**Professional Development Committee Meeting**

January 19, 2018 12:30 – 1:30 PM Lee AA-168 TLC

**Agenda**

1. Call to order
2. Individual Successes and Accomplishments in Professional Development
3. Attendance and approval of November Minutes
4. Announcements
5. TLC Update for AY2017-18
6. Application deadlines for this academic year:
	1. Summer Travel – Friday, March 2, 2018 (due to Spring Break being the following week)
7. Faculty Excellence Awards
8. FGCU Lucas Symposium
9. Old Business
10. Master Teachers Award for 2018-2019 – announced during duty days
11. On-going question: What to do with travel that is early in the semester?

(this will be discussed under New Business when rubric/criteria readdressed)

1. New Business
2. Travel rubric revisions and include guidelines for early travel
	1. Add dates to the form
	2. Revisit rubric criteria:

Presentations (accepted proposal/submitted proposal?)

TLC/Dept Meeting Presentations

Received money for previous semester

Departments’ budget responsibilities (CEU’s)?

1. Discuss subcommittee feedback on PD committee charge (All)
2. Discuss ideas for Fall Duty Days – new ideas, vision for how these will be scheduled (Programming and Marketing sub-committees)

August 2018 – days to be announced

1. Subcommittees Breakout Sessions:

**PR, Marketing and Infrastructure**

**Assessment and Programming**

**Faculty Recognition**

1. Other
2. Adjournment