****Professional Development Committee Meeting Minutes**

**Date:** November 21, 2014, 1:00 p.m.

**Location:** Lee I-122

**Chair:** Dr. Catherine Wilkins

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Al-Suleh, Max |  | X |  |
| Bishop, Tim | X |  |  |
| Calabrese, Jason | X |  |  |
| Connell, John |  |  | X |
| Devine, Joanne | X |  |  |
| Fanslau, Michelle | X |  |  |
| Gubitti, Rebecca | X |  |  |
| Huang, Li | X |  |  |
| Koupelis, Theo |  | X |  |
| Kulpanowski, Dawn |  |  | X |
| Lenius, Raymond | X |  |  |
| Magomo, Douglas | X |  |  |
| McKenzie, Jon | X |  |  |
| Mompoint, Myriam |  |  | X |
| Nisson, Michael |  | X |  |
| Page, Brian  | X |  |  |
| Rizzuto, Melissa | X |  |  |
| Turano, Thomas | X |  |  |
| Wilkins, Catherine | X |  |  |
| Wiseley, Phil | X |  |  |
| Witty, Michael | X |  |  |
| Zaragoza, Juan | X |  |  |

1. Call to order. The meeting was called to order at 1:00 PM.
2. Attendance and approval of October Minutes. The minutes were unanimously approved.
3. Information Items
4. TLC update. The Foundation has secured a $50,000 gift for the TLC. This will cover a large portion of the expenses for our technology and furniture needs. Furniture samples will be brought in on Monday, December 8 from 9-11 AM, when we will have an open house and end-of-the-semester breakfast for faculty in the current TLC.
5. Discussion items
6. FPD spring travel requests. The committee received requests for travel funds in the amount of $36,053.59. Our available budget is $17,847.60. Using the rubric, we ranked applications and funded as many as we could (11 applications), from highest point total downward. The committee decided that some further modifications to the form were needed: 1) Clarify language regarding “credentialing” ; 2) Increase point bonus for first-ever travel application.
7. NISOD nomination process. Memos will go out to faculty, staff, and students today. We are also putting a stack of nomination forms in the library, and placing an image in the library slideshow about it. The committee shared other ideas for building awareness of the NISOD nomination process, and suggested that Dr. Wilkins reach out to student life, and possibly also put up posters/notices in the S building.
8. PD ideas for spring duty days. The committee shared ideas for PD opportunities for spring duty days. However, since there are only two duty days in the spring, we decided to host only a couple of optional workshops. Potential topics include Canvas orientation, Assessment orientation, and portfolio workshop.
9. Information Sessions. Recently, the PD committee has received multiple requests to host “workshops” that are essentially information sessions for various programs within the college. Dr. Wilkins is concerned that these sessions will not actually provide “professional development” to the attendees, and is inclined to assist the organizer in reserving a room and advertising the event, but not to give PD credit to attendees. The committee discussed and agreed with the decision to not grant PD credit. Several committee members suggested that Faculty Senate meetings would be a better venue for such information session.
10. Having no further business, the meeting was called to an end at 2 PM.