****Professional Development Committee Meeting Minutes**

**Date:** January 16, 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 |  |  |
| 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 November Minutes. The minutes were unanimously approved.
3. Information Items
4. Search for Coordinator, Faculty Development and Training. The search to fill Thomas Turano’s former position has closed, with 21 applicants total. The committee has scheduled phone interviews with 5 candidates for next week. Catherine will notify the committee when the in-person interviews will take place in case anyone from the committee wants to attend.
5. Web Committee Update. We reached out to Monique Ward to schedule a follow-up meeting with her and the website subcommittee. We hope to be able to roll out the new web presence at the same time as we relocate the TLC
6. Other committee members made announcements about upcoming PD opportunities, such as the Heart Health Week in February and the Portfolio trainings.
7. Discussion items
8. NISOD award. NISOD nominations were reviewed and voted on. With the most votes from the committee, the winners selected were Leroy Bugger and Rebecca Gubitti. The committee discussed the possibility of having the faculty nomination process included as part of the new SEI as a means of addressing importance of creating equitable access to nomination forms.
9. Review of Magna Commons online workshop completion form. The committee approved the draft of the form. It will be put to use as a means of generating certificates for PD credit to those faculty and staff who complete online workshops using Magna Commons.
10. Summer PD opportunity at FGCU? We decided not to publicize this PD opportunity for several reasons (cost; scheduling conflict with QEP summer series). However, we decided that off-site PD opportunities such as this one could be publicized on a bulletin board in the TLC, and/or an e—bulletin board as part of the new website.
11. Having no further business, the meeting was called to an end at 1:50 PM.