**PD Committee Meeting Notes**

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

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| Members | Present | Absent | Excused |
| Scott Ortolano | X |  |  |
| Monica Krupinski | X |  |  |
| Katharine O’Connor | X |  |  |
| Kelly Ross | X |  |  |
| Sandra Seifert | X |  |  |
| Jason Calabrese |  |  | X |
| Robert Cappetta | X |  |  |
| Brandi George | X |  |  |
| Ed Hooks | X |  |  |
| Ivana Ilic | X |  |  |
| Sindee Karpel | X |  |  |
| Whitney Walker | X |  |  |
| Sabine Maetzke | X |  |  |
| Sonji Nicholas | X |  |  |
| Alexandra Nikishin | X |  |  |
| Leonard Owens | X |  |  |
| Brian O'Reilly | X |  |  |
| Martin Tawil | X |  |  |
| Martin McClinton (Ex officio/non-voting) |  | X |  |
| Brittany Prescott | X |  |  |

1. 04/05/2024 Minutes unanimously approved.
2. Information Items (Part A)
	1. A new notetaker is needed for the 24/25 academic year.
		1. AI will be used to take notes, and the chair will sort them out after meetings have concluded.
	2. A new PD Chair will be needed for the next two-year term, which begins in August 2025.
		1. The bylaws stipulate that the former chair should be on the committee to help support the current leader if a problem arises, and in general, we need to reestablish institutional knowledge for this position. It has changed radically since the pandemic, and we don’t have anyone else at the college who has led the group since that time.
		2. If you are interested in running, please reach out to me, and I can give you an overview of what is involved, etc. In my opinion, elections are always a good thing, and it isn’t undesirable for there to be multiple people who are interested in leading the committee.
		3. Here is what the COP about this says about the election process:
			1. Chair Elections: Elections for committee chairs are conducted independently by the Senate. An election officer will be appointed by the Senate Executive Committee to conduct the standing committee elections. By the 1st week in March, the current chair will provide the election officer with a list of members. The election officer will call for nominations from the committee, prepare the electronic ballots, and conduct the elections. The newly elected chair will be confirmed by the Senate during the April meeting.
	3. FPD Application News and Notes from the Summer
		1. Professor Michael Demoran retracted his travel application for this month. He had received a conditional acceptance based on his presentation becoming an official part of the conference program. Unfortunately, after passing the initial review, it was not selected to be on a panel. He thanked the committee for our time and support and will try for another conference this year.
		2. Summer applications and the expanded review process with the VPAA’s Office
			1. With that being said, new requirements and oversight at the state level have necessitated a more in-depth collaboration with the VPAA’s Office. In addition to reviewing whether applications adhere to the state’s laws regarding diversity, equity, and inclusion, the VPAA’s Office will also make sure that faculty travel adheres to and is within the scope of the college’s mission.
	4. Discuss committee obligations as part of the HLC accreditation process.
		1. [Review the committee’s webpage (click here)](https://www.fsw.edu/vpaa/professionaldevelopementcommitee) and decide what resources might be added.
			1. Updated PD Committee Charge approved and the following resources:
				1. Link to the CTLE’s homepage
				2. Link to the Faculty PD Travel application
				3. Link to the ancillary fund for the academic year?
		2. We have been asked to review the following COPs during our October meeting
			1. [03-1101: Adjunct and Concurrent Faculty (Orientation, Supervision, Professional Development, and Evaluation)](https://drive.google.com/file/d/1VXf4zXyF4AK1sUssEiF12gnRlZbcJt7t/view?usp=sharing)
			2. [03-1112: Faculty Professional Development (FPD) Fund](https://drive.google.com/file/d/1Var3VjELlrh7147D5mJpQpcI8G32ZLnV/view?usp=sharing)
	5. Review the FPD funding for the 24-25 academic year.
		1. We received approximately the same amount of funding as last year, but the remaining money in the AITF1Q was returned to the Foundation.
3. **Action Items**
	* 1. Faculty travel and CURC
			1. I spoke to Dr. Chase about faculty traveling with students, and we might want to add the following item to the application instructions:
			2. Are you traveling to support students? 🡨 Section Heading in the Instructions
				1. If you are traveling with students as part of this professional development experience, please first check with the Center for Undergraduate Research and Creativity (CURC) to see if funding might be available before you submit this application for consideration.

Unanimously approved!

* + 1. Review and revise Section I of the FPD Travel Application
			1. Currently, faculty members are asked to only select one item in Section I. However, this also means that checking “no” on whether or not the event will improve their teaching, which feels counterintuitive.
				1. **11-3 in favor of letting them select more than one option.**
		2. Discuss Potential Travel Funding Cap Increase
			1. We need to decide if the amount faculty can be awarded via Faculty PD Travel Applications should be increased to $2,500—for the remainder of this academic year or for the next academic year.
			2. There is no one in favor of increasing to $2,500, so no motion is made to have a vote on the subject. The FPD funding cap is kept at its current level.
		3. Reauthorizing the ancillary fund
			1. Last year, faculty used $4,736.42 of the allotted $5,000 dollars.
			2. During the 2022-23 academic year, faculty used all $6,000 in the fund, but they were allowed to apply for an additional $150 in the spring semester.
			3. We need to keep in mind that any funds that are moved into the ancillary fund will reduce available money in the travel fund.
			4. Something like $2,500 may work best. This will encourage faculty members to apply in a timely manner, ensure full use of the fund, and keep it open without jeopardizing too much of the travel fund. The amount leaves approximately $54,528 for travel (which splits into $13,632 per quarter).
			5. This, and I can’t emphasize it enough, is a committee decision though, and it will be opened to a full discussion before we vote.
				1. Tabled until October. More data will be presented then.
		4. Dividing rollover funds from the first quarter
			1. Should we divide the rollover funds from the first travel window equally across the three remaining windows?
			2. This was discussed last year and generally endorsed, but we couldn’t change the policy at that point in the semester.
			3. The advantage of this system is that it ensures that all travel windows provide the same opportunity for faculty to travel and make use of PD funds.
			4. Approved unanimously
		5. Review late travel application policy
			1. More coherence is needed to continue to make this viable. It is decided to review late travel applications during the October and February meetings—and at the end of June for first quarter applications (as noted in the FPD guidelines).
			2. This should help to smooth out the logistics quite a bit, and it will also encourage applicants to get their materials in on time.
				1. **Vote is 10-3 in favor**
			3. The following guidelines will be added for late applicants:
				1. \*Note about Late Applications: If you are submitting a late application, please include a brief narrative explaining why the application is late and noting why the application warrants consideration. Late applications are considered during the October PD Meeting (for 2nd quarter applications) and during the February PD Meeting (for 3rd quarter applications)
		6. Review late travel application from July-September travel window.
			1. The request is for a total of $85 for Herpeton: South Florida Herpetological Conference, which is being hosted at FSW’s Lee Campus at the end of September. This is a late application for the July-September travel window. It is the last application that can be considered for this travel period.
			Conditionally approved so long as CURC is consulted ASAP
		7. Review travel applications for the October-December travel window
			- 1. Professor Owens and Dr. Cappetta need to momentarily step away while the applications are evaluated.
			1. Total requested: $14,759.98 (approximately $16,242 will be available, depending on votes at the start of the meeting).
			2. Eligible applications are unanimously approved.
1. Information Items (Part B)
	1. The Ancillary Fund and AI subscriptions
		1. Jason Dudley has indicated that ancillary funds can be used to subscribe to premium versions of AI writing programs so long as the programs are vetted through his office and the faculty member uses their official FSW account.
	2. Review monthly infographic
		1. During the meeting, a copy of the infographic that is displacing the monthly emails was briefly shared with the group. A link to the live form and links to resources noted in the infographic will be included below the image in each email.
2. Updates from the Center for Teaching and Learning Excellence
	1. N/A due to time constraints
3. General New Business
	1. N/A due to time constraints

Recorded by ***Scott Ortolano and his AI Robot Assistant***