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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | April 5th, 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 Ross |  | 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. Review March Minutes:
2. Information Items
	1. The new Team Dynamix application system is up and running, and things are off to a promising start.
		1. Three applicants have made use of the system so far.
		2. There was a workflow issue with the dean and department chair signatures. We kept things simple and emailed them directly for approval as a temporary workaround, and IT implemented a fix this week. Going forward, the approval workflow should function correctly.
		3. I am able to edit and add attachments to applications, which has already come in handy for multiple applications.
	2. Late travel applications approved via virtual vote
		1. Sonji Nicholas—Approved 9-0
			* Requested: $1,319.45
				1. Approved: $569.45

$750 registration fee covered by Honors Scholars Program

* + 1. Sandra Seifert—Approved 10-2
			- Requested: $1,888.63
				1. Approved: $1,138.63

$750 registration fee covered by VPAA’s Office

* + 1. Camille Drake-Brassfield—Approved 11-1
			- Requested: $2,222.57
				1. Approved: $2,222.57
		2. Raymond Lenius—Approved 6-0
			- Requested: $150.00
				1. Approved: $150.00
		3. Kathrine O'Connor—Approved 8-0
			- Requested: $2,373.00
				1. Approved: $1,415.35

Funding limited due to travel earlier in the academic year.

* 1. Whitney Walker’s replacement conference was canceled. She never tapped into the funds ($796), and they were returned to the pool. She thanked the committee for our support and will try to attend a conference in her field next year.
	2. We currently have $2,316.28 remaining in Faculty PD Travel Funding (see action item #1).
	3. Faculty PD Committee-Sponsored PD Friday sessions have concluded. The session that Dr. Tawil and I ran was well received--even if the attendance was a bit lower than we initially hoped for. We are planning to run the session again during fall duty days or at another point early on in the fall semester.
	4. Infographic considerations
		1. One missed goal: I have not gotten to the infographic. What are people’s thoughts on it? I could put one together as an end-of-semester send off? Or, would this be better in July when the funding year ends or August when faculty are returning? Alternatively, should I scrap it entirely? **In the Fall makes most sense because of feedback/messages of support. Numerous faculty agreed.**
	5. Ancillary Fund
		1. This fund is doing well. As of right now, we have used (or can expect to use) $3,522.80. I think we’ll have a rush of applications in late April and early May as people look to summer research. I’ll make this a point of emphasis in the email, and please share this opportunity with colleagues.  **We’ve received one more since then. If you receive Fall funding, you’re not eligible for Spring funding to give more faculty and opportunity.**
	6. The committee needs a new notetaker for next year.
		1. Dr. Nicholas has done an amazing job for years, but she has put in her time and deserves a break. **Dr. Tawil suggested Monica or Sabine.**
	7. Membership update:
		1. Members who have finished a term and opted to renew for another three years:
			+ 1. Monica Krupinski
				2. Katharine O’Connor
				3. Kelly Ross
				4. Robert Cappetta
				5. Ed Hooks
				6. Lenny Owens
			+ Undecided:
				1. Sandra Seifert
			+ Not Renewing:
				1. Ray Lenius—Have a wonderful retirement!!!!
			+ New folks joining us in the fall
				1. Janice Cousino, Professor of Nursing, Charlotte Campus
				2. Whitney Walker, Professor of Accounting, Lee Campus
			+ We still could use one more Hendry/Glades rep **and Charlotte**
1. Action/Discussion Items
	1. We currently have $2,316.28 remaining in Faculty PD Travel Funding. This amount pulls from the AITF1Q budget, which rolls over as a backstop. Since we are now more than a month past the initial application deadline, do we want to stop accepting late applications for the April, May, and June travel window?
		1. **Motion for vote made by Ray Lenius, seconded by Monica Krupinski**
		2. **Yes, we will stop accepting them for this window by majority vote. This is our last meeting, only one person could be funded anyway.**
	2. Review and vote on Faculty PD Travel Requests for the July-September travel window:
		1. Notes:
			* Because funding cannot be disbursed before July 1st, any approvals will be conditional, and applicants shall be warned against using funds until the budget is finalized. We are required to conduct an initial review and vote on early submissions for this travel window since this is the last meeting during the faculty contract period.
			* Professor Demoran’s application is over the available amount by $51.45. He is aware of this and has noted that he will pay any additional costs out of pocket. **Approval from Dept and Committee based on his pending notification to present a paper at the conference. If his paper is not accepted for presentation, we will reevaluate the application.**

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| **Name** | **Request** | **Conference** | **Location** | **Rubric Total** |
| Jordan Donini **(approved)** | $1,700.00 | Turtle Survival Alliance 22nd Annual Symposium on the Conservation and Biology of Freshwater Turtles and Tortoises | Tucson, AZ | 84 |
| Elizabeth Whitmer **(approved)** | $1,366.75 | 2024 Florida Health Information Management Association Annual Convention  | Orlando, FL | 51 |
| Michael Demoran**(approved with contingency on paper approval)** | $2,551.45($2,500 cap) | Popular Arts Conference | Atlanta, GA | 117 |

1. Back to the Future! Or, business that I promised that we would circle back around to during this final meeting at some point during the academic year
	1. Dr. Maetzke mentioned that we might want to explore dividing any summer overages into equal portions during the next academic year. In other words, if we have $6,000 remaining in the July-September pool (which is always the least used funding pool), $2,000 would go evenly into each of the remaining travel windows instead of simply rolling the full amount into the Oct-Dec travel window.
		1. Is this something that we should do?
		2. **No objections to making this change. Motion to divide it evenly is adopted.**
	2. Do we leave the $2,500 funding cap in place? Should we return to a $2,000 cap? Should we lower it to $1,500? 🡨 Any changes here would apply to funds that we just voted to tentatively approve. **For now, Poll Results support change funding cap to $2000**. **Scott will inform Demoran with the caveat that we may move it back to $2500 after review in August**. **Table final vote / decision until Fall once we know what the funding situation looks like?**

**Also had discussion on the topic of one travel request per AY rather than per semester. Complicating factors: Research reassigned time? Two inexpensive conferences? Certification and recertification issues? Possible solution🡪revise rubric**

* 1. We have had requests to discuss if the committee should fund travel for faculty members if they are attending conferences along with students. What are thoughts on this? **Should it be funded through PD or as an employee through other funding at FSW (like a business trip)? Is this a union issue because of compensation? (Is there a COP for travel with students?) Should we talk with CURC to funnel those kinds of situations? Will ask Dr. Chase to come to August meeting to discuss.**
	2. Dr. O’Reilly asked if we should consider adding more points for CTLE presentations. What do we think of this idea? **More formal language on sharing with the college what was gained by attendance at the conference? More specifics to “make people accountable” for the money they have received? Scott’s working: “**How will you share knowledge gained at this event with the broader college community outside of your teaching?”
	3. Dr. O’Reilly made a good point about how funds tend to dwindle quickly as late applications roll in. Do we want to change the current late application system (which is new to us this year anyway) and review late applications during the meeting that follows the submission of a late application?
		1. **Hard deadline? Maybe think about fewer deadlines, then review them at each month’s PD Committee meeting? Deadline for Fall semester right now is the first week of classes.**
		2. **We will review this in August when more members are present and when we have less time pressure.**
		3. **“Late applications may not receive funding” change wording on the application for now**
		4. **Poll results: tie vote to leave it as is, with Scott as tiebreaker “yes” We will revisit this in August**
		5. Note: By their nature, summer reviews need to follow our current system because faculty members can’t be compelled to meet off contract. We have always used a rolling system for summer applications—even before Covid.
	4. Anything else that we should consider for next year?
1. Time reserved for CTLE Updates
	1. **Faculty Retirement 4/1 at 4 pm**
	2. **Annual Conference June 6 & 7**
		1. **Plenty of proposals**
		2. **Dr. Allbritten in keynote**
		3. **One proposal from FGCU faculty**
		4. **Adjunct Faculty Awards June 6 10:00**
	3. **Moving to Q 223 second week of April**
2. Adjournment: Have a wonderful summer, everyone!