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

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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 | | 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 | |  |  |  | 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 |  |  | Shantae Lawrence |  |  | X |
| Alexandra Nikishin | | X |  |  |  |  |  |  |

1. Call to Order: 2:00 pm Scott Ortolano
   1. Attendance (see above)
   2. January Minutes: Approved
2. Information Items
   1. [Discussion of the pilot for the new Team Dynamix Faculty Travel Application](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=53874) – The Committee agreed to conduct one more test run of the process. Items for follow up with I.T. are:
      1. Applicant ability to review application once submitted and to obtain a PDF copy
      2. Requiring certain fields to be answered prior to submission
      3. Committee Chair receiving notification when an application is submitted
      4. Creation of a tutorial on completing the application
      5. The ability to save incomplete application and return to it later
   2. Updates to faculty travel guidelines information document – The Committee reviewed the new procedures. Updates made include:
      1. Increase maximum to $2500.00 at the discretion of PD Committee
      2. Language was updated for consistency with College policies
   3. Late travel applications – All were approved by virtual vote since the Committee’s last meeting
3. Action/Discussion Items
   1. Current Travel Applications:
      1. Vote was taken on whether to reroute funds on a previously approved application in which the conference was cancelled, to an equivalent conference; or to fund a first-time application that was submitted late. Current funding does not permit approval of both applications. Following Committee discussion, Dr. Roy moved to approve the former rather than the latter and Prof. Maetzke seconded. A vote was taken. The majority approved with one abstention and no objections. The motion carried.
4. CTLE Updates
   * 1. Second Annual Conference – A call for proposals will go out next week for Transformative Horizons 6/6 and 6/7/24. There will be CTLE Awards and Adjunct Awards. Sixty participants attended last year. It will be face to face and on Zoom. Cornerstone faculty will be invited.
5. Adjournment: Next meeting is on 3/1/24. The meeting adjourned at 3:10 p.m.