***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

September 20, 2013 at 1:00 p.m. in I-122

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| Theo Koupelis |  |  | X |
| **Faculty** |  |  |  |
| Munir Al-Suleh |  | X |  |
| Jason Calabrese | X |  |  |
| John Connell | X |  |  |
| Laurice Garrett | X |  |  |
| Rebecca Gubitti | X |  |  |
| Michael Nisson | X |  |  |
| John McKenzie | X |  |  |
| Brian Page | X |  |  |
| Katie Paschall | X |  |  |
| Phil Wiseley | X |  |  |
| Sandra Seifert |  |  | X |
| Laura Weir |  | X |  |
| Catherine Wilkins | X |  |  |

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|  | | | Present | Absent | Excused |
| Michael Witty | | | X |  |  |
| Raymond Lenius | | | X |  |  |
| Sarah Lublink | | |  | X |  |
| Tim Bishop | | | X |  |  |
| **Staff** | | |  |  |  |
| Michelle Fanslau | | | X |  |  |
| Thomas Turano | | | X |  |  |
| Melissa Rizzuto | | | X |  |  |
| **Adjunct Faculty** | | |  |  |  |
| Michelle Propper | | |  | X |  |
| **Guests** | | |  |  |  |
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1. The Meeting was called to order at 1:00 PM
2. Attendance and Approval of March Minutes – Attendance was taken and new committee members were introduced. A motion was taken to approve April’s minutes, seconded, and voted upon. The motion was unanimously approved.
3. Information Items
4. Melissa Rizzuto and Thomas Turano introduced themselves and described their roles as director and assistant to the director (respectively) of Teaching Innovation, Faculty Development, and Online Learning. We discussed briefly how our committee would interact with Melissa and Thomas, and how they could help bring to fruition many of the projects and ideas we had been working on.
5. Follow-up on FPD individual budget proposal, and development of new COP on dispersal of the general FPD fund. Our request for individual budgets was not accepted, and in fact our general FPD fund was cut by 10%, to approximately $44,000. We reviewed the changes that had been made in the spring to our general fund dispersal protocol ($3,000 maximum award, division of budget into 40/40/20% for fall, spring, and summer travel, new deadlines for applications, and statement on application prioritization).
6. Discussion Items
7. Fall applications to the general FPD fund. We had 25 applications, totaling $27,459 in requests. Our budget is only $17,847.60. Using the prioritization criteria that we put in place last year, we determined that we would first fund all of the applications that involved individuals presenting or performing or otherwise serving an integral role at a conference. This left us with approximately $1800 in the budget. We further determined that one application should be funded due to the potential benefit to the college and importance to the faculty member’s professional development. After funding these 15 requests, only $30 remained in the budget for the non-prioritized requests. We unfortunately had to deny funding to 10 applicants. ACTION ITEM: Subcommittee needed to work on developing an even better set of criteria for prioritizing applications, potentially involving a rubric we could use to assign a point value to an application.
8. TLC
9. Website – Melissa and Thomas have created an interactive calendar. This could potentially link to a digital catalogue. More webinars are being offered and are very popular. ACTION ITEM: Website subcommittee and Content subcommittee should re-convene, and new members are invited to join – specifically to discuss what to do with the catalogue.
10. Outreach – better emails with workshop offerings are being produced. ACTION ITEM: Outreach subcommittee volunteers should re-up, and new members are invited to join. Project for this year: digital newsletter that could list TLC schedule, call for presenters, folks who have been awarded travel funds from the FPD general pool, and faculty member of the month (Wright’s idea).
11. Content – We have surveys from past years. Melissa interested in forming focus groups that will assist in gathering more feedback on FD needs. It was discussed that department and committee chairs would make good focus groups, as would a selection of adjuncts, as would all new faculty. ACTION ITEM: Email Melissa names of groups of people and/or specific folks that you think would be a good fit for the focus groups. Additional topics for future discussion: Sharing Expertise for Excellence series as part of New Faculty seminar. Humanities Colloquium Lecture Series co-sponsored through the TLC. Faculty Symposium as potential PD opportunity. Do we as a committee need to come up with a definition of what PD is? Will we need to devise criteria down the line? Interest in co-sponsoring LGBT Safe Zone training with multicultural task force? Need to continue to reach out ourselves to our depts. and other committees to look for ways that the TLC can be of service.
12. Incentives – Wright may be able to provide financial incentives for those offering workshops that have been requested or are in demand. Questions to discuss going forward: How will we decide who gets it? What is a fair amount? Is there anything other than a financial award that could be offered?
13. Rebranding? Met with marketing in the spring and once over the summer. Still haven’t shown me anything. May be up to us to come up with a cool idea, then they will just generate it. To consider at future meetings: New name? New logo? New mission?
14. Adjournment, 2 PM