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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 |  |  | Debbie Psihountas |  | x |  |
| Ivana Ilic | x |  |  | Angela Vitale |  | X |  |
| Sindee Karpel | x |  |  | Myra Walters | x |  |  |
| Raymond Lenius |  | x |  | Kelly Westfield | x |  |  |
| Sarah Lublink | x |  |  | Rebecca Yost | x |  |  |
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| Location: | Lee AA-168; Charlotte E-105; Collier M-201; Hendry/Glades A-206 |
| Date: | October 4th, 2019 |
| Time: | 1:00pm-2:00pm |

1. Call to Order
   1. Attendance 1:22 Call to order Dr. Lublink. Delayed start working with Zoom for remote access to meeting – will need microphone.
   2. Approval of September minutes - Dani Peterson second Rebecca Gubitti
2. Information Items
   1. Update on the SWFL Symposium on Teaching and Learning (January 30th and 31st, theme is “Active Learning”). Anyone interested in helping to plan and run the conference?

* Myra Walters update:
  + The two speakers have been chosen and there will be a call out to presenters by the end of next week. The speakers will be both at the beginning and at the final presentation.
  + Dr. Cissy Ballen from Auburn University, Professor of Biology will be the speaker for FSW. She will be focusing on concepts that can be applied across curriculum.
  + FGCU Speaker will be January 30th
  + More details to follow by week’s end.
  + Committee welcomes any faculty involvement in the event – The extent of the involvement is reviewing proposals, being available for both days to help direct people and participating in the decision for the theme for next year. The next committee meeting is in November and the date will be distributed.
* Sabine Maetzke is interested to be a part of the committee; any additional faculty should contact Myra Walters or Rebecca Yost.
  1. TLC Workshop Planning – any updates?
* Student Success – Heather and Ronald working on a classical workshop that will challenge students. In addition, planning the logistics for a panel with student, advisors and the TLC. One focus may be the disconnect between students and advisors class assignments.
* How to present in TLC – Rebecca Yost and Sonji Nicholas discussed the content of the workshop and what the direction should be.
  + Discussion: Is the vision to focus on interactive activities or more informational based on how to coordinate and have a successful TLC event. The committee suggested that there is a need for both and consideration regarding the amount of time a manageable session would need to be.
  + There is a train the trainer in November PD Friday this is open to PD Committee and staff on how to prepare an interactive TLC event. This will provide an excellent opportunity to train others so that we (PD Committee) can provide support to others in creating a good PD event.
  + Myra – train the trainer is 6 hrs., there are people that want to do workshops can not do the full training – designing a workshop that emphases the interactive engaging piece with the information so participants can have some of both may be a good option.
* Show me the Money – Tina and Ivana: Have spoken with Dr. Van Gaalen who will support: Grant writing, ARC, Sabbatical and IRB Research. Dr. McClinton, Provost office will support Foundation FEE Grant. Tina will present the FPD funding. Discussion was to have the TLC event in November, however after discussion we will postpone to January/February to not conflict with the November Train the Trainer event.
  + Rebecca G. – Make the video catchy, you will gain interest and increase attendance to the TLC event.

1. Action/Discussion Items
   1. “Train the Trainer” session is scheduled for November 22nd, which is a research-based training in workshop design. This is an excellent opportunity for members of the committee since it will help us to better promote quality professional development by developing quality workshops ourselves and mentoring others in doing the same.

Discussion:

* Sarah – To help others as many as possible from the PD Committee should attend.
* Myra – Discussion regarding having multiple different TLC events running at the same time, this works as they may target different faculty/staff.
* Heather – Focusing on technology to record a TLC so that it can be viewed later would provide more access for faculty/staff that cannot attend in person.
  1. FEE grant application for Sponsored Conference possibility: NISOD conference could not be done for less than $10,000 for five people so FEE grant is based on Magna’s Teaching Professor Conference. Question for discussion: what if we’re awarded the grant then end up with leftover FPD funds for the year? We’ll know by the last Friday in February if we have enough applications to use up all of the FPD monies.
* Sara – FEE upper cap of $10, 000 “Teaching Professor” conference can be done for about $8,000.
* Discussion
  + Rebecca G. – How was the decision made for the Teaching Profession Conference and not the Florida Master Teacher in Pensacola: Myra - The Florida Master Teacher tends to be a little smaller, either would work however one may provide a more intense experience and provide the networking time so valuable to new faculty. The Master Teacher conference is sometimes more valuable to a seasoned Professor to provide incentive and inspiration.
  + Consideration would be given across campuses and schools for new Faculty, if the slots are not filled then they would be open for Faculty to go.
  + Concern: We were granted additional funding this year why do we need additional funding?
    - If we apply and spend it and do not use the FPD funds, then may have an impact on next year budget. By end of Feb we will know what our funding looks like. If there is considerable overage then we can make a strong effort to promote travel, perhaps visit the New Hire training.
    - FPD funding is approved by rubric, to then use the funding to allot travel in a noncompetitive way may be a conflict, should be processed through the Deans so that they have more saying in who attends. Not the PD decision to say who is going.
* FEE Grant application due next week, after discussion the Committee decided to move forward and submit the FEE Grant as written.
  + Motion to submit the FEE Grant : Sindee Karpel second Catherine Carney, all in favor, none opposed no abstentions.
  1. Question regarding FPD Funds from Joe van Gaalen and from an ARC recipient: can FPD funds be used to pay publication fees for articles? The description of the purpose of FPD funds in the guidelines is: “Successful applicants may use an award to cover participation in conferences, workshops and seminars; in-service training, consulting in one’s area of expertise, presentation of art or music, serving on juries or as a judge for professional organizations, travel expenses, and/or any other direct costs associated with the approved training or professional development activity. . . Florida SouthWestern State College will not approve the use of Faculty Professional Development Funds for. . . items that neither enhance the classroom experience nor provide professional experience for the instructor”
* Discussion: Sarah requested the committee give this some thought prior to next meeting what the response should be and why, this could affect our overall funding. This will be revisited at next meeting if all can come prepared to discussion a decision for this.
  1. (Not discussed tabled until next meeting) Incentive program: last month we decided that using social media would exclude the many faculty members who don’t use it. It was proposed that we could use some kind of card/stamp/passport system. If we were to go forward with such a plan, we would need a team of volunteers to organize and run the project.

1. New Business
2. Adjournment: Motion to Adjourn 1:10pm Myra Walters and Dani Peterson

Next meeting is Friday, November 1st, 2019 1:00pm

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