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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> | | | | | | | | |
| Date: | January 5th, 2024 | | | | | | | | |
|  | 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 | |  |  |  | Shantae Lawrence |  |  |  |
| Alexandra Nikishin | |  |  |  | Jason Dudley |  |  |  |

1. Call to Order: 2:00 pm
   1. Review December minutes.
2. Information Items
   1. [Review new Team Dynamix Faculty Travel application](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=53874) (with special guest Jason Dudley!)
      1. Discuss workflow process
      2. Discuss new administrative process on the funding side with the CTLE (instead of division administrative assistants)
      3. Review plan for launching and piloting the program.
      4. Discuss how faculty will access the form
      5. Review post-submission message
   2. Conduct an initial review of potential updates to faculty travel guidelines information document.
      1. Notes about conference affordability and region-based lodging restrictions are included in this update.
   3. Review PD Committee-Sponsored PD Sessions for the spring semester
      1. [January 26th, 1 to 1:45 p.m.--“How Do You Give Back?,” A PD Committee-Sponsored PD Friday Roundtable](https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/how-do-you-give-back-a-pd-committee-sponsored-pd-friday-roundtable)
         * This now conflicts with the State of the College address… Do we cut it or move it to the PD Day in March (the 22nd)
         * Presenters:
           1. Dr. Brandi George, English
           2. Dr. Monica Krupinski, Humanities
           3. Dr. Sonji Nicholas, Student Life Skills and Sociology
           4. Dr. Katie O’Connor, Communication Studies
           5. Prof. Lenny Owens, English
      2. [February 23rd, 1 to 1:45 p.m.--“Professional Organization and Conference Conversations,” A PD Committee-Sponsored PD Friday Roundtable](https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/professional-organization-and-conference-conversations-a-pd-committee-sponsored-pd-friday-roundtable)
         * Presenters:
           1. Dr. Sandra Seifert, Mathematics
           2. Dr. Brandon Jett, History
           3. Dr. Matthew Hoffman, Paralegal and Business
           4. Dr. Bob Cappetta, Mathematics
      3. [March 20th 4 to 5 p.m.--“Telling Your Story: Advice on Creating and Revising Curriculum Vitae and Resumes,” A PD Committee-Sponsored Session](https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/telling-your-story-advice-on-creating-and-revising-curriculum-vitae-and-resumes-a-pd-committee-sponsored-session)
         * Presenters
           1. Dr. Martin Tawil, Associate Dean of the Center for Teaching and Learning Excellence
           2. Dr. Scott Ortolano, English
   4. Meeting will be scheduled with the VPAA’s office to look toward 2024-25 funding.
3. Action/Discussion Items
   1. Vote on whether to approve the new Team Dynamix application form for the 2024-25 academic year.
   2. Review and vote on late travel application from Soumya Bhattacharya
      1. The application is for $1,670
         * Rubric total: 50
         * Conference name: American Chemical Society's Spring 2024 Conference--Many Flavors of Chemistry
         * Conference location: New Orleans, LA
           1. Total in rollover funds from the Jan-March window if approved: $2,682.83
4. CTLE Updates
5. Adjournment: Next meeting is on 2/2