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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> | | | | | | | | |
| Date: | October 6th,2023 | | | | | | | | |
|  | 2:00-3:30 pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |  |
| Phillip Allen | | X |  |  | Michael Demoran | X |  |  |  |
| 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 |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm Dr. Scott Ortolano
   1. Attendance (see above)
   2. Approval of September minutes: No objections noted
2. Information Items
   1. The goals developed by the committee during the September meeting were accepted and approved by the VPAA’s office.
   2. The TDX application process is in development and the Qualtrics form is temporarily housed in the TDX resource space. The committee will conduct final review of the application in Spring 2024 for implementation in AY 2024/2025.
   3. Per Dr. Maetze’s suggestion, acquiring a card in the new Portal system is in process.
   4. Potential PD Committee-sponsored PD Friday sessions for Spring 2024 include:

January 26th, 1 to 1:45 p.m.

* + - * “How Do You Give Back?” - A roundtable of 4-5 members reviewing the various ways in which professional development is pursued. Dr. George, Dr. Krupinski, Dr. Nicholas, Dr. O’Connor, and Prof. Owens volunteered to participate on the panel.

February 23rd, 1 to 1:45 p.m.

* + - * Curriculum Vitae Workshop and Review
        1. An open workshop for adjuncts and full-time faculty members who are interested in revamping their CVs. Adjunct mentors are asked to query mentees about topics of interest as well as ideal times and preferred modality for workshops.

March 22nd, 1 to 1:45 p.m.

* + - * Conference Conversations
        1. A roundtable for discussion on why participants attend particular conferences.
  1. Late Applications – Four were approved. Currently, there is $3,289.29 in rollover funds from the first two travel windows. Committee members favor the new voting process.

1. Action/Discussion Items
   1. Ancillary Funds – Applications received will be sent to the VPAA for review on the 7th and 21st of each month. No other changes were made. Dr. O’Connor made a motion to adopt the new form; Dr. George seconded. There were no objections.
   2. Newsletter Subcommittee – Prof. Owens suggested the committee develop a newsletter highlighting committee members’ various scholarly pursuits throughout the year. Anyone who is interested in serving on this subcommittee should email Dr. Ortolano.
   3. The Committee Charge – The committee reviewed the Charge and discussed changes to be made. The committee reviewed and discussed the document with Dr. Bilsky’s suggestions. Updates include changing the term of the Chair from 3 to 2 years and having VPAA approval of committee members. Changes to wording include replacing “FSW’s Document Manager” with “electronically” with regard to posting of agendas and minutes; and replacing the term “TLC” with “CTLE”. Following discussion, Dr. Ortolano made a motion to accept the changes discussed and Dr. Nicholas seconded. There were no objections. Dr. Ortolano will send the document to Dr. Bilsky for final review.
2. CTLE Updates – There will not be an FGCU/FSW Symposium this year.
3. Adjournment: Next meeting is on 11/3. The meeting adjourned at 2:00.