete and detailed annual report is available at http://www3.crk.umn.edu/academics/facultyassembly/fdc/

Submitted by John Loegering (chair) for Ken Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education), and Tom Baldwin, SVCASA (non-voting).
4 May 2011

To: Thomas R. Baldwin,
Senior Vice Chancellor of Academic and Student Affairs

From: John P. Loegering, chair, Faculty Professional Develop Committee for Kenneth Johnson (Business), Venu Mukku (Math, Science and Technology), Sonia Spaeth (Liberal Arts and Education).

Cc: Faculty Assembly

Re: Future financial support for the faculty professional development fund.

Professional development opportunities and support are essential to the growth and well being of UMC today and especially into the future. Support for professional development of faculty in the recent past by the UMC administration has been adequate; however, predicted future requests are likely to vastly outstrip current support levels. Therefore, the faculty assembly professional development committee requests that additional funds be allocated to support future professional development activities.

We believe an increase in the professional development budget is warranted and justified for several reasons.

1. More faculty members, both in number and as a proportion of the faculty, are attending and presenting scholarly work at national and international meetings. Travel to these meetings tends to be more expensive.

2. Annual allocations from the committee have been ~$15,000 for the past 6 years. This has matched the allocated funding – annual allocation to the professional development fund has historically been $10,000-12,500. It was increased in FY09 & FY10 to $15,000, and reduced to $10,000 this past year.

3. Travel is becoming increasingly expensive.
   a. Total travel expenses rose quickly in past years, but now have plateaued as faculty travel more locally (Table 1, Figure 1).
   b. Total awards and requests have plateaued at approximately $15,000 annually (Table 1, Figure 1).
   c. If we are going to encourage faculty to travel and present their scholarly work, the demand for support under the current procedures will be at least $15,000 annually.

4. The current maximum funding of $750 is inadequate to support all but local or regional travel. During the past 8 years, the professional development fund was only able to support 47% of estimated travel expenses (n=8 years, mean = 47%, range = 30-57%). Several members have reported that such support often limits their travel options.

I am sure everyone would agree that professional development is vital to the continued growth and development of the University of Minnesota, Crookston, even in these times of austerity. We urge you to consider our request and increase the current level of support for professional development. Please feel free to contact me or the committee with any questions.
Table 1. History of past awards by the Faculty Professional Development Committee, FY2001-2011.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Number of Awards</th>
<th>Total Travel Expenses ($)</th>
<th>Total Awards ($)</th>
<th>Award/Expense Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>15</td>
<td>9,639</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>24</td>
<td>15,718</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>9</td>
<td>4,357</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>9</td>
<td>14,796.25</td>
<td>4,500</td>
<td>0.30</td>
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<tr>
<td>2005</td>
<td>20</td>
<td>22,889.02</td>
<td>10,000</td>
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<tr>
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<td>20</td>
<td>28,304.99</td>
<td>14,000</td>
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<tr>
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<td>23</td>
<td>30,334.91</td>
<td>16,785</td>
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<tr>
<td>2008</td>
<td>22</td>
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<td>2009</td>
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<td>43,538</td>
<td>16,805</td>
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<tr>
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<td>20</td>
<td>29,371.94</td>
<td>16,242</td>
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<tr>
<td>2011</td>
<td>20</td>
<td>25,954.3</td>
<td>14,839</td>
<td>0.57</td>
</tr>
</tbody>
</table>

|  | 11 | 8 | 11 | 8 |
| 11 | 8 |
| MEAN | 18.5 | 28,279 | 12,525 | 0.47 |

Figure 1. Expenses and Awards ($) from the Faculty Professional Development Fund to individual faculty, FY 2004-2011.
Figure 2. Number of faculty applicants to the Faculty Professional Development Fund, 2003-2011.