

# Professional Development Committee Meeting Minutes

	Present	Excused	Absent		Present	Excused	Absent
Anne Angstrom	x			Lauren Madak	x		
Jason Calabrese	x			Sabine Maetzke	x		
Catherine Carney	x			Douglas Magomo	x		
Tina Churchill	x			Sonji Nicholas	x		
Jacquelyn Davis		x		Heather Olson	x		
Denton DiPofi			x	Scott Ortolano	x		
Ronald Doiron	x			Jennifer Patterson	x		
Brandi George	x			Dani Peterson	x		
Rebecca Gubitti	x			Shawn Steiner			x
Ivana Ilic		x		Debbie Psihountas	x		
Sindee Karpel	x			Angela Vitale		x	
Raymond Lenius	x			Myra Walters	x		
Sarah Lublink	x			Rebecca Yost	x		

Location: Lee Campus, AA-168

Date: August 16<sup>th</sup>, 2019

Time: 9:00am-11:00am

## I. Call to Order: 9:15 am Rebecca Yost - Introduction activity

- a. Attendance
- b. Roster verification – Roster was circulated for verification of term on PD Committee
- c. Approval of April minutes - Approved with typo correction her-here, Rebecca Gubitti and Ron Doiron.

## II. Information Items

- a. Professor Myra Walters is Interim Director of the TLC
- b. Adjunct Institute held on August 9<sup>th</sup> was a success – 10 breakout sessions
- c. FPD Travel Funds:
  - i. 2019-2020 Budget: \$76,055.00 - Increase in travel funds from last year thank you to Dr. Gubitti and the PD Committee for all the hard work last year, the travel budget is doubled this year.
  - ii. Funds approved for July/August/September 2019: \$7,227.65 - All applications were approved.
  - iii. Measures in place for advertising the availability of those funds: “Welcome Week” video, concurrent session on August 14<sup>th</sup>, and emails advertising conferences on pedagogy. Dr. Lublink’s welcome video will be sent out with a brief review of PD funding and review of how to apply for funding. TLC will be looking at conferences by pedagogy and sending emails out to encourage travel to conferences.

- iv. First application deadline is August 30<sup>th</sup>, for travel October/November/December.  
First review of applications is September 6<sup>th</sup>.

### III. Action/Discussion Items

- a. Approve revised PD Committee Charge: Copies distributed of new Professional Development Committee Charge to committee, review and discussion. Motion to approve as written without “by” at the end of the bullet points. Motion to approve Rebecca Gubitti and Raymond Lenius all in favor, none opposed, no abstentions.

#### Discussion on topics by committee:

- 1. Supporting travel to quality professional development by:
  - Provide a sponsored conference to encourage PD and promote group travel to foster communication and connections
  - Show me the monies fair – FEE, ARC, Student engagement, FPD information on all various monies available
  - Creating a canvas course how to apply for monies and conferences available: this would be a central location for information.
  - Mitigate expenses of travel by having conference here at FSW- which would provide professional development and college service for volunteer faculty
  - FPD travel funds – awarding them.
  - Committee members communicating with their Chair and Department for information and recognizing of Faculty in department meetings.
  - Mentor and encourage others in our discipline to participate in FPD and apply for funding.
  - Canvas course how do you effectively write a grant, steps involved and helpful information.
  - Work groups for grant writing and Curriculum vitae’s – invite adjunct faculty to participate
  - TLC session led by travelers who have used the PD funds
  
- Enhancing quality professional development activities at FSW by:
  - Workshops on balancing research, PD and other responsibilities.
  - Workstation in A-210 during PD Fridays- advertise provide workstations so that faculty from other campuses will have a location to work on PD Friday, or days when on Lee campus and have down time to complete work.
  - PD Friday – utilize marketing to help find a way to encourage faculty and adjuncts to utilize PD - Myra will have a discussion with Greg to see if this is feasible at this time, it is possible this may not fit in the marketing departments focus at this time.
  - TEDx-style conference at FSW - not a formal professional development event, have marketing reach into the community and possibly invite staff and students, encourage more student interaction.
  - Podcast – Webinar to move into 21<sup>st</sup> century enhance communication with adjuncts and other campuses and provide alternative ways for PD.

- TLC not recognized - possibly get outside funds to promote faculty development, there is great research at FSW, this is an area where we might be able to promote additional funding for Faculty Development.
- Outreach in departments to see what kinds of workshops would be most requested – more involvement with student panels and workshops
- Encourage faculty to run TLC events, need folks to step up and lead the training.
- Rewarding participation in professional development opportunities by:
  - Points system for rewards- with swag, gift cards, etc
  - T-shirt for presenters, one that could be worn for work promote presentation and the TLC
  - Points for attendance, presenting, extra bonus points for attendance on offsite campuses
  - Drawing – at every TLC can be done immediately
  - Improve exposure on the website to support participation, highlighting and exposing the TLC

-Dr. Gubitti side recommendation that we should be able to have a software that would bring the BUC picture to our roster so that it is easier to identify students both for building relationship with student and identification security.

b. GEAC (General Education Advisory Committee) needs a representative from our committee. Meetings are on third Fridays, 10am-12pm. Interested candidates email Dr. Lublink if interested – Myra Walters – Important position to be sure that we are providing PD General Education opportunities. We will need a representative to communicate back what the needs are to the PD committee.

c. FPD Process – Proposed Motions: The below were discussed as a committee to review specifics for the new Rubric that was implemented.

- i. If a faculty member applies for FPD funding a second time in a budget year, the \$2,000 limit will be based on the funds that faculty member used in their first travel if that amount is lesser than what they originally requested.

Motion for approval Scott Ortolano and Sabine Maetzke, all in favor, none opposed, no abstentions.

- ii. In the rubric, the line “If awarded, this will be my first FPD travel award received this budget year” will refer to the budget year in which the travel takes place if that is different from the budget year in which it was requested.

Motion for approval Scott Ortolano and Sabine Maetzke, all in favor, none opposed, no abstentions.

- iii. The criterion “This is my first ever application for FPD funds at FSW” will be verified by the PD Committee Chair based on the data we have which goes back to Fall 2014.

Motion for approval Dani Peterson and Brandi George, all in favor, none opposed, no abstentions.

- iv. When the July/August/September travel applications are reviewed in April, the budget will be estimated based on 25% of the average of the past three budget years. At the second review at the end of June, the actual budget will be used. If the actual amount is greater than the estimated amount, more travel can be funded. If the actual amount is lesser than the estimated amount, the difference will be pulled from the other three quarters equally.

Motion for approval Dani Peterson and Brandi George, all in favor, none opposed, no abstentions.

d. Feedback on FPD rubric from PD session on August 14<sup>th</sup>

- There was considerable new faculty and some who have utilized PD funding previously
- There was concerns raised regarding the new rubric:
  - Presented in the TLC in last 12 months - request to broaden it to a longer time frame, include trainings at other institutions, departmental trainings and course development.
    - Committee discussion: Rubric is designed to give points for many different reasons, first time attendance, CEU, presenting it was created to balance all aspects as well as promote PD and the TLC
    - Committee in agreement that verbiage is sufficient, and that the PD committee is very diverse covering many different disciplines that developed it. We will utilize the Rubric as developed this year and continue to monitor and review for and needed changes and enhancements.
  - Open discussion Dr. Lublink encouraged all to create and present a workshop to provide PD for all at FSW, there is support available to help organize and facilitate a workshop.

IV. Next Meeting: Friday, September 6<sup>th</sup>, 2019 1:00pm

Lee	AA-168
Charlotte	E-105
Collier	M-201
Hendry/Glades	A-206

V. Adjournment 11:05 am Myra Walters and Raymond Lenius