

**FACULTY COMMITTEE ON ACADEMIC AFFAIRS - Minutes of the  
September 17, 2009 Meeting**

**2:00 P.M.**

**OBB 311**

**Members attending:**

Charles Ford (Education), Chair  
Barbara Cartledge (Business)  
LaJuana Davis (Law)  
Tom Fuller (Divinity)  
David Garza (A & S)  
Mary Karlet (Nursing)  
John Mayfield (A & S)  
Don Rankin (Arts)  
Elizabeth Wells (Library)  
Mary Worthington (Pharmacy)  
Paul Aucoin (Ex officio)  
Nancy Biggio (Ex officio)

**Members absent:**

Bernie Ankney (A&S) class conflict with meeting time

**Meeting Minutes:**

Meeting was called to order at 2:00 p.m.

Meeting was opened with prayer by Charles Ford.

**Agenda:**

I. The Committee discussed the Faculty Development Grant Application process for 2009-10. The chair distributed two documents: 1) the current FDG application materials and 2) a copy of the Faculty Development Grant Program Guidelines (as stated in the Faculty Handbook). The total of funds available for grants for 2009-10 is \$35,500 – a 10% increase over the 2008-09 amount. The Committee discussed the Provost's suggestion to encourage grant proposals that would emphasize initiatives with problem-based learning and/or other experiential learning methodologies. The Committee decided against emphasizing this in the application materials. The following decisions were also made in regard to revising the application materials:

a. In the memo to Samford Faculty re. FDG application forms and guidelines, remove the following text: *Emphasis will be placed on research. Please note: this is not intended to preclude persons from applying for funding of projects in the performing*

*or visual arts that enhance career development or individual skills.* The text will be replaced with the wording of the Program Purpose clause, taken from the FDG Program Guidelines section (B5.1) in the Faculty Handbook.

b. Add text to address the scenario in which the total project cost of a research proposal exceeds the maximum grant amount being awarded. The faculty member(s) making such a proposal should indicate if the FDG would be seed money for a larger project or if they would be seeking additional funds from other sources. In the case of the latter, they should be as specific as possible to articulate their fundraising plan.

c. In the event that two or more faculty members submit separate grant proposals for the same project, the Committee may consider exceeding the stated maximum amount for grants for that year. For instance, the stated max amount for the individual applicant may be \$2,500. For joint applicants, the Committee may choose to award \$3,000. The Committee will not award maximum amounts to more than one faculty member working on the same project.

d. The Committee decided to transfer the application process to an electronic medium, requiring only one hard copy of the application materials. The Committee decided to set the maximum award at \$2,500 for individual applicant, and \$3,000 for joint applicants, for 2009-10. Grants application will be emailed to faculty the forth week of September. Grant proposals are due by 4:30pm on Monday, November 2, 2009.

II. The Committee discussed the problem of conflicting course times in Jan Term. Students who are registered for a Jan Term course that meets 8-12 or 9-1 are not able to register for courses that begin at 12:00. The Chair requested Paul Aucoin investigate the time conflicts. Paul Aucoin committed to changing the way 8-12 courses are listed in Banner, so that they are listed as 8:00-11:59. Banner will not read this as a conflict, and will allow students to register for other courses beginning at 12:00. As for the conflict with courses that meet 9-1, Aucoin's office will take a look at the course meeting time for the upcoming Jan-Terms. He will send a report to the committee members.

III. The Committee discussed the need for a University policy on course completion. The presenting issue is the prospect of a catastrophic event that would force the University to close for an extended period of time. The H1N1 virus could potentially cause such a scenario. Many institutions in New Orleans had to face this situation in the aftermath of Hurricane Katrina. How would the faculty decide on acceptable terms for course completion if the semester was interrupted or ended prematurely? A sample of such

a policy from a peer institution was distributed to the Committee. The Committee decided that its members should discuss this matter with their respective units, and return to address the matter further in the October meeting.

The meeting was adjourned at 3:30 P.M.