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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | February 2nd, 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 |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm
	1. Review January minutes.
2. Information Items
	1. [Discuss the pilot for the new Team Dynamix Faculty Travel Application](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=53874)
	2. Review and recommend updates to faculty travel guidelines information document.
	3. Review late travel applications approved by virtual vote since the committee’s last meeting.
	4. Review ancillary fund approvals since the committee’s last meeting.
	5. Reminder about next PD Committee-sponsored PD session
		1. [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)
			* Panelists:
				1. Dr. Sandra Seifert, Mathematics
				2. Dr. Brandon Jett, History
				3. Dr. Matthew Hoffman, Paralegal and Business
				4. Dr. Bob Cappetta, Mathematics
3. Action/Discussion Items
	1. Vote on new faculty PD travel application guidelines (revisions to be finished during the meeting)
	2. Review Dr. Walker’s request to have funds for approved (but now canceled) conference be applied to another equivalent PD opportunity in the same travel window.
	3. Review Prof. Zephirin’s late application.
4. CTLE Updates
5. Adjournment: Next meeting is on March 1st