**PROFESSIONAL DEVELOPMENT COMMITTEE**

**SEPT. 25,2009 - MINUTES**

Present: Katie Paschall, Chair Myra Walters Natala Orabela

 John Connell Scott Berthiaume Theo Koupelis

Katie Paschall began the meeting by reviewing the charge of the committee. PDC will serve in an advisory capacity to the TLC. The committee will make recommendations for workshops and those workshops will be scheduled through the TLC.

The committee was informed that the book “Lost in the Meritocracy” by Walter Kirn will be the choice for the President’s Book Club in the spring. A date will be set later.

The TLC has received funding of 26,000 dollars for use district wide. Katie reported that Pam Mangene is looking into technology for the campuses related to two video and recording workshops. The TLC on Lee is a smart room. This has not been resolved but is being worked on.

The committee discussed the NISOD awards. Katie asked that the committee consider a process for selecting recipients. Dissatisfaction with the old process was expressed. Some suggestion were to use the portfolio as a starting point for candidates, student nominations and faculty nominations. Theo and Natala recalled that this subject has been discussed in past semesters and should be in minutes and notes. Theo volunteered to contact Janet to get the old PDC notes so that the committee could review them. It was agreed that the committee would come to the October meeting with recommendations to be discussed and agreed upon at that time.

Myra Walters suggested that the PDC offer other teaching awards based on the four areas in the faculty portfolios. A monetary award would be preferable, but the committee agreed that even recognition from peers and administration would be valuable. It was suggested that nominations come from Department chairs and administration. PD C will have to develop the nomination procedure in future meetings.

PDC suggested that SPD funds now be the charge of a separate committee. After much discussion the committee offered recommendations for awarding the funds: A separate committee composed of faculty from each department who have a one-year appointment. Membership will rotate yearly as no member can ask for or receive funding while serving on the committee. Faculty applying for funds must submit a proposal which will be reviewed by the SPD committee. The faculty member who receives funding must then conduct a workshop either department specific or to the college as a whole based on areas of funding.

The TLC website was discussed. Committee members who are updating the website were not present for the discussion. PDC liked the idea of a Best Practices section. John Connell suggested that the Morning Blast be renamed. It was noted that the Morning Blast was specific to Lee campus.

The problem of workshop availability on Collier and Charlotte was discussed. Katie reported that Lee workshops are being recorded so that other campuses can view them for professional development. There has been some technical problems with sending those out, but TLC is working with Mary Myers to set up streaming video. Evaluation forms should accompany each workshop.

Katie reported that tech training for adjuncts was an area of concern. Committee members agreed that training was important. It is possible that the training can be offered through the TLC. Katie will check with Pam Mangene on that subject.

Spring workshops was an area of major discussion. Fall workshops were scheduled out of necessity as PDC did not meet in summer. Appreciation was expressed to Pam Mangene for taking on that task. PDC must now offer recommendations for spring workshops. Myra and other suggested that workshops not be offered those first days of the semester because of time issues and preparing for the semester.

Myra suggested that PDC identify core areas that need to be covered every semester. For example, critical thinking and creating writing assignment.

Theo offered to conduct a workshop on each campus on NSF grant writing. Theo also suggested that workshops areas could be interdisciplinary teaching, civic engagement and teaching practices.

Myra reported that four speech department members would attend a conference in November and take short course in the engage listener, assessing oral communication across disciplines and effective us of Power Point.

Natala wanted to be certain that those attending conferences report to departments or the college. Myra, as past chair, reported that this is a requirement already and that follow through is necessary.

PDC agreed to develop workshop ideas and report to Katie via e-mail or discussion at the next meeting. Theo suggested and Katie agreed to contact academic chairs for suggestions.

Myra stressed the need for evaluation forms for each workshop which would go to the PDC. This could help with planning for future workshops.

John suggested that workshops be limited to one hour as opposed to two as the some of the workshops seemed to drag and were just time fillers. Myra believed that the two hours were necessary to get in the hands on training. After some discussion, Theo suggested that there be a distinction between tutorials and workshops. Workshops would be interactive and require the two hour time. A tutorial which would be more in a lecture format could meet the goal in the one hour time frame. Katie echoed the need for some one hour programs because of time constraints on some faculty.

The next meeting will be October 23.

The meeting was adjourned.

Submittted by

Scott Berthiaume