**PD Committee Meeting Notes**

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

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| **Members** | **Present** | **Absent** | **Excused** |
| Scott Ortolano (Chair) | 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 (Ex officio/non-voting) | X |  |  |
| Angus Cameron (Ex officio/non-voting) | X |  |  |
| Brittany Prescott (Ex officio/non-voting) | X |  |  |

1. **Review meeting minutes from 11/1/2024**
	1. **Approved unanimously**
2. **Information Items**
	1. Review the Ancillary Fund
		1. Application numbers have jumped since our last meeting!
			1. Current funding requests can be found in the excel document in the application materials.
				1. Currently, I’m trying to work through a tech request for Professor Votraw.
				2. If you need to direct someone to the fund but don’t want to ask them to dig through their email history and don’t have the link handy, just point them to the college’s webpage for the PD Committee: <https://www.fsw.edu/vpaa/professionaldevelopementcommitee>
			2. We need to decide if the committee would like to authorize another fund transfer. Applications for the Jan-March travel window are down (likely because of the storm-plagued fall semester), so we do have the room. I wouldn’t be surprised to see late applications during our next meeting in February.
	2. Future PD Chair
		1. We have had a volunteer step forward: Dr. Katie O’Connor
		2. As noted in the last meeting, here is how this will work going forward:
			1. There will be an official call for volunteers at February’s meeting
			2. A vote will take place during the March meeting.
			3. The committee’s choice is forwarded to Faculty Senate.
			4. If approved, Faculty Senate then forwards the name to the VPAA’s Office.
			5. The March meeting was suggested as the official election day just in case anything goes wrong with the nomination or approval process.
	3. I’m working on spring PD sessions.
		1. The January session is in.
		2. I’m finalizing our non-committee participants for February.
	4. March celebration—a quick follow up
		1. Dr. Tawil and the CTLE are on top of this. They are going to create a celebration and recognition event for adjuncts. They will let us know if help is needed. Committee members can help in the intermediary by making people aware of the event and encouraging their colleagues to attend.
	5. Review December PD Committee Infographic.
		1. Will be shared after grades are due.
3. Action Items: Travel Funding requests
	1. Professor Owens and Professor Henning’s requests are resubmissions for their October conference.
		1. Professor Owens is sent to the waiting room during the discussion of these applications.
		2. The Florida College English Association’s annual conference was set to take place in Tampa this October but was postponed due to Hurricane Milton. The conference has been rescheduled to the end of January/the first week of February.
		3. Professor Owens and Professor Henning have resubmitted the requests since the conference now falls in the upcoming travel window and the hotel prices have changed with the season.
		4. However, the applications are the same ones that the committee and VPAA’s Office already reviewed and approved back in September.
		5. Given the special nature of these requests, I thought they should be considered separately from the regular applications (which have not already received prior approval).
		6. Again though, out of abundance of caution, Professor Owens and Professor Henning have gone above and beyond to make sure that everything adheres to protocol.
		7. Professor Owens leaves the room as the committee deliberates and prepares to vote.
		8. These items are considered separately and receive unanimous approval.
	2. Jan-March Travel funding
		1. Applications are down, likely due to the storm-plagued fall, and we have enough to cover all requests—though they still do need to be reviewed and vetted.
		2. The updated instructions from last year seem to be working! There was an initial VPAA inquiry about Dr. Philip Allen attending the Southwest Conference on Language Teaching (held in Chandler, AZ) instead of the Southeast regional meeting (held in Nashville, TN). However, because Dr. Allen followed our guidelines, he had already incorporated an explanation in his overview.
		3. Dr. Jett’s request is the third application that you’ve seen, but for all intents and purposes, it is his first request.
			1. His first trip was canceled due to Hurricane Helene, and no funds were used.
			2. His second request was deemed ineligible for funding by the VPAA’s Office due to the state’s DEI ban.
		4. Dr. Ortolano only plans to travel if his presentation abstract is accepted (the conference takes place during the last week of March and it is expected mid-December). No funds will be used before this presentation is confirmed.
		5. Funding numbers are reviewed and all non-application questions are answered.
		6. Dr. Ortolano steps out of the room before applications are discussed and the meeting is turned over to Dr. Tawil for moderation.
		7. Overview of FPD Funding Requests for the Jan-March travel window. Please refer to the excel travel document and the condensed overview for the Jan-March travel period (included in application materials).
		8. Applications approved unanimously.
4. Updates from the Center for Teaching and Learning Excellence
	1. See March celebration discussion. Item II.D
5. General New Business
	1. N/A
6. Meeting concludes

*Notes created by Scott Ortolano*