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

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| Location:  | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | September 1st,2023 |
|  | 2:00-3:30 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 |  |  | Angela Vitale |  |  | X |  |
| Raymond Lenius |  | X |  |  |  |  |  |  |
| Lauren Madak | X |  |  |  |  |  |  |  |
| Sabine Maetzke | X |  |  | Martin Tawil | X |  |  |  |
| Sonji Nicholas | X |  |  | Martin McClinton | X |  |  |  |
| Alexandra Nikishin |  | X |  | Shantae Lawrence | X |  |  |  |

1. Call to Order: 2:00 pm Dr. Scott Ortolano
	1. Attendance (see above)
	2. Approval of April minutes: No objections noted
2. Information Items
	1. Dr. Wendy Chase discussed the Fall Faculty Symposium, a PD event scheduled for 9/29/23. Faculty are invited to participate and/or attend the live event
	2. Dr. Martin McClinton was welcomed as a new Ex officio/non-voting member of the Committee
	3. Dr. Tawil introduced Shantae Lawrence, the Administrative Coordinator of the Center for Teaching and Learning Excellence
	4. Dr. Nicholas will continue as notetaker for one more academic year
	5. Given the current legislative environment, Dr. Bilsky will review all travel applications before they come before the Committee for approval. The following statement will be added to the Qualtrics travel form submission page: “As per state statute, Florida colleges may not promote, support, or maintain any program that advocates for and/or financially supports diversity, equity, and/or inclusion. Consequently, the Professional Development Committee will not be able to fund any travel event that is deemed to fall under these criteria. All such determinations will be made by the Vice President of Academic Affairs.”
	6. The new Qualtrics FPD travel form has been updated and the submission process has been successfully launched
	7. Funding for faculty PD is the same as it was last year; $68,525.00 for faculty travel and $5,000.00 for ancillary funds. The Committee thanks Dr. Bilsky for securing these resources
	8. The Chair proposed a streamlined process for voting on late applications using Qualtrics vs. email. Members will have 1 week to vote on the application. When the time period has elapsed, the votes will be counted and the majority vote will carry.

This survey will be sent to all Committee members when they are off contract in the summer. However, by virtue of our contract, no faculty member can be compelled to respond to such a message during this period. Any responses will be at the discretion of the faculty member. There will be no penalty or reward for doing so, and as noted above, a simple majority will carry regardless of if a majority of faculty members respond to the vote. The Chair moved to approve the policy for this year only and to revisit it again in 4/24. All agreed with no objections

* 1. The wording in the monthly PD Committee update sent to faculty was revised for clarity
	2. The Committee will update the PD Committee Charge during the 10/23 meeting. Dr. Bilsky has offered guidance and a draft of her suggested revisions was distributed to the Committee. Members were asked to review for discussion at the next meeting
	3. The PD Committee is now sponsoring a session at 1 p.m. on PD Fridays. Dr. Ortolano will lead the first two sessions this semester. PD Committee members are invited to volunteer to lead on other dates during the academic year
	4. Ancillary funds will be discussed during the 10/23 meeting
	5. The Committee moved to approve increasing FPD maximum funding from $2,000.00 to $2,500.00 per faculty for this academic year. In 4/24, the Committee will revisit the idea of making this change permanent
	6. Applications submitted since the last meeting were reviewed. All were approved
	7. There was $10,350.67 in rollover funds from the July-September travel window. This will flow from funding window to funding window for this year. In 4/24, the Committee will consider other options going forward
1. Action/Discussion Items
	1. Suggested Committee goals for the academic year:
* Improve workflow process – Use of Qualtrics
* Encourage PD with the CTLE
* Improve reporting, publication, and tracking of the good work being done by committee members – i.e., develop a newsletter
* Continuing to encourage and manage faculty travel for professional development and ensure that we align with new state legislation regarding the use of such funds
* Faculty evaluation plan update – Dr. McClinton would like the Committee to review this in relation to the contract
* Adjunct faculty portfolio – Dr. Tawil and Dr. McClinton will review this. Since Department Chairs evaluate Adjuncts, it was suggested that Chairs be invited to attend PD Committee meetings
* Continue to manage the ancillary funds professional development fund and ensure that we align with new state legislation regarding the use of such funds
* Continue our expanded process of communication with college faculty via our monthly updates
* Establish the Professional Development Series as a regular event on PD Fridays, one that we can maintain and potentially expand in the future
* Establish a clear, transparent, and permanent process for reviewing and approving late applications for in-process travel windows (when funding remains available)
	1. The Committee reviewed applications for the October, November, and December travel window. Dr. Ortolano, Dr. O’Connor, and Dr. Cappetta all had applications under consideration, thus excused themselves from the meeting during the Committee vote on their applications. Following review and discussion of applications submitted, the vote was taken and all applications were approved unanimously.
1. Adjournment: Next meeting is in 10/23. The meeting adjourned at 2:35