

**PD Committee Meeting Agenda**

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| **Date:** | **September 6, 2024** |
| **Time:** | **2 to 3:30** |
| **Location:** | **Zoom: https://fsw.zoom.us/j/87198908561** |

1. Approval of 04/05/2024 Minutes
2. Information Items (Part A)
   1. A new notetaker is needed for the 24/25 academic year.
   2. A new PD Chair will be needed for the next two-year term, which begins in August 2025.
   3. FPD Application News and Notes from the Summer
   4. Discuss committee obligations as part of the HLC accreditation process.
   5. Review the FPD funding for the 24-25 academic year.
3. Action Items
   1. Faculty travel and CURC
   2. Review and revise Section I of the FPD Travel Application
   3. Discuss Potential Travel Funding Cap Increase
   4. Reauthorizing the ancillary fund
   5. Dividing rollover funds from the first quarter
   6. Review late travel application from July-September travel window.
   7. Review travel applications for the October-December travel window
4. Information Items (Part B)
   1. The Ancillary Fund and AI subscriptions
   2. Review monthly infographic
   3. Decide November PD Committee-Sponsored PD Friday Session Topic
   4. Presenting at the CTLE after an application is submitted but before the travel event
   5. Evaluate FPD Funding Windows
   6. If time, review COPs assigned to the committee as part of the HLC accreditation process.
5. Updates from the Center for Teaching and Learning Excellence
6. General New Business

Recorded by ***Name of Notetaker Here***