**Professional Development Committee Meeting: MINUTES**

November 17, 2017 12:30 – 1:30 PM Lee AA-168 TLC

**Minutes**

1. Call to order
   1. The PD Committee Chair, Dr R. Gubitti chaired the meeting
   2. In attendance: Dr. D. Magomo **TO BE UPDATED AT MEETING**
2. Attendance and approval of October Minutes
   1. Minutes were approved without amendments
3. Announcements:
4. Recognition Subcommittee: The subcommittee member list was updated and members in each subcommittee were encouraged to continue discussions about their mandates, objectives and strategies.
5. TLC Update for AY2017-18 (will be provided at Jan 2018 meeting) and so members were encouraged to review the rubric and be ready with possible changes. Some changes to included:
   1. Adding dates to the form
   2. Revisits of rubric criteria for January meeting with:

Presentations - accepted proposal/submitted proposal

TLC/Dept Meeting Presentations

Received money for previous semester

1. Application deadlines for this academic year:
   * 1. Summer Travel – Friday, March 2, 2018 (due to Spring Break being the following week)
2. Old Business -FYI
3. Funding applications going to one site [TLC@fsw.edu](mailto:TLC@fsw.edu) working well
4. On-going question: What to do with travel that is early in the semester?
5. New Business
6. Subcommittee feedback on PD – ongoing discussions – feedback in January meeting
7. Master Teachers for AY 2018-2019 : application for Master Teacher award due next week.
8. Excellence Award Nominations: open until December 31, 2017
9. PD Days: The PD Chair looking into possibility of utilizing time of Duty Days-January 2-5, 2018.

Discuss ideas for Fall Duty Days – new ideas, vision for how these will be scheduled (Programming and Marketing Sub-Committees)

1. Funding Decisions on PD Applicants, Spring 2017: was eventually determined by the points accumulation breakdown. Discussions about presentations, accepted papers and previous funding were made but these were issues to be raised in the rubric amendments to be discussed on next year.
2. Adjournment : Meeting ended at 1:30pm.