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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 |  |  | Rebecca Yost  | x |  |  |
| Sarah Lublink | x |  |  | Kelly Westfield | x |  |  |

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| Location:  | Zoom <https://fsw.zoom.us/j/785287148>  |
| Date: | April 3rd, 2020 |
| Time:  | 1:00pm-2:00pm |

1. Call to Order 1:05 pm Sarah Lublink
	1. Attendance
	2. Approval of February: Motion to approve Raymond Lenius, second Dani Peterson; all in favor, none opposed, no abstentions.
2. Information Items
	1. Travel applications funded for April, May, and June are below. All were fully funded due to extra funding provided by the Provost’s office. Mary Conwell’s application was only partially funded because she’d already received funds this year.

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|  | **Requested Amount** | **Points** | **Approved Amount** |
| Amy Trogan | $863.40 | 86 | $863.40 |
| Katherine Waddell | $1,600.00 | 86 | $1,600.00 |
| Catherine Gooch | $700.00 | 86 | $700.00 |
| Arenthia Herren | $2,523.00 | 80 | $2,000  |
| Sonji Nicholas | $1,250.70 | 80 | $1,250.70 |
| Jacquelyn Davis | $1,452.00 | 80 | $1,452.00 |
| Dana Roes | $2,000.00 | 56 | $2,000.00 |
| Thomas Donaldson | $2,000.00 | 56 | $2,000.00 |
| Timothy Lucas | $657.90 | 56 | $657.90 |
| Janice Cousino | $2,000.00 | 50 | $2,000.00 |
| William van Glabek | $2,295.29 | 50 | $2,000.00 |
| Tatiana Arzivian | $1,568.31 | 50 | $1,568.31 |
| Mary Conwell | $2,140.25 | 15 | $180.24  |
|  |  |  |  |

\*\* All but three applications have been canceled due to COVID-19, the remaining are still active until further updates/changes. As a result we’re now under budget for the year by about $10,000.

\*\* Note remaining budget will not be rolled over into the next budget year.

* 1. Next FPD deadline is August 28th for travel in October, November, and December.
1. Action/Discussion Items
	1. FPD applications for July, August, and September:
		1. Applications (total $5,439.65). Projected Budget: $12,795 (based on the average of the past three years divided by four).

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| Ray Lenius | $1,718.65  | 80 | 09/22/2020-09/26/2020 |
| Julia Kroeker | $1,993.00  | 65 | 07/19/2020-07/26/2020 |
| Sarah Lublink | $1,728.00  | 80 | 07/22/2020-07/25/2020 |

* + 1. Applicants whose proposals are funded will be told that they have been tentatively accepted, pending available funds and the covid-19 situation, and that they’ll receive an email from Sarah on July 1st letting them know if they can start working with their department assistant to process paperwork and make bookings. The TLC will send an email to the department assistants letting them know not to start any of the paperwork until July 1st.

\*\*The committee agreed in discussion that this was reasonable. Motion to approve the above proposal by Angela Vitale and second by Dani Peterson. All in favor, none opposed, two abstentions (Ray Lenius and Sarah Lublink).

* + 1. According to the guidelines we will be accepting applications until June 19th. Volunteers to look over those applications and confer by email?

\*\* Dani Peterson and Scott Ortolano volunteered to review applications by email with Sarah Lublink.

* 1. Covid-19 and FPD funds – secondary processes?

\*\*Committee discussion regarding the situation of applicants who were approved and were canceled due to covid-19. The discussion: would the committee want to consider a process in place for them to be given priority or approval due to cancellation out of their control. In discussion, general agreement of committee they would need to reapply, as the conference may or may not be the same. Overall funding may have changed, conditions would be different that they are applying for.

Raymond Lenius motioned that applicants whose travel was canceled due to the covid-19 situation would need to reapply through the general application process, that they would not be penalized in any way, and that in the event of a tie breaker (even points on a rubric), the fact that an applicant had their travel canceled due to covid-19 would be taken into consideration. Second by Angela Vitale, all in favor, none opposed, no abstentions.

* 1. FPD Budget “wiggle room” for department administrators

When applicants spend $5-$10 over requested amount, the question has been brought forward: should there be an allowable range for the department administrators to process that additional amount. The committee discussion felt that this may open a door to interpretation of what that wiggle room would be/should be, in addition, if there is not enough budget to cover multiple applicants that would need to be considered. The payment needs to be in accordance with the figure on the application. The applicant would be responsible for overage.

* 1. Committee membership for 2020-2021

Sarah sent a list out to all committee members to review membership in anticipation of the next year. Heather Olsen will be rolling off the committee due to several other commitments at the college. Douglas Magomo will also be looking into different committees at the college. Their time and contributions were greatly appreciated by the committee.

* 1. FPD funds for publication and submission fees – approval of survey wording and introductory paragraph for email. Goal of survey is to ascertain need for funding.
		1. Introductory paragraph: Dear Colleagues, The Professional Development Committee is collecting data concerning the interests of FSW faculty in the area of research and publication. Please take a few moments to answer a few questions about your own publications and the financial obligations of publishing in your field. Thank you for your time. Sincerely, Dr. Sarah Lublink, Chair, Professional Development Committee.
		2. Questions:
			1. Have you published any academic work related to your field in the last two academic years? (Yes/No)
			2. Have you had to spend any money in order to have your work published? (Yes/No)
			3. If you answered yes above, what types of fees were necessary to get your work published? (Check all that apply): Submission fees; Membership fees; Page/color printing charges; Publication fees; Not applicable.
			4. I would publish more academic work if I knew that there were funds available. (Yes/No)
			5. Approximately how much have you spent in the last two years in order to publish your work?
			6. In what School do you teach? Pure and Applied Sciences; Arts, Humanities, and Social Sciences; Education; Health Professions; Business and Technology

\*\*Committee agreed with revisions:

 iii - add other with a fill in as an option

 ii and v change to 5 years as a more reasonable time frame

 Make it a branching survey, Will only see ii, iii and v if they have published.

Committee agreed to send in early October for best response.

* 1. Convocation Presentation of TLC presenters – Catherine and Tina: The project was approved by marketing and can be played on the big screen and in the lobby at the same time. It will be a simple PowerPoint presentation with the Faculty (hopefully with picture) and a list of TLC events facilitated. The purpose is to highlight Faculty supporting Faculty. The Committee agrees that the project will continue. Tina will follow up with Greg to see if The State of the College in January would be a more appropriate time, as fall may still be in flux for big gatherings. It is difficult to get a list of presenters together. Sarah offered to help with the list and Tina will send her the link to the google file.
1. New Business
2. Adjournment 12:38pm. Next meeting during Fall Duty Days, date and time TBD.