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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> | | | | | | | | |
| Date: | March 1st, 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 | |  |  | 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 |  |  | Shantae Lawrence | X |  |  |
| Alexandra Nikishin | | X |  |  |  |  |  |  |

1. Call to Order: 2:00 pm Scott Ortolano
   1. Attendance (see above)
   2. February 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 pilot went much smoother than the first run. There were no objections to implementing the new form.
   2. Ancillary Funds Approval – This program is going well. There are 4-7 applications submitted weekly and $3000.00 of the 5000.00 has been used.
   3. PD Committee-Sponsored PD Friday Roundtable – March session went well. Dr. Seifert and Dr. Carpetta presented. Dr. Ortolano suggests making it a Duty Day presentation and Dr. Tawil suggests having it as a PD Friday early in the semester.
   4. PD Committee Membership Needs for 2024/2025 – Due to retirements, there is need for representation from Health, Sciences, Business, Technology, Collier, and Charlotte. Dr. Tawil indicated that there are great candidates from this year’s NFS.
      1. The next PD Committee-sponsored PD session – Will take place on [March 20th, 4 to 5 p.m..-- “Telling Your Story: Advice on Creating and Revising Curriculum Vitae and Resumes,” A PD Committee-Sponsored Session—Via Zoom and in AA-168](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 and Dr. Scott Ortolano
           2. All are asked to encourage others to attend.
3. Action/Discussion Items
   1. Review and vote on Faculty PD Travel Requests for the April-May travel window:
      1. The Committee reviewed and discussed all submitted applications. Three required extensive discussion. Dr. Ortolano moved to approve all but the three requiring further discussion. There were no objections and the standard applications were approved.
      2. The nature of the discussion on the three applications centered around:
         * Requesting funds for a conference out of the instructor’s discipline – Following the discussion, a vote was taken with the result of 13 Yes and 3 Abstain. The application was approved.
         * Requesting funds for an international art competition. Following discussion, a vote was taken with the result of 13 Yes; 2 No; and 1 Abstain. The application was approved.
         * Requesting funds for a non-academic conference featuring a spiritual leader. The conference offerings could be deemed as a personal development conference rather than a professional development conference and the applicant’s narrative did not support the professional development aspect of the conference. The applicant has previously submitted an application and has already received PD funding this year. Following discussion, a vote was taken with the result of 2 Yes; 11 No; and 3 Abstain. The application was not approved.
   2. Team Dynamic Faculty Travel Application – Will officially be adopted for Fall 2024.

1. CTLE Updates
   * 1. The CTLE is on target for the Fall move.
     2. The summer conference is coming together. Dr. Albritten will be the keynote speaker; Dr. Seifert has organized a roundtable for new Department Chairs; and proposals for other sessions are being solicited.
2. Adjournment: Next meeting is on 4/**5**/24. The meeting adjourned at 3:45 p.m.