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

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date: | December 4th, 2020 |
| Time:  | 1:00pm-2:00pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Anne Angstrom | x |  |  | Sarah Lublink | x |  |  |
| Jason Calabrese |  |  | x | Lauren Madak | x |  |  |
| Catherine Carney | x |  |  | Sabine Maetzke | x |  |  |
| Tina Churchill | x |  |  | Sonji Nicholas | x |  |  |
| Ronald Doiron | x |  |  | Alexandra Nikishin | x |  |  |
| Brandi George | x |  |  | Katie O’Connor | x |  |  |
| Ivana Ilic | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel |  | x |  | Jennifer Patterson | x |  |  |
| Gloria Kitchen |  |  | x | Debbie Psihountas | x |  |  |
| Monica Krupinski | x |  |  | Angela Vitale |  |  | x |
| Raymond Lenius |  | x |  | Kelly Westfield | x |  |  |

1. Call to Order
	1. Attendance
	2. Approval of November minutes: Ronald Doiron motion to approve second Alexandra Nikishin, all in favor.
2. Information Items
	1. Welcome Katie O’Connor! Communication Department Faculty Member.
	2. TLC Update – Kelly Westfield
		1. Continuing to see impressive increases in PD attendance in TLC, virtual sessions providing more accessibility for faculty. In November, 1621 participants with 130 sessions, 175 adjunct faculty. This is a 19% increase since August, compared to 2019 at 40% increase in September and 64% increase for October.
	3. TLC Logo Project Update – Tina, Brandi, and Kelly
		1. During the last meeting the logo was finalized. Delphine had done a wonderful job with the process and the logo. Big reveal coming soon.
	4. No FPD applications for January, February, and March
		1. Communication has been put out, faculty seem to be zoomed out. Focus for January is to continue brainstorming on different TLC events and possible different ways to use the monies.
		2. Sabine – DEV 101 workshop was enjoyable, suggestion to continue them but keep the enrollment low so that the faculty can interact with each other, not more than 10 with two facilitators. Discussion point was made that the lower number helps participants develop relationships and partnerships in the process.
		3. Discussion on the possibility of bringing in a presenter - Sonji Could get a comedian from a local club in Naples that will focus on the QEP transdisciplinary topic. Katharine – FGCU Sam Walsh integrated studies comedian for several years, professor at FGCU is very good as well. Discussion of when to host a presenter – state of the college.
		4. Sarah – will speak with Dr. Deluca to explore the possibilities of brining in a comedic presenter, if monies can be used for this and if it will fit with their time at the state of the college.
3. Action/Discussion Items
	1. Publication/submission funds update
		1. Sarah met with Dr. DeLuca and Dr. Van Gaalen brought the results and responses to survey. Dr. DeLuca agreed there is a need and the budget should not come out of PD funding. Need a process in which it will happen. Dr Deluca recommended to put in place an application for funding, Academic Research Council to review applications. PD committee – review and discuss the process for application develop suggestions and give feedback to ARC, who will complete the process.
		2. Dr. Van Gaalen – Possible ARC pillar for application, has a narrative for explanation on what type of funding is available.
		3. Documentation for submissions discussion:
			1. Group submissions – can have 16 submissions at $25 each, use of a collection heading.
			2. Can it be done retroactively, needs to be decided.
			3. Cut date for submissions – can it be done for multiple submissions
			4. Use of submitted or accepted statuses, use of other when there are multiple entries in publication statuses.
			5. Consideration: is funding only if published (reimbursement) or for out of pocket expenses in the process. Define a timeline for the work in this process is needed.
			6. Submission fee is charged even if not published, at times there are additional fees as well, discussion that these should be covered to encourage faculty to try to get published.
			7. Decision if this is for fees expect to pay or have already paid, how often – not a rolling application process. Twice a year or once a year for the previous year. End of each semester. Suggestion to keep the dates the same as the other ARC proposals, twice a year.
			8. Cap for funding discussed – different areas or expertise have different costs or fees, this may limit the applicants and publications to low cost items. Suggestion to find an average for fees to start with and provide a cap, so that funding is available to many. Then monitor and adjust as needed. Flexibility in first year, in survey 11 published and spent monies, most 0-$100, two were greater than $1,000, funding requests varied. Limit per application funding and how much per year.
			9. Discussion $1,000 per may be too much, need to determine how many people it is anticipated to cover, there is much variance as in survey 45 more stated they would publish if they knew monies were available. May need to be more conservative then adjust as needed.
			10. Add - must provide a description for the need of funding as it relates to the discipline and publication. Documentation.
			11. Perhaps utilize a model with a cap of $1,000 per year, if funding remaining may be able to fund to full amount if budget is available.
			12. Applicants must identify if they are received funding form FSW through any other process, not to duplicate funding.
	2. Faculty Awards – Kelly, Gloria, Tina, Scott, Monica, Sabine
		1. Tabled until Spring semester.
4. New Business: None
5. Adjournment: Next meeting February 5th, 1pm, same Zoom meeting ID.