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

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| Location: | Zoom: <https://fsw.zoom.us/j/87602090047> | | | | | | | | |
| Date: | April 7th,2023 | | | | | | | | |
|  | 1:00-2:00 pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |  |
| Jason Calabrese | | X |  |  | Katie O’Connor | X |  |  |  |
| Robert Cappetta | | X |  |  | Brian O’Reilly | X |  |  |  |
| Brandi George | | X |  |  | Scott Ortolano | X |  |  |  |
| Ed Hooks | |  | X |  | Lenny Owens | X |  |  |  |
| Ivana Ilic | | X |  |  | Kelly Roy | X |  |  |  |
| Sindee Karpel | | X |  |  | Sandra Seifert | X |  |  |  |
| Monica Krupinski | |  | X |  | Martin Tawil | X |  |  |  |
| Raymond Lenius | |  | X |  | Angela Vitale | X |  |  |  |
| Lauren Madak | | X |  |  |  |  |  |  |  |
| Sabine Maetzke | | X |  |  |  |  |  |  |  |
| Sonji Nicholas | | X |  |  |  |  |  |  |  |
| Alexandra Nikishin | | X |  |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Scott Ortolano
   1. Attendance (see above)
   2. Approval of March minutes: No objections noted
2. Information Items
   1. Dr. Bilsky has reaffirmed that travel and ancillary fund budgets are expected to remain the same during the next academic year. Official notification will occur in the summer
   2. The PD Committee’s April update will go out following today’s meeting
   3. Ancillary funds were awarded to (10) faculty during the past month and currently, $540.41 remains in the budget
3. Action/Discussion Items
   1. There was discussion on changing the travel form by:

* Adding a question above Section 1 on the purpose of travel. No points would be attached to this response
* Adding a question on interest in presenting on content related to the trip at the TLC. If yes, 7 points would be added to the application

Following discussion, Dr. Roy moved to make these changes and Prof. Karpel seconded. All were in favor and there was no opposition. The motion carried. Any forms submitted before this revision goes into effect will be grandfathered in. If there is overlap, all forms will be given the additional rubric points for indicating an interest in presenting at the TLC upon the person’s return

* 1. The PD election is in process and being organized by Faculty Senate
  2. Post-semester chair tasks:
* Work with Dr. Tawil to revise data kept in travel excel document and update the PD travel form as needed
* Work with Dr. Tawil to revise ancillary fund process as needed. Any changes to the form will be reviewed during the August PD Committee meeting before it is made available to the broader faculty community
  1. Renewals for the PD Committee include:
     1. Alexandra Nikishin
     2. Katie O’Connor
     3. Ivana Ilic
     4. Sabine Maetzke

1. TLC and TLC Coordinator Updates
   1. Dr. Martin Tawil –
      1. Workflow system – Dr. Tawil is still working with IT to put everything under one roof. A demo of Presence is forthcoming. Dr. Tawil has requested funds for Vector
      2. Rebranding of the TLC – Dr. Tawil shared potential logos for the new TLC. The Committee voted and logo #3 received the most votes and will be adopted
   2. Dr. Kelly Roy – No update
   3. Dr. Sandra Seifert – No update
   4. Dr. Monica Krupinski – No update
2. Adjournment: Next meeting is in August 2023. The meeting adjourned at 2:00