**Professional Development Committee Meeting**

November 2, 2018 1:00 – 2:00 PM Lee AA-168 TLC

**Minutes**

1. Called to order Dr. Gubitti, chair at 1:05 pm
2. Individual Successes and Accomplishments:
* Myra Walters discussed the two-year renovation project for A-210, faculty back porch. This will be used for faculty engagement and is now in final stages to be open for use.
* Dr. Gubitti announced we now have “Active Minds” Lee campus charter- for mental health awareness
1. Attendance and approval of Meeting Minutes from October 2018: Motion adopt October minutes as presented, approved by Sarah Lublink and Raymond Lenius.
2. Announcements
3. TLC Update for AY2018-19
* Melissa Rizzuto – will update on a semester basis. Joint symposium with FGCU, Deadline for proposals 11/16/18. Melissa encouraged participation from the committee or someone you know that would present. There will be a guest speaker that will present at both FGCU and FSW. This is a 30-minute presentation – could also be a poster presentation. Southwest Florida Symposium on Teaching and Learning.
* Question posed: What is the update regarding the academic partnership with FGCU, no update at this time, will take back an update next meeting.
1. Application deadlines for this academic year:
* Spring Travel applications reviewed next meeting. Email reminder will be sent out.

Fall Travel: September 14, 2018 (past due)

Spring Travel: November 9, 2018

Summer Travel: March 1, 2019

1. New Business
2. Changing FPD application due dates to coincide with Fiscal Year Calendar

Application are due on the following deadlines:

First Quarter Jan 1 – Mar 31 Due Date? Review Date?

Second Quarter Apr 1 – Jun 30 Due Date? Review Date?

Third Quarter Jul 1 – Sept 30 Due Date? Review Date?

Fourth Quarter Oct 1 – Dec 31 Due Date? Review Date?

* This will be discussed in a sub-committee and proposals will be brought to the next meeting. Items that will be considered is monies allocations and approval dates that are falling during non-contract time.
* Suggestion to possibly use Canvas to approve over the summer for folks who are not available. It is important to align with the fiscal year.
1. New Rubric Proposal – Sub-Committee (Sarah Lublink, Scott Ortolano, Ray Lenius and Tina Churchill) The subcommittee met for two hours – focus was made to prioritize what each person in the group concerns were and what was raised in committee.
* $1500 cap – The group felt this covers most conferences and encourages applicants to be aware of various cost and attempt to economize as much as possible. There were not concerns from committee regarding the cap, it was well received.
* Take back on percentages for funding each quarter/ semester and approval dates during non-contract days to subcommittee, to be presented at next meeting. Sara Lublink requested that anyone with concerns and suggestions regarding this email her so that they can be discussed in the subcommittee.
* This would be in effect for Fall 2019 to allow for transition time.
* Myra – Feedback on where an applicant can find additional funding (if denied or over $1500), we need to be careful on the wording, the Dean’s monies are not intended for travel.
* If an applicant had applied but was not yet approved to present they would need to choose the 15-point part D, as documents required for presentation.
	+ Motion to approve new rubric with proposed changes:
		- Addition of FPD wording “If awarded, this will be my first FPD travel award received this budget year.”
		- $1500 maximum award within the budget year.
		- All in favor, there were no oppositions or abstentions.
1. Dr. Gubitti- There were emails received to the TLC regarding controversial TLC presentation that was approved and offered. Dr. Gubitti consulted with Legal and the faculty was responded to. She wanted to make us all aware if there are concerns regarding a Presentation that was approved or scheduled direct the concerns to Dr. Gubitti
2. Old Business
3. “FSW Meet Up” – proposal by Heather Olson and Mary Ellen Schultz

This was modeled at presentation during a conference attended. The monthly event is arranged with a certain number of slots available to FSW faculty for an off-campus event. The purpose is to give opportunity for faculty to collaborate and build camaraderie. Possible options – cruises – rodeo – theater. Go as a group, faculty staff engagement in the community.

* Agreement from PD group that this would be well received.
1. Other
* Three free concerts at Barbara B Mann. 11/13 Jazz, 11/20 concert and December 4th Holiday. Start time 7:30 pm. Additional email will be sent for reminder.
* Feedback on Faculty Duty Days- There was a general response that the ability to choose what you wanted to attend was beneficial. For the spring there will be a keynote speaker that will discuss OER. If you are interested in hosting a session email Myra now as they are in the process of scheduling. Mary Schultz requested a time for discussion on how to incorporate the one book into different content areas. 21 Lessons for the 21st Century approved for the One Book One College initiative, as a result of the voting.
* Scott Ortolano- Community of practice, follow up session on using WIX, Monday 2:30pm in TLC
1. Adjournment: Meeting adjourned 2:05 pm.