

PD Committee Meeting Notes



Date:	April 4th, 2025
Time:	2 to 3:30
Location:	Zoom: https://fsw.zoom.us/j/87198908561

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		
Sabine Maetzke	X		
Sonji Nicholas			X
Alexandra Nikishin	X		
Leonard Owens	X		
Brian O'Reilly	X		
Elijah Pritchett	X		
Soumya (Sam) Bhattacharya	X		
Martin Tawil (Ex officio/non-voting)	X		
Angus Cameron (Ex officio/non-voting)	X		

Brittany Prescott (Ex officio/non-voting)	X		
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I) Review meeting minutes from 3/7/2025

- a. Approved unanimously.

II) Information Items

- a. PD Chair Election Update
 - i. The VPAA's Office and Faculty Senate have approved the committee's election of Dr. Scott Ortolano to another two-year term.
 - ii. Dr. Katie O'Connor has agreed to serve as interim chair during the fall while I am away on sabbatical, pending committee approval. (see action item 1)
- b. PD Committee PD Friday Sessions
 - i. Dr. Ortolano asks what people think about revitalizing the old "Advice from the Front" series for next year. 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.
 1. People approve of the idea, and potential topics are brainstormed.
 - a. Meetings would occur on PD Fridays in September, October, January, February, and March
 - b. Session ideas
 - i. New faculty members
 - ii. **How you get funding. "Show me the money" session (Van Gaalen, CURC, Us)**
 - iii. Nursing Dept
 - iv. **Registrar (FERPA) and advising**
 - v. **HIPPA, CARE, Adaptive Services**
 - vi. **Student Engagement**
 - vii. **IT Updates from Jason Dudley**
 - viii. Summer plans (to end the year)
 - c. The ideas in bold will be pursued and any topics that aren't covered will be revisited during next April's meeting for the following academic year.
- c. PD Committee Membership Update
 - i. We still have a few open calls out, but so far, we have already gained two new members:
 1. Dr. Elijah Pritchett, Professor of Humanities on the Edison Campus
 2. Dr. Soumya (Sam) Bhattacharya, Professor of Chemistry on the Collier Campus
 - a. A motion is made to let them vote during this meeting
 - i. Seconded by Dr. Maetzke.
 - ii. Current members whose terms have expired
 1. Dr. Sonji Nicholas—renewed
 2. Dr. Brian O'Reilly—renewed
 3. Dr. Brandi George—renewed
 4. Prof. Jason Calabrese—has decided to continue on to other adventures. Thank you so much for your service to the committee, Professor Calabrese! He has been a member since 2012 and the PD Committee's longest serving current member!
- d. HLC Accreditation Note

- i. Thank you to everyone who came out to the open forums. I think our committee was represented well and made some great contributions!
- e. Discuss the Ancillary Fund
 - i. Application numbers continue to be down a bit. We do usually have a final wave of requests during this month. Please share information with your colleagues.
 - ii. Should we allow folks to apply for another \$150 if they are interested in doing so? The per item cap would still need to remain at \$150.
 - 1. We have currently used \$3,567.96 of the allotted \$5,000. Applications are open until May 4th.
 - 2. The decision is made to not let people apply for additional funds because of how late in the academic year it is and to give everyone an equal chance to apply for funding. There are some people with summer projects who may have held off on requesting funds to wait for their research project to clarify.
- f. Review PD Committee infographic ideas
 - i. Spotlights will include:
 - 1. CTLE's 3rd Annual Conference on Teaching and Learning
 - 2. FSW Online's Summer Camp
 - 3. Ancillary Fund
 - 4. Reminder about first application window for next academic year—for July-Sept travel (June 30th deadline for secondary review)

III) Action Items:

- a. An interim chair will be needed when Dr. Scott Ortolano is on sabbatical during the fall semester.
 - i. Dr. Katie O'Connor has graciously agreed to serve as interim chair during this period, pending committee approval. A longstanding member of the committee, Dr. O'Connor previously held the role of ground-to-remote TLC coordinator during the pandemic and continued as a TLC coordinator for several years following the college's return to normal operations. Her extensive experience and deep familiarity with the committee's work, from multiple vantage points, will help ensure a seamless transition and uninterrupted operations throughout the fall.
 - 1. Dr. O'Connor is approved unanimously.
- b. Late Travel Funding requests for the April-May travel window.
 - i. If there are funds in the budget, the PD Chair and the Associate Dean of the CTLE will review applications for the July-Sept travel window at the end of June in conjunction with the VPAA's office. If there are any concerns or if not enough funding is available, an optional meeting will be held on the second Friday of July. If there are no concerns, qualifying applications will receive approval.
 - 1. This plan is approved unanimously.
- c. Travel Funding
 - i. Please refer to the application packets and the application overview documents for specific information about all of these applications.
 - ii. Late travel applications for April-May (see attached overview and application packet)
 - 1. Camille Drake-Brassfield
 - 2. Charlene Schwinne
 - a. Unanimously approved.
 - iii. Travel Applications for July-Sept (see attached overview and application packet)

1. 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. The VPAA's Office, Associate Dean of the CTLE, and the PD Committee Chair will review late applications during the week of July 1st.
 - a. Myriam Mompont
 - b. Matthew Hoffman
 - i. Unanimously approved.
- d. Update on unused travel funds being made available to NISOD Recipients to attend the National Institute for Staff and Organizational Development Conference, May 24-27.
 - i. This offer was made to all NISOD recipients. Unfortunately, no one was able to participate in the conference due to their own schedule conflicts.

IV) Updates from the Center for Teaching and Learning Excellence

- a. Dr. Tawil reminds participants about the upcoming 3rd Annual Conference on Teaching and Learning. The committee discusses the event and agrees that it is a wonderful opportunity that they will encourage peers to participate in.

V) General New Business

VI) Meeting concludes