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| **Professional Development Committee** **Meeting Agenda** |

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | November 3rd,2023 |
|  | 2:00-3:30 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese |  |  |  | Katie O’Connor |  |  |  |
| Robert Cappetta |  |  |  | Brian O’Reilly |  |  |  |
| Brandi George |  |  |  | Scott Ortolano |  |  |  |
| Ed Hooks |  |  |  | Lenny Owens |  |  |  |
| Ivana Ilic |  |  |  | Kelly Roy |  |  |  |
| Sindee Karpel |  |  |  | Sandra Seifert |  |  |  |
| Monica Krupinski |  |  |  | Angela Vitale |  |  |  |
| Raymond Lenius |  |  |  |  |  |  |  |
| Lauren Madak |  |  |  | Martin Tawil |  |  |  |
| Sabine Maetzke |  |  |  | Martin McClinton |  |  |  |
| Sonji Nicholas |  |  |  |  |  |  |  |
| Alexandra Nikishin |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm.
	1. Approval of October minutes
2. Information Items
	1. Ancillary Fund is Up and Running Successfully!
	2. We haven’t Had Many FPD Travel Requests for the Jan, Feb, & March window yet.
	3. No late travel applications for the current window since our last meeting.
	4. Once the new TDX system goes live for the 24/25 funding year, the FPD travel form will appear in the “faculty forms” Portal card.
	5. I am planning to mock up an outline for our newsletter infographic over the winter break. Please just reach out if you are interested in being part of that effort.
3. Action/Discussion Items
	1. Continue discussion of potential PD Committee-sponsored PD Friday sessions for the spring. These sessions need to be finalized by the end of our meeting.
		1. Dates and times are subject to change. I just have the original information as a reference point for today’s conversation.
			* January 26th, 1 to 1:45 p.m.
				1. “How Do You Give Back?”
			* February 23rd, 1 to 1:45 p.m.

Prof Organization and Conference Conversations

* + - * March 22nd, 1 to 1:45 p.m.? (Maybe a Wednesday night?)
				1. Curriculum Vitae Workshop and Review
1. CTLE Updates
2. Open Discussion/New Business
	1. December 1st meeting will include a review of travel applications. Please remind your colleagues that November 24th is the travel application deadline for the Jan-March funding window.
3. Adjournment