

**Fall 2013 Core Committee Minutes  
November 6 & 7  
Pittsburgh, PA**

A summary of action items precedes the minutes. Parking Lot items (unresolved issues) are listed at the end of the summary.

**SUMMARY OF ACTIONS TAKEN**

Executive Director Report

—E-minutes were approved (decisions made electronically by Core and the Executive Committee since the Spring 2013 meeting.)

**Committee Reports**

Conference Committee

—The request to form ad hoc committees on POD-Sponsored sessions & blind-reviewed sessions was approved:

- 1.) Leslie (POD-Sponsored): w/ Martin, Suzanne, Shaun, Michael R, Victoria, Hoag
- 2.) Michael Palmer (blind-reviewed); Kathryn, De, Michele, Victoria, Hoag, Eli, Cassandra, Natasha

—2014 Program and Conference Chair recommendations were approved

Diversity Committee

—The following request will be resubmitted in March 2014 with more detail re: how the funds are shifting:

- With the approval of \$200 per Donald H. Wulff Travel Fellowship Grants, we thought to inquire if there are funds from POD to cover another \$5,200 internship grant so that we would award several travel fellowship grants, thus recruiting more to POD, and fund \*two\* internship grants as these proposals are of high quality and yet we can only award one.

Finance Committee

—The request to form an ad hoc subcommittee on bequests & donations was approved, and will include Laura, Hoag, Virginia Lee, Mary

Membership Committee

—The following budget requests will be resubmitted for the spring meeting:

- \$250 for door prizes at the 2014 'Introduction to POD for 1<sup>st</sup>-Time Attendees' session; printing costs associated with the 1st-time attendees flyer and bingo cards
- \$1000 for design and initial printing of POD membership brochure

### Publications Committee

—The request to update the Publications Committee section in the POD Governance Manual was approved with slight rephrasing.

—The request to create a TIA Editorial/Advisory Board was approved.

### **SIGs**

—The proposal for the ad hoc committee to continue to provide oversight for SIGs and document discussions with the two established groups was approved.

### **INFD in Japan**

—It was agreed that POD is interested in continuing a discussion regarding the possibility of hosting an INFD in Japan as well as an INFD certificate.

### **PARKING LOT**

—Committee input: we should clarify what committees are empowered to do, let chairs know; need a better way for committees to know each other's work (use POD website group function?)

## **MINUTES**

### **Wednesday, November 6**

Present: Kathryn Plank, *President*; Michele DiPietro, *Past President*; Leslie Ortquist-Ahrens, *President Elect*; Mary Wright, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Eli Collins-Brown; Hugh Crumley; Laura Cruz; De Gallow; Natasha Haugnes; Cassandra Horii; Chantal Lévesque-Bristol; Shaun Longstreet; Michael Palmer; Michael Reder; Harriette Richard; Martin Springborg; Suzanne Tapp; Jim Therrell

### Executive Director Report

—E-minutes were approved (decisions made electronically by Core and the Executive Committee since the Spring 2013 meeting.)

Conference attendance down slightly likely due to conflict with unanticipated Pittsburgh Steelers game and shortage of room.

Will review membership and registration fee structures with Membership Committee to make recommendation in spring.

### **Committee Reports**

#### Conference Committee

Visit by Victoria and Patty, discussion about challenges of proposal reviews.

—The request to form ad hoc committees on POD-Sponsored sessions & blind-reviewed sessions was approved:

- 1.) Leslie (POD-Sponsored): w/ Martin, Suzanne, Shaun, Michael R, Victoria, Hoag
- 2.) Michael Palmer (blind-reviewed); Kathryn, De, Michele, Victoria, Hoag, Eli, Cassandra, Natasha

—2014 Program and Conference Chair recommendations were approved

### Awards and Recognition

Innovation Award: five finalists

Menges: Donna Ellis recipient this year; incorporated rubric more heavily into Menges CFP; 16 initial proposals turned to 6 proposals after second round of information from authors

Spirit POD: website needs more information, possible need to give more awards because of high number of people retiring. Desire to protect the prestige of the award. Possibility of recognizing “retirees” in the program? This item will go back to the committee for continued discussion.

### Diversity Committee

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- With the approval of \$200 per Donald H. Wulff Travel Fellowship Grants, we thought to inquire if there are funds from POD to cover another \$5,200 internship grant so that we would award several travel fellowship grants, thus recruiting more to POD, and fund \*two\* internship grants as these proposals are of high quality and yet we can only award one.

### ECRC

Website revisions with significant input from committee members; Guidebook continues at conference this year s does Twitter continues; initial problems with website and continued adjustments.

ECRC would like to ask for an ECRC liaison program (ECRC rep on each committee to help committee take advantage of website and resources), an idea talked about for some time.

Hoag to serve as the main web editor and Eli will “back up” this role. Does this need to be added as a part of the guidelines in the GM?

Guidebook: \$1300, Printed Programs: \$5000. Significant cost in terms of hours to format printed program. Program is available currently in 5 formats (print, e-pub, Guidebook, Kindle, pdf). Will make sure that this topic is assessed with the conference evaluation.

Will make a recommendations about program at March meeting.

### Finance Committee

—The request to form an ad hoc subcommittee on bequests & donations was approved, and will include Laura, Hoag, Virginia Lee, Mary

Committee reevaluated POD's investment portfolio and reinvested \$100,000+ in a new fund. Goal: have \$5000-\$10,000 each year for special projects. Because of budget surplus last year, there will be available funding (\$10,000) for special projects.

### GPSD

POD Buddy Program via GPSD and Membership Committee outreach. 9 GPSD grad student travel awards. Feedback from last year's conference suggests that some graduate students felt negative or indifferent vibes from some conference attendees. Core encouraged to extend welcome to graduate students.

### Grants

At a crossroads for Grant Committee. The committee should be less dependent on grant winners as committee members. A different approach for committee membership might include two Core members. Currently, grant recipients must submit to TIA, have a plan for sharing your work, and participate on the committee for two years; is the process too rigorous? Would like to add two people to reinvigorate the committee and possibly change committee structure to merge with Research Committee. Current structure does not retain institutional memory. Shaun and Chantel will talk about possible collaboration (with possible input from Laura/Publications).

### History

No report.

### Membership Committee

Restructured committee to make it more representative of POD, with experienced and new members. Committee focused on first time members who attend POD (welcome session will not compete with concurrent session). Retitled Diversity Reception to Welcome Reception to broaden welcome and open feeling. Targeting new members at registration. Received sponsorship for reception via Wiley. Buddy Program initiated this year. Possible idea: reduced registration fee for other POD sponsored conferences. New Project: brochure/outreach.

—The following budget requests will be resubmitted for the spring meeting:

- \$250 for door prizes at the 2014 'Introduction to POD for 1<sup>st</sup>-Time Attendees' session; printing costs associated with the 1st-time attendees flyer and bingo cards
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### Publications Committee

Moving to electronic journal format with Wiley. Can publish up to 4x per year but currently recommending 2x per year. Do not have firm dates yet. Need to nominate an Associate Editor and train with editing software. No more printed copies. Jossey-Bass open to a two year or so printed “anthology” book format. David Brightman will continue serve as Editor. Journal can be accessed through institutional subscription to Wiley or through POD membership benefit (details are still under discussion with Jossey Bass). This year will be the last year of printed TIAs. Will revisit and review TEs.

—The request to update the Publications Committee section in the POD Governance Manual was approved with slight rephrasing.

—The request to create a TIA Editorial/Advisory Board was approved.

### Research Committee

The Doctor Is In will continue this year. Is this the best venue? Need to re-energize the Research Committee. Several committee members are members of multiple other POD committees and their time is split. Will try a more directed approach with leading this committee and possibly merge with Grants Committee.

### Small Colleges

No report.

### **INFD Report**

June, 2013. Anticipated growth did not occur because the Georgia system did not fund program w/ scholarships this year. 80 people may be the ceiling for the INFD. INFD did not profit significantly (\$300 profit to POD compared to \$6,000 profit to POD last year). The profit is quite unpredictable. The theme was Theory, Research, Praxis. Recommendations: Have a theme, Create a resource book (could be a USB drive instead of hard copy), should be planned as an event for approximately 80, they held a faculty workday (should be mandatory for future years). We should have policies about faculty not being able to publicize their consultation services or books (add to CFP). Michele – no honorarium for faculty and this might be reconsidered. Honoraria would allow INFD more assurance of commitment from faculty. Should always have a follow-up meeting at the conference for attendees. What is the most important function of the INFD? What is the long term benefit? Is this enough motivation to continue and is the lack of profit not really a significant problem?

### **ICED update**

Recent conference was in Japan, a council meeting only. Michele and Kathryn attended. 20<sup>th</sup> anniversary of ICED. Can we find online programming opportunities with ICED (because it is difficult for POD members to attend their conferences due to international locations)? ICED started a flat-rate membership fee from each organization (50 pounds/yr). Would like to garner 1% of our membership fee (~\$900). What does the average POD member get out of ICED? What benefits does POD receive from ICED? Could lead to more exposure for POD – and could

encourage their members to get more involved with POD. Could we establish some sort of relationship with them similar to AAC&U (POD Sponsored Session)? They have approximately 200 attendees @ their conferences (400 attendees when it was held in Utah). Kathryn will communicate with ICED. Conference in 2014 will be in Stockholm. How can we strengthen POD/ICED relations?

### **NEA**

NEA approached POD with a collaboration to provide faculty development for K-12. First meeting will happen in Flint, Michigan in a few weeks. Will report back to Core in March.

### **POD Presidential Election Overview**

#### **PARKING LOT**

—Committee input: we should clarify what committees are empowered to do, let chairs know; need a better way for committees to know each other's work (use POD website group function?)

### **Thursday, November 7**

Present: Kathryn Plank, *President*; Michele DiPietro, *Past President*; Leslie Ortquist-Ahrens, *President Elect*; Mary Wright, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Eli Collins-Brown; Hugh Crumley; Laura Cruz; De Gallow; Natasha Haugnes; Cassandra Horii; Chantal Lévesque-Bristol; Shaun Longstreet; Michael Palmer; Michael Reder; Harriette Richard; Martin Springborg; Suzanne Tapp; Jim Therrell

### **Breakfast with Participants from Getting Started: Workshop for New Faculty Developers**

#### **SIGs**

—The proposal for the ad hoc committee to continue to provide oversight for SIGs and document discussions with adjunct faculty group and TwT group was approved.

### **INFD in Japan**

Visit from Dee Fink, Gary Tsuchimochi, and President Okinaga of Teikyo University who presented a proposal to create an INFD in Japan to meet the needs of Japan's faculty development mandate. Need to offer certificate type program to train faculty in teaching and learning. Possibility of Japan taking leadership role in Asia with a faculty development institute. What will the role be for the Ministry of Education? What would be the role of POD? Date of institute is flexible. Simultaneous translation will be a part of this institute. Need for extended, collaborative conversations between U.S. component and Japanese component to assure that there is appropriate understanding of the Japanese centralized university system. What does the Japanese FD need from POD: POD takes responsibility for identifying the POD staff; Certificate of completion from POD for attendees; financial support for partial underwriting of travel expenses. Very important to be intentional with

certificates (what exactly are we certifying?). Also need to be clear about everyone's role as we move forward as well as individual expectations.

—It was agreed that POD is interested in continuing a discussion regarding the possibility of hosting an INFD in Japan as well as an INFD certificate.

**Presidential Election**

**Adjourn**