

**CTFD Board of Advisors Meeting**  
**Friday, September 16, 2016**  
**11:00 am – noon**  
**Social Sciences 216-13**

Attendees: Mary Collins, Glynis Fitzgerald, Paloma LaPuerta, Kris Larsen, Jason Snyder, John Tully, Amy Gagnon

**Learning Community Group Proposals Discussion**

- Unprecedented number of applications for LCG funds
- Discussion arose about the scope of LCG proposals submitted. Their impact needed to be broad rather than narrow and not course specific: proposals should benefit a range of faculty. Projects need to span multiple departments and benefit more than one class or one department.
- Glynis suggested a flat dollar amount for every LCG. Funds not used will go back into the FCG budget. Board agreed on dollar amount of \$250.00 per request. Kris suggested recipients could petition for additional funds. Board agreed that recipients could request up to \$300.00 (out of a \$1,000 pot) more per project with a 'two-paragraph ask' and a deadline of February 1, 2017.
- John proposed two groups of LGCs if there was going to be flat funding. A smaller group that would cover books and supplies for \$150 and a larger group that would cover speakers, etc for \$300.
- All accepted proposals should present at Faculty Day, but because of the high number of accepted proposals, other forms of presentation might be considered (like poster sessions).

**Review of Learning Community Group Budget Requests**

- The CTFD received eleven proposals for LCG funds: One proposal withdrew (Larsen); two were not funded (McGrath, Keazer); four proposals were combined (Clark/Love; Gendron/Ritzenhoff); and four proposals were accepted (Clapp, Adam, Jones, and Senft). In total, six projects were funded at the amount of \$250.00 each ( total: \$1,500.00)

**Budget Update**

- The CTFD has a budget of \$6874
- The LCG proposals totaled \$1500.00 with a potential \$1000 more out by February 1, 2017, leaving a balance of \$4,374. Any money not used by the LCG recipients will go back into the budget.
- Faculty Day is the Center's biggest expense.

**Center Update (physical space)**

- Library space for CTFD includes a small conference center and computer station
- Resources will be kept in the new space, including existing books
- Budget will include money for books, webinars, and software
- Can the CTFD become a "library of tools" for faculty?
- Glynis explained that the "three-year-plan" includes a dedicated third floor area for events and Center gatherings.

**Miscellaneous**

- Board requested an updated Board list and discussed Board additions and Dean appointments
- The CTFD purchased a video camera for recording events, lectures, etc.

**Meeting adjourned at 11:42 a.m.**

Respectfully submitted,  
Amy Gagnon