***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

October 18, 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 |  |  |
| John McKenzie | 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 September Minutes – Attendance was taken. A motion was taken to approve September’s minutes, seconded, and was unanimously approved.
3. Information items
4. NISOD Award process. Nominations due to NISOD 2/1/14. Will use same process as last year. ACTION ITEM: Michelle will send an email on behalf of the committee soliciting nominations from faculty, staff, and students by the end of this month. Responses due in by the last day of classes (12/4). Michelle will scan nominations and email to committee. We will vote during our January meeting.
5. PD calendar New interactive calendar for training and professional development events is up and running. <http://www.edison.edu/trainingcalendar/display> Thanks to Melissa and Thomas for all their hard work.
6. FPD spring travel awards Applications due Nov. 8. We will review at our Nov. 15 meeting. ACTION ITEM: Michelle will send an email reminder to faculty regarding travel application deadline.
7. Discussion items
8. FPD travel award ranking rubric. Questions posed were, Should we begin developing a rubric? Can it be implemented ASAP, or do we need to stick to our current, more vague prioritization system until the end of this award cycle? Mike Witty and John McKenzie volunteered to begin working on a rubric. ACTION ITEM: Mike and John will consult with Theo, who has some experience developing such rubrics. When they have some ideas for the rubric, they will share them with the committee. We will likely not implement the rubric until the 2014-2015 academic year, as it will need to be incorporated into a new COP that has the Provost’s approval.
9. TLC
10. Focus groups and survey. Need to decide who should serve on focus groups and when they should be conducted. After discussion, the committee agreed that target groups would be Department Chairs, New Faculty, Adjuncts, and Representatives from Other Campuses. Melissa and Catherine have developed a list of questions to ask to give some structure to the discussion within the focus groups. Desire to incorporate questions about assessment training from Learning Assessment Committee. ACTION ITEM: Catherine will develop a short list of potential focus group participants based on the groups listed above, and work with Melissa on reaching out to these volunteers to set up meetings that will be held before the end of the semester (so that ideas from the focus group can be implemented in the spring).
11. Catalogue and new workshop ideas. A few new workshop ideas were mentioned - SafeZone training; Autism/Asperger’s, what is it and how to cope in the classroom; assessment. Committee would like to see the workshop catalogue go online as essentially an online database of workshops that could possibly allow for registration. We could tap the President’s database of experts for potential workshop presenters. ACTION ITEM: Could Melissa and Thomas look into developing a prototype of an interactive online catalogue based on our print version?
12. Incentives. We discussed the idea of financial incentives for workshop presenters and decided that we were not comfortable with offering payment to Edison faculty for presenting workshops (payment could, however, be granted to outside speakers who may be called in to present on a topic that faculty members do not yet have expertise in). The committee discussed that it was important to think of the value of workshop presentation in terms other than just monetary. We would like recognition of workshop presenters to be consistent across the disciplines when it comes to the weight they carry in our portfolio. ACTION ITEM: Perhaps Theo could carry this message to other deans and to Dr. Wright when they meet to discuss the evaluation process. ACTION ITEM: Catherine will talk to Dr. Wright about other forms of recognition, including the Best Workshop award (lapsed in the spring) along with the idea of perhaps considering release time for frequent presenters.
13. Digital Newsletter What should content be? Faculty of the month profile. Workshops offered, workshops needed. The concept of the digital newsletter, may be wrapped up in overall website modifications. Could be a feature on the website, as opposed to a separate document.
14. Rebranding New name, new logo? Do we want to have subcommittee? Should we get marketing to come to our next meeting? Difficult to know where to start. A good starting place may be to think about what kind of image we want to convey to the college. ACTION ITEM: All committee members should review the mission statement of the TLC, found on the website. Before the next meeting, we should consider what kind of environment/experience the mission statement evokes in order to give us a starting point when it comes to thinking of a new name.
15. Adjournment. Having no further business, the meeting was adjourned at 2 PM.