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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: | November 1st, 2019 |
| Time: | 1:00pm-2:00pm |

1. Call to Order
   1. Attendance 1:04 Call to order Dr. Lublink
   2. Approval of October minutes - Motion to approve with one minor change, Rebecca Gubitti and Raymond Lenius.
2. Information Items
   1. “Train The Trainer” – November 22nd

Sarah - you may have received the invitation from Rebecca Yost, if you have not received the invitation and are interested contact Rebecca.

Rebecca Yost – All PD committee members should have received an invitation.

* 1. CFP for SWFL Symposium on Teaching and Learning – application deadline November 4th – Application deadline has been extended to November 17th.
     + Sabine Maetzke and Jacquelyn Davis are willing to help with the Symposium.
  2. TLC Workshop Planning Updates
* Tina– Show the Money – Aiming for February, need to submit request to TLC.
* Sarah, Sabine, and Ray – FPD funding volunteers needed for panel who have utilized PD funding for travel, target is Jan 24th, this is also the state of college in the afternoon. Rebecca G will be on Panel for the TLC Workshop. Workshop training plan for the TLC event handed out, no discussions, questions or concerns about the plan.
* Debbie Psihountas – Adjunct interested in PD however need an alternative method to attending, perhaps recording of the TLC event. Rebecca – we do not have videographers at this time; however, we do have PD available through Magna and NISOD which would offer PD opportunities available at any time.

1. Action/Discussion Items
   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”

* It is difficult for those trying to publish, makes it very costly. In some instances, they have to gauge what they will publish due to the cost in involved. For example, to publish poems could cost $100 each, or for publication can be a cost of $1000.
* Sabine – This may provide the incentive for faculty to do research and participate. It is good for the college and if President Allbritten and administration is aware of the costs involved they may be able to establish separate funding to support this.
* Ray – It seems that there may be a big need for this, possible it may be separate funding for this.
* Rebecca – perhaps look at other colleges to see what other colleges do, however if PD funding goes toward that we are supporting more of the thought process that we are looking to be more of a research. Can we utilize monies not used by travel at the end of the year?
* Sarah – the rubric scores would be lower than others and it is already a competition with the rubric, however they would not be in the top tier. The rubric would be easily modified to support application.
* Debbie – any other direct cost associated with these activities; is sufficiently broad enough to cover this, however we need to see if there is value in having it separated. We may need to revisit the rubric as well as it is not supportive of this type of request.
* Catherine – When publishing if you follow our guidelines to publish it should not competitive, this should be supported with our having to fall into the top tier of a rubric.
* Rebecca – Consider that this may be a discussion for the Provost office, while as a committee we see value in supporting this, there is concern if it belongs within the PD committee and the PD funding.
* Heather – this may shift the focuses of the PD funding. Where would this fall on the faculty evaluation plan, under professional development.
* Ron – possible other funding or committee that this would fall under, the ARC applications has different titles that you can submit under, can funding be found there.
* Discussion as group: Two stage process, survey faculty to determine how big this issue is, then present the situation to the Provost office for clarification.
* Dani Peterson will type up a survey with questions discussed to send out to faculty. Possible questions, Have you published in the last two years, if yes did you have to pay and how much. Submission Fees, Publication Fees, post Publication Award fees, (other fees) Check all that apply. I would be more likely to publish if funding was available.
  1. Incentive program: in September 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.

Discussion: Heather - points reward system, perhaps box seats for reward, perhaps 10 rewards for top ten points. Difficulty would be on tracking and the need for persons to run the program. We will need funding or awards as well. Jacquelyn – can something be run in Canvas with TLC reports? Heather – would this include activity outside PD? Rebecca Gubitti – Perhaps this is a good QEP topic – they are looking for a topic by Feb/March. There needs to be a focus to encourage folks to come to TLC and participate in TLC events in some way. We should also be encouraging folks that have never come to a TLC event.

1. New Business

Ronald - Fall concert series starting, look for information coming in email. Excellent free concerts. Rebecca G – Study Abroad has had a reduction of $775 in price. The math course would count toward their core courses. Rebecca Y – Master Teacher Applications due November 15th, FT faculty with 10 years in Higher Education and be on continuing contract. Rebecca Y – will be looking for volunteer to read through the application for excellent awards, let Rebecca Y know if interested.

1. Adjournment:

December’s meeting will be held over email and will consist of a discussion followed by a vote on the FPD applications for January, February and March. The initial email with all of the application information will be sent out to the committee on November 30th, discussion will be open until the end of the day on December 2nd, and voting will be open until noon on December 5th.

Motion to Adjourn Dani Peterson and Catherine Carney.

Next meeting is January 3rd, 2020, 1:00pm

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| Collier | M-201 |
| Hendry/Glades | A-206 |