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

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| Location: | <https://fsw.zoom.us/j/94411446259> | | | | | | | | |
| Date: | October 1st, 2021 | | | | | | | | |
| Time: | 1:00-2:30pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Krissy Cabral | | x |  |  | Lauren Madak | x |  |  |
| Jason Calabrese | | x |  |  | Sabine Maetzke | x |  |  |
| Robert Capetta | | x |  |  | Sonji Nicholas | x |  |  |
| Ronald Doiron | |  | x |  | Alexandra Nikishin | x |  |  |
| Brandi George | | x |  |  | Thomas Norman |  |  | x |
| Ed Hooks | | x |  |  | Katie O’Connor |  | x |  |
| Ivana Ilic | | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel | | x |  |  | Lenny Owens | x |  |  |
| Gloria Kitchen | | x |  |  | Kelly Roy |  | x |  |
| Monica Krupinski | |  | x |  | Sandra Seifert | x |  |  |
| Raymond Lenius | |  | x |  | Angela Vitale |  | x |  |
| Sarah Lublink | | x |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Lublink
   1. Attendance
   2. Approval of September minutes: Motion to approve as presented Sindee Karpel; second Krissy Cabral.
2. Information Items
   1. We are continuing last year’s practice of accepting rolling applications for FPD funds. This was unanimously voted on by email Sept 4th-6th. It will be for this budget year only and will follow the process sent out to faculty last year and this year: “Applications received by the posted deadline for that quarter will be given first priority and will be ranked based on the rubric included in the application. Completed applications received after the deadline will be funded in the order they are received, up to the $2,000 yearly limit for faculty and up to the budget total for that quarter. Once that budget total is reached no more applications for that quarter will be funded. Early applications will not be considered; any applications submitted for the following quarter will be reviewed by the committee at the meeting immediately following the regular posted deadline. The full FPD application, including signatures, is still required for each application.”
   2. FPD Funding October-December, as of today. Money left for Oct-Dec: $26,217
      1. Brandon Jett $40.00 (down from $2,000)
      2. Katharine O'Connor $920.89
      3. Jennifer Summary $1,278.69
      4. Alessandro Cesarano $547.48
      5. Terri Housley $2,000.00
      6. Elizabeth Schott $930.00
      7. Martha Jenner $399.00
   3. Licensing fees: During the next round of contract negotiations, the Faculty Union and Administration will discuss the issue of the College paying for mandated, required licensing fees, as part of the contract. All other requests for funding including courses needed to maintain licensing, would come through FPD funds.
3. TLC Coordinators Updates
   1. Monica Krupinski – NFS is going smoothly and today they are meeting with TEAM ASPIRE and Faculty Mentoring. Safe Zone Facilitators are needed so anyone interested in the training should contact Monica Krupinski.
   2. Katharine O’Connor – Professional Development for the QEP is forthcoming. The deadline to apply to teach the Capstone course is 10/7. On Tuesday 10/5 there will be a QEP Zoom Trivia Event from 12-1. Katie is doing Portfolium training with the faculty group that is up for Continuing Contract. Portfolium training is open to everyone.
   3. Scott Ortolano – On 10/14, Dr. Akiko Yoshida will do a talk on, “Hate crimes against people of Asian Descent: Background, Impacts, and Lessons for a Better Future,” from 3-4 pm on Zoom. This is open to students and faculty can get PD credit for it. Students can register individually or faculty can send Scott a class list. All must register with FSW email.

COP Instructional Tech – Instructional Designers Hibbard and Patch have useful tips and a new presentation program.

COP in English – Jason Dudley is doing a training on teaching Flex. Leonard Owens is featured in the next “Advice from the Front” session.

Parent Support Group – has new fall events.

Digital Pedagogy Reading group is on hiatus now and they are considering doing an asynchronous discussion group.

* 1. Kelly Roy – During the week of 10/11, there is PD everyday on components of Microsoft Office Suite open to all faculty and staff. Kelly is training Adjuncts on the new Adjunct Portfolio process. Kelly is also working on PD Duty Days and the FSW/FGCU Symposium; both of which are scheduled for January 2022.
  2. Sandra Seifert – Sandra is working on monthly recommendations for Magna Commons Webinars and the FSW/FGCU Symposium. Sandra is also working on Linked In resource with Gloria Kitchen; Curriculog; and Micro Learning initiatives.
  3. Gloria Kitchen – Discussed Microsoft Office Week. It was originally going to be a day but now each session will be 30 minutes each day during the week of 10/11. IDI – A cohort has been selected consisting of administrators, faculty, and staff. There are (2) slots open and anyone interested should contact Gloria Kitchen.

1. Action/Discussion Items
   1. FPD Non-Travel Funds Proposal
      1. The budget is $5000.00 and for this year only:
         * The Committee agreed to create broad guidelines along with a maximum dollar amount of $100.00 per application distributed on a first come, first serve basis for this academic year.
         * The application will include the applicant’s School, purpose of the request, a short write-up, demographic information, how the item was funded previously, and the actual cost of the item.
         * Categories of items to be funded include books, professional memberships, credentialing, non-university courses, special software, digital subscriptions, technology tools, and other items. Dr. Lublink will inquire with IT and Library staff about items that could be funded through these departments in order to avoid duplication.
         * Dr. Lublink will approve requests that meet the criteria and will bring those that are questionable to the committee for further discussion.
         * The application will include a disclaimer indicating the College’s proprietorship interest in items purchased with these funds.
         * Applicants must submit separate applications for items in differing categories.
         * Methods for notifying faculty of this funding opportunity may include email, department meetings, faculty senate, and video announcements.
   2. Role of PD Committee – we need to review our committee charge and look at how we see ourselves achieving that this year, perhaps plan for future years, and we need to consider how the faculty TLC coordinators fit into the role of the committee going forward. Committee members are to give thought to this and provide feedback at the next meeting.
2. Adjournment: Next meeting November 5th, 1:00-2:30pm, same Zoom link.