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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> |
| Date: | November 3rd, 2023 |
|  | 2:00-2:45 pm |

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|  | 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 |  |  | Martin Tawil | X |  |  |
| Sabine Maetzke | X |  |  | Martin McClinton |  |  | X |
| Sonji Nicholas | X |  |  |  |  |  |  |
| Alexandra Nikishin | X |  |  |  |  |  |  |

1. Call to Order: 2:00 pm Dr. Scott Ortolano
   1. Attendance (see above)
   2. Approval of October minutes: No objections noted
2. Information Items
   1. Ancillary Fund – Faculty are applying to utilize this resource regularly and thus far, no application for funding has been denied.
   2. FPD Fund – Third quarter funding requests have been slow but are expected to increase. Dr. Ortolano made a motion to extend the deadline until 11/27/23; the Monday after Thanksgiving. There were no objections and the motion carried. An announcement will go out to faculty with this updated deadline.
   3. PD Committee forms will appear in the TDX system’s Faculty Forms Portal Card, in 2024/25.
   4. Newsletter Infographic – Anyone interested in participating in this project should contact Dr. Ortolano, as he will be working on the outline during Winter break.
3. Action/Discussion Items
   1. PD Committee- Sponsored PD Friday Sessions in Spring 2024 are:
      1. January 26th, 1-1:45 p.m. – “How Do You Give Back?”
      2. February 23rd, 1-1:45 p.m. – “Professional Organization and Conference Conversations”, featuring faculty who are members of discipline-specific organizations or faculty who have attended P.D. conferences. Dr. Cappetta and Dr. Seifert agreed to be on the panel for this workshop.
      3. March 22nd– Curriculum Vitae Workshop and Review. To best accommodate the intended audience of Adjunct Faculty, the time will be 4:00 p.m. with both in person and flex options using Zoom. Dr. Ortolano will discuss and share his C.V. as am exemplar for C.V. development, and Dr. Tawil will discuss using A.I. to develop a resume. Dr. Ortolano will recruit 2-3 more faculty for this panel discussion.
4. CTLE Updates
   * 1. The Spring 2024 schedule is currently being built.
     2. The Annual Conference will take place June 6-7th, 2024 and will feature a recognition event. It will include face to face and Zoom sessions. A keynote speaker is being sought to address A.I. and higher education.
     3. Technology PD will be offered in the near future.
5. Adjournment: Next meeting is on 1/5/24. The meeting adjourned at 1:45 p.m.