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

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| Location:  | Zoom: <https://fsw.zoom.us/j/87602090047>  |
| Date:  | November 4, 2022 |
|  | 1:00-2:00 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese | x |  |  | Lauren Madak | x |  |  |
| Robert Cappetta | x |  |  | Sabine Maetzke | x |  |  |
| Brandi George |  | x |  | Sonji Nicholas | x |  |  |
| Ed Hooks |  | x |  | Alexandra Nikishin | x |  |  |
| Ivana Ilic | x |  |  | Katie O’Connor |  | x |  |
| Rozalind Jester | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel |  | x |  | Lenny Owens | x |  |  |
| Monica Krupinski | x |  |  | Kelly Roy |  | x |  |
| Raymond Lenius | x |  |  | Sandra Seifert | x |  |  |
|  |  |  |  | Martin Tawil | X |  |  |
|  |  |  |  | Angela Vitale |  | x |  |
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1. Call to Order: 1:00 pm Dr. Scott Ortolano
	1. Attendance
	2. Approval of September minutes: Dr. Scott Ortolano made a motion to approve the minutes as presented and Dr. Robert Cappetta seconded. There were no corrections or objections to the minutes.
2. Associate Dean of the Teaching and Learning Center – The Committee welcomed Dr. Martin Tawil to this new role. Dr. Roz Jester will continue to support the TLC for the remainder of the Fall 2022 semester.
3. Information Items
	1. The Committee officially thanked Dr. Sarah Lublink for continuing to support its work following her departure from FSW.
	2. The PD Committee officially thanked Dr. Sonji Nicholas for agreeing to take notes at Committee meetings for the remainder of the academic year.
	3. Prof. Krissy Cabal has asked to be excused from the Committee due to other pressing obligations. The Committee thanks her for the service that she has provided and wishes her well.
	4. Hurricane Ian Travel Reimbursement Policy – On October 23, the Committee voted by e mail to approve the following policy:

In light of the widespread impact of Hurricane Ian, the Professional Development Committee has voted for a one-time exception to our normal policy for anyone whose travel has been disrupted by the storm. Faculty who are granted this exception will not have the funds that they were awarded count against them during this fiscal year.

To date, five (5) faculty have exercised this option resulting in the return of $4,252.86 to the PD budget. Reimbursements to the PD budget are documented using the system established during the COVID -19 pandemic.

Dr. Ortolano thanked the Committee for the quick turnaround on this vote.

* 1. Election Update – The Senate will send out a call for nominations for all standing committees in need of a Chair, by February 2023. If there is one nominee, and he/she accepts the nomination, this individual will be named the new Chair and will be officially confirmed for the 2023/2024 academic year. If two or more nominees accept the nomination, the Faculty Senate will initiate an anonymous Qualtrics vote for standing committee members. Once votes are tabulated, the new Chair will be named and officially confirmed at the April 2023 meeting. All members who have interest in serving as PD Committee Chair are encouraged to run.
	2. Third Quarter FPD Funding Deadline – Members are asked to remind colleagues of the approaching FPD application deadline.
1. Action/Discussion Items
	1. Late Application Approval Process – Prof. Ray Lenius made a motion to allow the PD Chair to approve late applications submitted under the rolling budget exception policy (approved in September 2022) without a full Committee vote via e mail. To keep Committee members updated about who has made use of the policy and the funds involved, an updated list along with supporting documents will be shared before the following meeting. Dr. Sandra Seifert seconded this motion; all were in favor; there were no objections, and the motion carried.
	2. Ancillary Funds – In March, the Committee voted to set the cap for ancillary funds requests at $150 per item and $150 per person in the Fall 2022 semester; an increase of $50.00 from AY 2021/2022. Dr. Sonji Nicholas made a motion that the Committee re-evaluate and adjust as needed for Spring 2023. Dr. Ivana Ilic seconded; all were in favor; there were no objections; and the motion carried.
	3. Third Quarter PD Funding Deadline – The next FPD application deadline for the January, February, March funding window, falls on November 25. This is during the Thanksgiving Holiday break. Dr. Robert Cappetta made a motion to change the upcoming FPD application deadline from November 25 to November 28. Prof. Jason Calabrese seconded; all were in favor; there were no objections; and the motion carried.
	4. Increasing the FPD Funding Cap – There was discussion on the pros and cons of increasing the funding cap from $3,000.00 per person to $4,000.00 for this academic year only. Following discussion, the Committee agreed to evaluate this further during the December meeting.
2. TLC Coordinator Updates – Full discussion is tabled until Dr. Jester and Dr. Tawil meet with the Coordinators. Brief updates include that Coordinators are working on:
	1. Monica Krupinski – New Faculty Seminar
	2. Katharine O’Connor – Faculty Portfolios
	3. Scott Ortolano – PD Committee
	4. Kelly Roy – Faculty Excellence Awards
	5. Sandra Seifert – FGCU/FSW Symposium scheduled for February 2-3, 2023

1. Open Discussion/New Business – Dr. Krupinski encouraged faculty to reach out to new faculty who have begun their careers at FSW under unusually stressful circumstances. Dr. Ortolano noted that the Parent Support Group will meet on Wednesday, November 9.
2. Adjournment: Prof. Leonard Owens made a motion to adjourn and Dr. Sandra Seifert seconded. All were in favor; there were no objections; and the motion carried. The next meeting is on Friday, December 2, 2022.