**PD Committee Meeting Notes**

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| **Date:** | **February 7th, 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 |  |
| 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 12/6/2024**
	1. **Minutes approved unanimously**
2. **Information Items**
	1. Future PD Chair Conundrum
		1. We are back to square one with the future PD Committee Chair election.
		2. If no one is able to step forward, we will relay the situation to Faculty Senate and the VPAA’s Office for advice. If you are interested at all, please let me know.
		3. 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. **(We are here.)**
			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.
	2. PD Committee PD Friday Sessions
		1. The January PD Session was a success. Not counting myself or any of the presenters, we had 13 attendees.
		2. Check with PD Committee members about February session
			1. "Great Expectations: How to Approach Student Behavior Guidelines for Your Class," a PD Committee PD Friday Session
				1. Dr. Jill Hummel, Professor of English
				2. Dr. Laura Shaw, Professor of Student Life Skills
				3. Dr. Robert Cappetta, Professor of Mathematics
				4. Dr. Brian O’Reilly, Professor of Criminal Justice
			2. Please share this information with students.
		3. There is no March session to make space for the CTLE’s celebration event and other potential FSW accreditation-related events.
		4. For next year, the committee might want to consider revitalizing the old “Advice from the Front” series. It has been a while since these sessions were offered (the 2020-21 academic year). Attendees at the January PD Friday session asked if returning the series might be possible. This is probably better saved for the April meeting though once we have a clearer vision of the committee chair situation.
	3. Review PD Committee infographic.
3. Action Items:
	1. Discuss the Ancillary Fund
		1. Application numbers have jumped since our last meeting!
		2. We have currently met the initial $2,500 threshold and may want to consider reauthorizing the second $2,500 amount.
			1. We have $626.69 in potential awards currently on hold.
			2. Even if the current late travel application is approved, there will be over $9,809 rolling over from the third travel window, so funding is there.
		3. **Approved unanimously**
4. Travel Funding requests
	1. Travel funding is down from last year pretty significantly. We ran out of funding during the third window last year and had to turn requests down. That is far from the case this spring. There were fifteen applications for the third travel window last year, compared to eight this year.
	2. Dr. Ortolano’s presentation was accepted for the College English Association’s conference in March. In keeping with the tentative application acceptance, that confirmation was forwarded to the PD Committee, and it has been shared as a supporting documentation item for the current meeting. The presentation acceptance has also been added to the records for the application window in question.
	3. There is one late application to consider for the current travel window:
		1. Jacquelyn Davis, $324.19 (was $702.75, but CURC is now covering lodging)
			1. The information for this request is available in the application materials. Dr. Davis has included the additional late travel application narrative and is checking with CURC to see if they will cover any portion of the request since she is traveling in support of a student.
	4. During the next meeting, we will review applications for the final travel window. Please remind colleagues that the deadline is the last Friday in March. This information is detailed in the infographic as well.
5. Updates from the Center for Teaching and Learning Excellence
	1. Only one faculty member retiring this year, so the event will likely be different from the usual larger event.
	2. 3rd Annual FSW Conference on Teaching and Learning
		1. Theme: Innovation, Impact, and the Future of Teaching in a Shifting World
	3. Discussion of unused travel funds being made available to NISOD Recipients to attend the National Institute for Staff and Organizational Development Conference
		1. This will be revisited during the next session.
6. General New Business
	1. Discussion of the many upcoming PD Friday events
	2. Reminder to attend and participate in HLC accreditation events.
7. Meeting concludes

*Notes prepared by Scott Ortolano*