**Professional Development Committee Meeting MINUTES**

February 16, 2018 12:30 – 1:30 PM Lee AA-168 TLC

1. Meeting started at 12:30 as scheduled, chaired by Dr. R. Gubitti with no significant individual successes and accomplishments to report.
2. January Minutes were approved as correct record with no corrections.
3. Announcements
4. TLC Update for AY2017-18
5. Application deadlines for this academic year:

Summer Travel – Friday, March 2, 2018

1. Subcommittee reports
   1. Awards and Recognitions: Dr. Walters reported that the whole process was smooth, suggested ways to recognize all nominees; such as some standing ovation. She further informed members about the April 26th 5-7pm retiree’s reception in U-102. These would include retirees from last semester, this semester and the Summer 2018.
   2. Needs Assessment and Programming Committee: This year this is not a big cornerstone exercise.
2. Dates for New Faculty Seminar Retreat: Tentative dates set on 7th of September – venue still to be decided.
3. Old Business
4. New ideas for 2018/2019 PD
5. Rubric Revisions **MOST IMPORTANT** : Ongoing discussions about ways to improve on the existing rubric, including adding a column for the dean’s approval.
6. New Business: The following are potential speakers. Dr Walters to communicate with these and determine who would be invited to FSW:
   1. Dr. Stephen Brookfield
   2. Dr. Linda Nilson
7. There was not enough time to complete these discussions. It was hoped that by end of March and beginning of April, these changes would be final
8. There being no further business, the meeting ended at 1:30.

There was discussion of points allotment on the rubric that the other professor proposed and she promised to share her suggestions with the chair. These suggestions could not be captured as these discussions are still ongoing.