

Professional Development Committee Meeting Minutes

Date: September 18th, 2015, 1:00 p.m.

Location: Lee AA 168

Chair: Dr. Jon McKenzie



	Present	Absent	Excused
Bishop, Tim	X		
Calabrese, Jason	X		
Connell, John	X		
Devine, Joanne	X		
Fanslau, Michelle			X
Gubitti, Rebecca			X
Kulpanowski, Dawn	X		
Lenius, Raymond	X		
Magomo, Douglas	X		
McKenzie, Jon	X		
Mompoint, Myriam	X		
Nisson, Michael	X		
Rizzuto, Melissa	X		
Witty, Michael	X		
Yost, Rebecca	X		
Zaragoza, Juan	X		

- I) Call to order. The meeting was called to order at 1:00 PM.
- II) Attendance and approval of April’s Minutes. The minutes were approved unanimously.
- III) Information Items
 - A) Update on Faculty Directory/Expert Network: Melissa gave update on the future of the Faculty Directory/Expert Network. IT hopes to have it done by the end of the semester.
 - B) Fall Duty Days: Melissa gave us a brief discussion on the attendance of the Fall 2015 duty days and the use of the new TLC. Positive feedback on the new TLC room.

- C) 2014-2015 TLC Annual Report: The committee looked over the attendance for the 2014-2015 workshops presented by the TLC. Everyone was satisfied with the number of workshops that were offered last year.
 - D) TLC “No show” survey. Melissa presented the committee with an example of a “No show” survey” to send to individuals who do not attend workshops that they sign up for. After a brief discussion this survey was approved with minimal changes.
- IV) Discussion items
- A) FPD Travel Requests: The total amount requested was \$1,700 over the available funds. After consulting the criteria of FPD travel, one request was removed as it did not qualify for professional development travel. Another request was removed as it was for summer travel. That request will be re-examined during the proper funding cycle. All other requests were fully funded. It was also decided that funding cycles would be tied to their semester start/end dates.
 - B) There was a brief discussion on the NISOD Nomination Process. It was suggested that there should be a banner on canvas encouraging students to nominate their professors.
- V) Having no further business, the meeting was called to an end at 2:00 PM.