****Professional Development Committee Meeting Minutes**

**Date:** March 20, 2015, 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 |  |  |  |
| Page, Brian | X |  |  |
| Rizzuto, Melissa | X |  |  |
| Wilkins, Catherine | X |  |  |
| Wiseley, Phil | X |  |  |
| Witty, Michael | X |  |  |
| Yost, Rebecca | X |  |  |
| Zaragoza, Juan | X |  |  |

1. Call to order. The meeting was called to order at 1:00 PM.
2. Attendance and approval of February Minutes. The minutes were approved with one correction regarding Dr. Mompoint’s attendance.
3. Information Items
4. TLC Location Update. The new TLC (AA-168) is almost ready to be debuted. Melissa, Catherine, and Rebecca were able to tour the space. While all the furniture is in place and looks good, the technology for the room has not yet been installed. We hope to hold our April meeting in the new facility.
5. TLC Website Update. Following February’s meeting, the TLC Website subcommittee attended the Academic Technology Committee meeting and shared with them our plan for a comprehensive directory including faculty profile webpages. All of our suggestions and plans were accepted and approved by that committee. Dr. Wilkins was charged with composing a set of guidelines for faculty use of webpages, and suggestions for appropriate content. After composing these documents, she submitted them to Dr. Wright and Jason Dudley, who both approved them for use going forward.
6. Discussion items
7. Review of summer travel applications. We received 8 requests for summer travel, one of which was deemed to be late. The requests were ranked and we were able to provide funding to only the top three applicants. We discussed one of the requests at length, as it was relatively unique. The faculty member was requesting funds to travel to conduct research, not to attend a conference. While the COP currently states that the FPD travel fund is "for travel to professional meetings and conferences that align with the College’s or department’s mission, priorities and goals," the committee determined that research was a valid means of professional development, and voted unanimously to request a change to the COP wording to read instead, “for travel that aligns with the College’s or department’s mission, priorities and goals." Though it did not affect our decision in this case (the faculty member’s request was late and was therefore not considered), Dr. Wilkins will propose the language change to Dr. Wright.
8. Discussion of FPD rubric and funding distribution. We considered the way that the rubric had worked over the past year, and discussed suggestions for change. We determined that, if we were to allow for travel to conduct research (rather than just participate at conferences), we would need to alter the rubric, and potentially include a section of the application for a narrative. We also discussed distribution of funds between fall, spring, and summer semesters, and determined that the current distribution (40/40/20) should remain in place.
9. Having no further business, the meeting was called to an end at 2:00 PM.