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| **Professional Development Committee**  **Meeting Minutes** |

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|  | 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 |  |  | Kelly Westfield | x |  |  |
|  |  |  |  | Rebecca Yost | x |  |  |

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| Location: | Lee AA-168; Charlotte E-105; Collier M-201; Hendry/Glades A-206 |
| Date: | September 6th, 2019 |
| Time: | 1:00pm-2:00pm |

1. Call to Order: 1:07 pm Dr. Lublink
   1. Attendance
   2. Approval of August minutes – Motion to approve as presented Raymond Lenius and Sindee Karpel, all in favor.
2. Information Items
   1. TLC in process of getting control over the website; with more control they will be able to post photos, information about FPD funds, information about conferences, etc.

Myra Walters– update from Greg, they are in the process of training their team, once that is completed the TLC can make an appointment to receive the training and then we would have more access to maintain the TLC website. The estimated next update is the end of October.

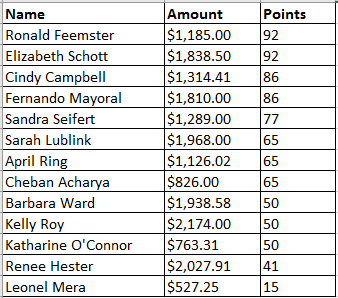
* 1. SWFL Symposium on Teaching and Learning in the planning stages in partnership with FGCU’s Lucas Center. Theme this year is Active Learning and the conference will take place on January 30th and 31st.

Myra Walters- The conference title is “Active Learning”, speakers lined up different one at each location to enhance the experience for those who attend both. Once the speakers are confirmed then the Faculty will be contacted to submit presentations.

\*We will be meeting with FGCU once a month going forward if a committee member is interested in attending these meetings contact Myra Walters.

1. Action/Discussion Items
   1. FPD Travel Funds. Budget for October/November/December is $30,799.85. [19,013.75 plus a rollover of $11,786.01 from July/August/September]

Applications submitted came to a total of $18,787.98:



The increased budget enabled us to approve all applications with Kelly Roy and Renee Hester both adjusted to the $2,000 max allowed.

Sarah Lublink - Approximately half of the applications had difficulty providing documentation and filling out the applications appropriately. The applicants who applied early were given back the applications with the option to submit required material so that they would have points for that section. Note: sections without proper documentation are not given points, applications is still valid, however points are adjusted. Verification with committee: Difference in chairing at a conference and presenting at the conference. Overall the point distribution looks very good, the new rubric is working well. Open discussion regarding applications, no concerns noted from committee.

Ronald, Myra – Thank you to Sarah for responding to folks and allow them the opportunity to resubmit. Requiring the documentation is a good foundation for the rubric and allows the committee to focus on other aspects for PD and approval of funds much more streamlined process.

Sabine Maetzke – Motion to approve funding with the adjustment to Roy and Hester application to max funding of $2,000 – Raymond Lenius and second Dani Peterson - All in favor, none opposed and no abstentions.

Ray – Suggested that we send out email blast to Faculty regarding next deadline for applications to encourage them to apply for funding.

* 1. Volunteers needed to plan/organize/lead TLC workshops and events discussed in August:
     1. How to use FPD funds to travel – Sara Lublink, Sabine Maetzke and Raymond Lenius. (Note this would be looped with iii and iv)
     2. How to balance research, professional development, and teaching – Brandi George and Myra Walters.
     3. How to write a grant – Ivana Ilic and Tina Churchill to help Coordinate the event – with office of sponsored research – (Note: this is with iv set up all in the same PD with 15 min presentations)
     4. Show Me the Money (FEE, ARC, FPD, etc.) – Ivana Ilic and Tina Churchill
     5. How to write a good CV (curriculum vitae) – Ann Angstrom, Angela Vitale, Dani Peterson and Ronald Doiron.
     6. Student Success (including students, advising, etc.)-Heather Olsen, Douglas Magomo and Ronald Doiron
     7. How to plan a TLC workshop and create a proposal – Sonji Nicholas will work with TLC to Coordinate.

\*Updates on TLC workshops at next meeting.

Myra Walters – People come to workshops when they are workshops not lectures, interactive activities that can be completed in a one-hour time frame tends to pull more in. Myra Walters is willing to help anyone who is interested in setting up any workshop so that it is more interactive and appealing to Faculty.

* 1. Incentive program for attending/leading workshops: we currently don’t have the technology to track points through the TLC system. An alternative: could start a voluntary social media challenge (Instagram, Twitter) with hashtags. We would need some volunteers from the committee to start this up and ideas for prizes. Maybe a monthly drawing?

\* May be deterring for faculty that do not use Instagram or Twitter, adds another layer to submission when attending or presenting and more time.

\* May need to look an alternative to do this, possibly a passport or raffle ticket use. Look at logistics how to manage the incentive with something less technology based.

* 1. Sponsored Conference possibility.

1. Possible conferences: Sunshine State Teaching and Learning Conference (Daytona, January 29th-31st), NISOD (Austin, May 23rd-26th), “Teaching Professor” (Atlanta, May 29th-31st).
   1. Opportunity to travel in a group
   2. Promote conference attendance
   3. Communication across disciplines
   4. Note: Daytona is same time as the symposium
2. Question: how would it be funded? Current language in the FPD funding information states: “When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form.” A FEE grant? FEE grant language: “The FSW Foundation's mission is to support the academic vision and priorities of FSW by underwriting student success, securing fundraising and honoring donor intent. . .The FEE Award is a quarterly prize, awarded to applicants whose projects most timely and accurately advance the mission and vision of FSW. . . Requests focused on achieving educational excellence and the mission of FSW will receive consideration.”

Committee Discussion – Sarah need to consider the mission statement for FPD, not able to fund a group conference trip, after discussion committee agreed.

Sarah – Possibly a FEE grant could cover this.

\*Consider a mix of new faculty and experienced faculty. If there is not enough interest from new faculty then remaining would go to interested existing faculty. Consider a raffle based on who submits names with prioritizing multiple disciplines/schools for attendance.

\*This would be contingent on finding monies, the deadline for FEE is the middle of October. Sarah will explore this and put something together for October meeting to that it can be discussed, revised and approved for application.

1. New Business

Myra welcomed our new coordinator in TLC Kelly Westfield.

1. 2:00 pm motion to adjourn Myra, Ray and Sindee. Next meeting is Friday, October 4th, 2019 1:00pm

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