**Professional Development Committee Meeting**

October 20, 2017 12:30 – 1:30 PM Lee AA-168 TLC

**Agenda**

1. Call to order
2. “Normally” – Attendance and approval of September Minutes

– but HURRICANE IRMA prevented this meeting from taking place

1. Announcements
2. TLC Update for AY2016-17
3. Application deadlines for this academic year:
   1. Spring Travel – Thursday, November 9, 2017 (due to Friday 10th being a holiday and campus closed)
   2. Summer Travel – Friday, March 2, 2018 (due to Spring Break being the following week)
4. Where to send applications: **ALL** applications should go to

the TLC at [TLC@fsw.edu](mailto:TLC@fsw.edu) for review by the PD Committee. This central location will prevent applications from going to multiple personnel. REMINDER: The application forms and guidelines for FPD funding can be found in the Document Manager under **VPAA > FPD Travel Request Information**

1. Old Business
2. Travel monies awarded for Fall 2017
3. New Business
4. Review and discuss PD committee charge (see attached document to email)
5. Subcommittees Breakout Sessions:

**PR, Marketing and Infrastructure**

**Assessment and Programming**

**Faculty Recognition**

\*\*\*\*\***PLEASE EMAIL DR. MELISSA RIZZUTO BY FRIDAY, OCTOBER 13, 2017 WHICH SUB-COMMITTEE YOU ARE INTERESTED IN SERVING ON SO SHE CAN SET UP A CANVAS COURSE FOR ALL MEMBERS PRIOR TO THE OCTOBER 20, 2017 MEETING.\*\*\*\*\***

1. Current Agenda Items for November 17, 2017 Meeting
2. Vote on FPD travel awards for Spring 2018
3. Discuss updates to travel awards rubric and guidelines for early travel
4. Share subcommittee feedback on PD committee charge and subcommittees meeting updates
5. Adjournment