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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 |  |  |
| Ronald Doiron | x |  |  | Scott Ortolano |  | x |  |
| Brandi George | x |  |  | Jennifer Patterson | x |  |  |
| Rebecca Gubitti |  |  | x | Dani Peterson | 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: | January 3rd, 2020 |
| Time: | 1:00pm-2:00pm |

1. Call to Order
   1. Attendance Call to order 1:04 pm Dr. Lublink
   2. Approval of November minutes – Motion to approve with two attendance corrections Dani Peterson and Raymond Lenius
2. Information Items
   1. Travel applications funded for January, February, and March: More applications have been approved this year then all of last year with the additional funding and the cap on request amount. In review of the point allocations there seems to be a very good spread of the points, the rubric is working well.

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| Scott Ortolano | $1,627.00 | 92 |
| Laurice Garrett | $2,000.00 | 80 |
| Dawn Kulpanowski | $1,209.00 | 80 |
| Elijah Pritchett | $755.00 | 80 |
| Monica Krupinski | $948.13 | 80 |
| Stuart Brown | $1,390.00 | 80 |
| Kelsea Livingstone | $1,269.00 | 80 |
| Julia Kroeker | $1,999.00 | 77 |
| Heather Olson | $879.62 | 65 |
| Terri Housley | $447.00 | 65 |
| Elizabeth Schott | $161.50 | 60 |
| Brandi George | $1,724.00 | 56 |
| Michael Barach | $1,724.00 | 56 |
| Bruno Baltodano | $1,928.00 | 56 |
| Brandon Jett | $1,145.79 | 56 |
| Beverly Hall | $1,239.50 | 50 |
| Terry McVannel-Erwin | $1,211.55 | 50 |
| Ryan Wurst | $1,195.00 | 50 |
| Melanie Ulrich | $255.56 | 50 |
| Tina Churchill | $1,269.00 | 50 |
| Rebecca Gubitti | $1,394.06 | 47 |
| Ryan Wurst | $800.00 | 36 |
| Mary Conwell | $1,819.76 | 35 |
| Matthew Hoffman | $1,988.00 | 35 |

* 1. SWFL Symposium on Teaching and Learning – January 30th and 31st

Rebecca: All who were accepted were notified with their date and time. There will be more information distributed for registration soon.

Myra: PD Committee please promote and encourage attendance to increase our numbers attending both FGCU and FSW. The Friday Date of Jan 31st was agreed for FSW to work with our PD Friday and increase accessibility for attendance. When encouraging attendance, the speaker at FSW is from Pure and Applied Science, there will be activities and information that can be used across different curriculum.

Heather: There is concern in cancelling classes to attend, would it be possible for the Deans to send an email to faculty to support the initiative and advise faculty that this would be a professional development and cancelling class to attend would be supported. Myra will email Dr. DeLuca.

* 1. TLC Workshop Planning Updates: No updates at this time.

1. Action/Discussion Items
   1. FPD funds for publication and submission fees: survey was put on hold after a conversation with Joe van Gaalen. The ARC is now set up so that recipients have access to $1,250 each for publication fees if needed. He predicted based on his knowledge of who is actively doing research that if we did open up the FPD funds to include publication fees, we’d probably be looking at about $500 per year maximum. His office hasn’t been asked about submission fees from anyone other than ARC recipients..

Dr. Lublink: Survey on hold due to funding of ARC recipients. The concern still remains for faculty who are not applying for ARC funding. The discussion was brought forward to PD Committee to address the other publications other than ARC should be funding through PD funds.

Tina: The $500 may not be representative of other request, should we still send survey or perhaps ask the Deans for a more accurate number.

Dani: In research she found a publication from SPAS could be as expensive as $2,000.

Ray: The funding for these publications should be separate from PD.

Laura: Department should be added to survey to give additional insight to the funding needs.

After discussion the PD Committee agreed that the survey should be sent out with the additional question regarding Department and an introductory paragraph stating the reason for the survey and including that if they are an ARC recipient they could apply for funding through ARC for publication.

\*Anne Angstrom will create the paragraph and work with Sarah to finalize survey. It will be brought back to the PD Committee at next meeting for approval.

* 1. FEE Grant for Sponsored Conference Initiative was partially funded at $4,500, which should be just enough to fund three participants if we work quickly. From the application, “The initiative will be made available to anyone in the New Faculty Seminar by means of a simple application and applicants will be chosen by a lottery which privileges representation from as many disciplines and schools as possible.”

Dr. Lublink: If we book early, we can still send three people using the funding received. Proposal to send out an immediate email to new faculty to notify them and start the process for applications, run the lottery, and get the booking started for Atlanta. All in favor for Dr. Lublink to contact the new faculty. She will report progress back to the Committee at the February meeting.

* 1. Proposal for small revision to FPD Funds guidelines:

*Current:*

**Application Review Process:**

The annual budget for FPD will be divided into four: 25% of the budget will be allocated to each quarter. Any unused money from one quarter will automatically roll over to the next. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form.

*Proposed Revision:*

**Application Review Process:**

The annual budget for FPD will be divided into four: 25% of the budget will be allocated to each quarter. Any unused money from one quarter will automatically roll over to the next. When selecting applications to be funded, the Professional Development Committee will rank applications based on the rubric included in the Travel Funding Request form. Any monies left after requests are fulfilled at the end of the budget year will be used to fund travel for a group of new faculty to attend a national conference on teaching and learning.

Discussion: We will know in February what the possible amount would be. If approved by Provost office, it would be in place for next year. Remaining funding cannot be rolled over to the next fiscal year. If there is funding remaining there will be contact to faculty to encourage application and use funding.

\*\* Motion to approve the revision Catherine Carney second Angela Vitale. All in favor none apposed no abstentions.

* 1. Best Workshop Award: hasn’t been awarded in years, though there is a question about it on each TLC workshop evaluation. Should we reinstate the award? If so, what should the criteria be?

Discussion: General agreement to not reinstate the Best Workshop Award, it was felt is it not representative of the work that was put in the workshop. Attendance can vary depending on the time in the semester and other activities that are happening on campus.

\*Dani: The question on the evaluation form should be removed, TLC agreed.

Tina: Suggestion for a spotlight on a TLC workshop

Ray: 4-5 per month random selected then a yearly drawing (prizes) gift cards as they would count toward income.

Sara/Myra/Rebecca We would need a grant to support prizes, possibly could apply for a FEE grant to support an initiative / prizes.

Jackie: Should include/represent all campuses.

Anne Angstrom: Perhaps a presentation on Duty Days or PD Days for recognition.

Sabine: Slide show/Presentation at convocation.

After discussion, the committee proposed two items for recognition.

* + 1. Monthly spotlight in the Provost 411. It would be a random pick from the all the TLC events during that month. A list would be accrued to be sure that we are not repeating the same faculty. \*\*\* Dani Peterson and Anne Angstrom will contact Provost office and propose and develop the idea.
    2. Work with marketing to develop a slide show that could be running prior to convocation starting. This would run in a loop with all the TLC presenters. The photos the TLC has available are older/ and many are missing, it will take some work to gather the pictures and information needed for the slide show. \*\* Catherine Carney and Tina Churchill will contact Marketing to propose and develop the idea.
  1. TLC Workshop Attendance Incentive Program:

1. Given the limitations of current software the TLC has access to, would have to be run based on something other than workshop attendance data. Possibilities suggested so far: raffle tickets, stamps on a card or passport, or having participants use their own TLC Training Report. Any of these methods would require volunteers to administrate it.
2. Prizes: suggestions so far have included box seats to BB Mann performances, laptops, and smaller prizes.
3. Sources for possible funding?
4. Focus needs to be on not just encouraging regulars to continue attending TLC workshops but to encourage new attendees.

Discussion: There was discussion around logistics and money needed to offer prizes for attendees, who would benefit and how it would be maintained. PD Committee members needed to develop and run the program at this point.

\*\*\*After discussion the Committee decided to table the initiative for now.

\*\*\*Motion to remove it from the agenda and revisit it in Fall Raymond Lenius second Sindee Karpel, all in favor none apposed no abstentions.

In Fall, committee will also discuss the possibility of organizing a presenter/attendee breakfast or lunch.

1. New Business: Next funding for April, May and June is the end of Feb. April, May and June will be the end of March.
2. Adjournment: Motion to adjourn Raymond Lenius second Dani Peterson 2:05 pm

Next meeting is February 7th, 2020, 1:00pm

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