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

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date: | March 5th, 2021 |
| Time:  | 1:30pm-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 |  |  | Angela Vitale | x |  |  |
| Monica Krupinski | x |  |  | Kelly Westfield | x |  |  |
| Raymond Lenius |  | x |  |  |  |  |  |

1. Call to Order
	1. Attendance
	2. Approval of February minutes: motion to approve as presented Sindee Karpel, second Jason Calabrese.
2. Information Items
	1. FPD Funding January-March, so far:
		1. Krissy Cabral $764.01
		2. Sarah Lublink $190.00
		3. Julia Kroeker $300.00
		4. April Ring $475.00
		5. David Evans $297.00
		6. Brandon Jett $35.00
	2. FPD funding
		1. Deans and Associate Deans signing: reached out and have compiled a list
		2. Sent out email to all faculty sharing revised 2020-2021 FPD policies.
3. Action/Discussion Items
	1. FPD Applications: Virtual Conference Registration Fees Approved for April-June 2021
		1. William Van Glabek $100 35 points
		2. Alisa Callahan $599 50 points
		3. Daniel Marulanda $1,600 65 points
	2. FPD Funds for conference materials – purchasing a book? Should a book purchase be included in funding?
		1. FPD Funds for Conference Materials – There was discussion of whether FPD funds could be used to purchase conference materials, such as books.
			* Pros: Books that are directly related to a course or professional development workshop that a faculty member is developing, is an appropriate use of FPD funds. Books are a form of professional development and a faculty member who opts for a book purchase rather than attending a more expensive conference, should be allowed to engage in professional development in this manner. Additionally, the wording on the FPD application is broad and could be interpreted to mean that the purchase of conference-related materials such as books, is allowable.
			* Cons: The Library has a budget for the purchase of books therefore, faculty should make requests for book purchases through this existing channel rather than through FPD funding. Interlibrary loans with other universities should be explored as well. Additionally, Departments have budget lines for the purchase of books for faculty use. Allowing book purchases to be funded through FPD will open up a demand from faculty for FPD funding that goes beyond the scope of the original intent of this funding pool.
			* Action: Sarah will contact the Library for more information on purchasing books for faculty and will follow up with the faculty who initiated the inquiry. There has been continuing inquires regarding what FPD funding should apply for, Professional Development is broad and the current shift in travel has opened more avenues and possibilities for Professional Development. \*\*PD Committee members are to review the wording in FPD guidelines and decide if revision is needed. The main focus is should FPD funds be for travel or broaden the scope they will cover. The wording needs to reflect exactly what the funding is for. This would also determine whether or not book purchases at conferences, should be an allowable use of FPD funds.

Note: Shortened meeting and did not address 3-7 and D.

* 1. Guest Speaker/FPD funds feedback/debriefing
	2. Virtual conferences/PD opportunities coming up?
	3. Faculty Awards – Kelly, Gloria, Tina, Scott, Monica, Sabine (see November minutes for details)
	4. Asynchronous PD opportunities – brainstorming – new opportunities or fold into Scott’s series? (if there is time)
	5. TED Talk/CoP/Lecture series (if there is time)
1. New Business
2. Adjournment: Next meeting April 2nd, 1pm, same Zoom meeting ID.