The Faculty Development Center Task Force has met six times and subdivided into three subcommittees: Inventory, Survey, and Exemplars. Below are brief summaries of each subcommittee’s work thus far:

- **The Inventory** subcommittee (chaired by Dr. Jane Neapolitan, Assistant Provost for Academic Innovation) undertook an informal inventory of faculty development resources already in place across the university. A pre-formatted Excel spreadsheet with categories such as physical resources, virtual resources, programs, grant/scholarly support, etc., were sent to all the colleges, Albert S. Cook Library, Office of the Provost, Academic Affairs, Student Affairs, Office of the President, and DIAR. Responses were analyzed to determine the most frequently listed resources. The top 5 included (1) workshops and classes; (2) mentoring programs; (3) travel grants; (4) specialized equipment, software, databases, web resources, and book collections; and (5) centers. When looking at TU as a whole, about 60% of the resources listed came from all the colleges and library combined. Another 30% of the resources came from Academic Affairs, while 10% came from a combination of Student Affairs, the Office of the Provost, the Office of the President, and DIAR.

- **The Survey** subcommittee (chaired by Dr. Carla Finkelstein, Assistant Professor in the Department of Instructional Leadership and Professional Development) broadened their focus beyond a survey to the consideration of their task as collection of faculty needs assessments. Their goal is to implement an electronic survey and a series of focus groups across various, diverse collections of TU faculty.
  - Survey: The subcommittee reviewed several survey tools from similar universities and culled useful formats and questions. Subcommittee members composed a survey draft, which they plan to pilot with the full FDC Task Force on 12/5. After incorporating feedback from Task Force colleagues, they anticipate disseminating an online version of the survey to all TU faculty (tenure-track, clinical, adjunct, and graduate students) in January. They are currently considering incentives for faculty participation in the survey; for example, the department with the highest participation might win a breakfast or lunch conversation with Dr. Schatzel, if her schedule permits.
Focus Groups: The subcommittee is currently researching best practices for conducting faculty focus groups, which would provide more detailed insights about faculty's needs/interests. After reviewing responses from the initial survey, they hope to conduct approximately a half dozen focus groups among faculty across campus in early spring. (Their preference would be to request minimal funds to hire qualified focus group facilitators--either internal or external to TU.)

The Exemplars subcommittee (chaired by Dr. Karla Kubitz, Associate Professor in the Department of Kinesiology) has done two things. First, they have conducted a literature review using Cook Library's One Search looking for articles related to faculty development. Subcommittee members are presently preparing an annotated bibliography of these articles to share with the larger Faculty Development Center Task Force and also adding additional articles to their collection as they locate them. Second, they have explored a dozen or so possible Exemplar institutions. Some are nearby institutions. Others are peer institutions for Towson University. They have gathered information on groups targeted, physical spaces, types of programming, content of programming, mission statements, contact e-mails and websites. The subcommittee is presently compiling information so that they can share updates with the larger Faculty Development Center Task Force.

Submitted by Dr. S. Maggie Reitz, Vice Provost and Dr. Babu Baradwaj, Chair of the Department of Finance
Co-Chairs of the Faculty Development Center Task Force