***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

November 15, 2013 at 1:00 p.m. in I-122

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  |  |
| Catherine Wilkins | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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** |  |  |  |
|  |  |  |  |

1. Call to order
2. Attendance and approval of October Minutes: Attendance was taken. A motion was taken to approve October’s minutes, seconded, and was unanimously approved.
3. Information items
4. NISOD Award process update: So far we have received 23 nominations.  Emails were sent to faculty, staff, and students.  Website ([www.edison.edu/nisod](https://owa.edison.edu/owa/redir.aspx?C=E9mumYjdJ0KqJNu_Eci3LQmybPD3tNBI8UP7uw_PkeWcFu_59gUtIF_gupFZ7X2fSXv-KgOng1w.&URL=http%3a%2f%2fwww.edison.edu%2fnisod)) and forms were updated for this year and the NISOD banner is appearing on the Portal login page.
5. Discussion items
6. FPD applications for the spring: 13 applications were submitted, totaling $21,646.66 – budget is $17,847.60. After discussion, a motion was made to roll forward the applications for those who are traveling in the summer and to fund the remaining requests, which totaled $17,904.66. The additional monies needed to fund these requests ($17) would be borrowed from the summer pool. (Fanslau, Wiseley)
7. FPD travel award ranking rubric – update and suggestions: John McKenzie suggested that the presentation of work on the rubric be delayed until his colleague, Mike Witty, was able to be in attendance. The committee’s discussion about spring travel awards raised some issues to potentially be reflected in the rubric, including frequency of travel and number of persons from each department attending a conference.
8. TLC
9. Focus groups and survey update: focus groups are under way. Lee and Charlotte adjuncts as well as department chairs had met with Melissa and/or Catherine to share their ideas about professional development. More groups (deans, new faculty, committee members, etc.) to meet before the end of the semester.
10. Requests for webinars and online content: In response to concerns raised by the Faculty Senate Executive Committee, Melissa and Catherine discussed the addition of more webinars (and the need to find presenters willing to conduct webinars). As the website is redeveloped, we will strive to have more online resources (essentially a library/database that can be accessed any time).
11. Incentives: Catherine requested that this agenda item be tabled until January. She will email a list of potential incentives brainstormed mostly by Melissa for the committee to consider in advance of January’s meeting.
12. Website and Rebranding: a new name for the TLC was discussed as a possibility. Catherine shared some of the concepts that come to mind thanks to the mission statement (not just a place, but a concept; exchange, interaction; sharing, contributing, involvement; growth, maturing, developing, progressing, advancement; improvement, refinement, bettering, boosting; learning, scholarship, engagement, education, enlightenment, illumination, wisdom. A couple of ideas were bounced around, such as retaining the initials TLC and having it stand for Teaching and Learning Community, or adopting the acronym CASTLE (Community of A\_\_\_\_ Sharing Teaching and Learning Excellence). Committee members will think of ideas and we will resume discussion of a possible new name, logo, and tagline next semester.
13. Adjournment. Having no further business, the meeting was adjourned at 2 PM.