Professional Development Committee

Minutes of Meeting

Friday, September 24, 2010

The first meeting of the Professional Developmental Committee of Edison State College was held at 1:00 p.m. in the TLC of Lee Campus, I-222.

In attendance were:

Katie Paschall, John Connell, Scott Berthiaume, Sandra Seifert, Judy Van Gaalen, Caroline Seefchak, and Tina Ottman (teleconferenced from Collier). Absent was Theo Koupelis.

The meeting opened with a welcome from Committee Chair, Katie Paschall and introductions of committee members for the 2010 – 2011 academic year.

* It was stated that the PDC is scheduled the meet on the 4th Friday of each month.
* Dr. Steve Atkins was on the agenda to speak, but, when he was not there, we moved on to the next item: The TLC (Teaching and Learning Center).
* Judy Van Gaalen, Coordinator of Professional Development, discussed the need to make the services of the TLC more district-wide.
  + Events are scheduled on different campuses
  + All workshops that take place on Lee Campus are teleconferenced
  + There should be a way for a person to indicate, when registering for a workshop or class, to indicate which campus he or she is from
  + Many workshops from Spring 2010 are being downloaded to DVDs for viewing
  + Kevin Shriner will set up a survey to go out to faculty to ask best times for workshops and topics of interest.
  + Room I-122 will be scheduled for video teleconferencing for TLC workshops.
  + Katie will talk to IT about setting up teleconferencing in the TLC room on the Collier Campus.
  + The Charlotte Campus and the Hendry/Glades Campus do not have TLC rooms.

The next item discussed was the NISOD Award and the NISOD Award process at Edison.

* Last year’s PDC formulated a large memo entitled, “NISOD Award Nomination Process.”
* A professor may be nominated for a NISOC by fellow faculty, students, or administrators
* Previously, professors could be nominated in numerous categories; now, the nomination is based on just one category: Outstanding Professor
* It was discussed that the nomination process should be made more public.
* Scott suggested that we put the Student Government Association to work in distributing and collecting nomination forms.
* It was suggested that the SGA make posters.
* It was suggested that each associate dean be asked to nominate a person.
* The process had previously been just a letter, but now there will be some documentation necessary: Faculty portfolio, other information.
* It was decided that the nomination process, itself, should be simple, like a quick letter.
* Judy suggested that we do a form that could be dropped into a nomination box.
* It was discussed that the committee should tell people, who were nominated, that they were nominated.
* Adjunct staff are not part of this; however, adjuncts may nominate teachers.
* Katie mentioned that Dr. Atkins wants ideas for other teaching awards.
* The creation of a nomination form was discussed.
* Any instructor nominated may opt not to take part in the process.
* There will be a $500. Award for winners this year.
* Edison State College will send up to two people, or none, to NISOD by the December 1 deadline.
* Decisions on winners will be able to be made using the ballot, the faculty portfolio, and other information.
* The committee discussed the specifics of this year’s nomination process.
  + One committee member from each campus would go to the campus GSA, explain the award, and provide nomination forms.
  + How many forms and who would pay for printing came up; decisions were made that each campus would figure out ways to get the printing done.
  + Judy volunteered to do the printing for Lee Campus.
  + Judy also volunteered to do an “explosion email” to get word out to everyone.
  + The November 5 deadline was reiterated.
* Scott volunteered to handle talking to the SGA and providing the ballots on Lee Campus, Sandra offered to do it for Hendry Glades, and Katie will do it for Collier.
* Katie will look for a representative from the Charlotte campus.
* Caroline volunteered to create the nomination forms.
* Katie will contact department chairs.
* Judy will email: all faculty, all students, all administration (not staff) on all campuses.

Moving on from the NISOD award discussion, Sandra asked what else the committee would be doing this year.

* The committee will formulate ideas for the TLC
* The committee will make decisions regarding SPD funds
* The committee will make suggestions for additional faculty awards.
* A book club possibility was discussed, but last year’s was cancelled at last minute.
* Members of the committee discussed getting additional members.

The meeting adjourned at 2:10 p.m. The next meeting of the PDC is scheduled for Friday, October 22, in S-122 on Lee Campus with teleconferencing to other campuses.

Submitted by C. Seefchak, 09/27/2010 - revised, 10/14/2010