***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

April 18, 2014 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 |  |  |
| Jon 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 |  |  |
| Michelle Propper |  | X |  |
|  |  |  |  |
| **Guests** |  |  |  |
| Juan Zaragosa | X |  |  |

1. Call to order: The meeting was called to order at 1:00 PM.
2. Attendance and approval of March Minutes. Attendance was taken. March’s minutes were voted on and unanimously approved.
3. Information Items
4. Workshop presenter thank you luncheon – 45 people RSVPed yes. Luncheon to be held in J-117/118 on April 25 from 12:30-2. Buffet-style so people can come and go. Dr. Wright will be there at 12:30 to share a word of thanks
5. Discussion items
6. Review and approval of TLC Workshop Proposal Form. The committee reviewed the workshop proposal form. No suggestions for changes were given. The committee unanimously agreed to adopt the form and put it to use as soon as possible.
7. Review and approval of TLC Workshop Evaluation Form. The committee reviewed this form, and Prof. McConnell corrected a spelling error in the word “activities” which Melissa will fix. We discussed how the form will be implemented (used online only, no longer in person) and strategies that would encourage participants to complete this form, and decided that Prof. Wilkins would compose a brief note to include in the emails in which the survey link is sent.
8. Review and approval of Travel Award Rubric. Several committee members had given the rubric a test drive, and had suggestions to make in order to improve the language of the form for clarity and simplicity. The committee voted to approve the form pending these minor changes, and to implement it for the following academic year, after which point we will revisit the rubric and see how it is working.
9. Brainstorming: PD goals for next year
10. New workshop types/subjects? – Based on feedback from focus groups, we have a list of workshops that faculty would like to see offered. We are going to tap into the President’s list of experts, as well as create one of our own to draw from. The committee was also encouraged to lead by example and offer workshops in our own area of expertise. Prof. Paschall suggested more workshops on assessment (which are forthcoming from the LAC). Suggestion was made that we modify the workshop proposal form to indicate an additional workshop type: online-only web course/training that could be accessed at any time (eg, not a live webinar).
11. New services? – We discussed the desire for online PD resources, specifically the creation of workshops that could be taken online. Thomas Turano has the facilities and ability to film faculty and help develop content for an online workshop, in the spirit of open-source courseware, which Michelle Fanslau advocated for. The question of security was raised – we determined that we’d like faculty to be able to control whether their web workshops will be available for anyone to watch, or password protected for employees of the college only. It was also suggested that online-only faculty need to have PD resources that are available online, in case they are living at a distance and not able to participate in in-person PD. It would be great if they also helped create online PD events.
12. New appearance/marketing? Web redesign in the works; being designed to serve as a one-stop resource and home for PD. Would be nice if we had a dedicated physical space to correspond to it. Perhaps we will know more next year about this…
13. Adjournment. The meeting was adjourned at 2:00 PM.