**Professional Development Committee Meeting Notes**

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| **Date:** | **September 5th, 2025** |
| **Time:** | **2:00 pm to 3:30 pm** |
| **Location:** | **Zoom:** [**https://fsw.zoom.us/j/82807209588?pwd=SQ0O1zzekZDFdhPPu77uA2ij3cj2UQ.1**](https://fsw.zoom.us/j/82807209588?pwd=SQ0O1zzekZDFdhPPu77uA2ij3cj2UQ.1) |

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| **Members** | **Present** | **Absent** | **Excused** |
| Scott Ortolano (Chair) |  | X (sabbatical) |  |
| Monica Krupinski | X |  |  |
| Katharine O’Connor | X |  |  |
| Kelly Ross | X |  |  |
| Sandra Seifert | X |  |  |
| Robert Cappetta |  |  | X |
| Brandi George | X |  |  |
| Ed Hooks | X |  |  |
| Ivana Ilic (Interim Chair) | X |  |  |
| Sabine Maetzke | X |  |  |
| Sonji Nicholas | X |  |  |
| Alexandra Nikishin | X |  |  |
| Leonard Owens | X |  |  |
| Brian O'Reilly | X |  |  |
| Soumya (Sam) Bhattacharya | X |  |  |
| Alex A. Djahankhah  | X |  |  |
| Martin Tawil (Ex officio/non-voting) | X |  |  |
| Angus Cameron (Ex officio/non-voting) |  |  | X |
| Brittany Prescott (Ex officio/non-voting) | X |  |  |
| Martin McClinton (Ex officio/non-voting) | X |  |  |

1. Adoption of Agenda
Agenda adopted as presented.
2. Approval of the Meeting 4/4/2025 Minutes
4/4/2025 Minutes are approved unanimously as presented
3. Information Items
	1. Interim Professional Development (PD) Committee Chair during Fall 2025
	Dr. Ivana Ilic will serve as Professional Development Committee Interim Chair during Fall 2025 while Scott Ortolano, Professional Development Committee Chair, is on sabbatical.
	2. Committee Membership Update
* Alex Djahankhah, Professor, Computer Science-Programming, is new general member.
* Martin McClinton, Associate Vice President, Academic Affairs, is now ex officio/non-voting member.
* Elijah Pritchett, Professor, Humanities has taken new role as FSW Effectiveness Coordinator and will not be member of the Professional Development Committee at this time.
	1. Reviewed the Faculty Professional Development (FPD) Funds available for the 2025-2026 Academic Year and for October-December, 2025.
	2. FPD Travel Applications to include URL to the sponsoring organization’s website

Dr. McClinton described the pre-review process being implemented to avoid unauthorized expenditures. It is now required to include URLs for sponsoring organizations' websites on the Faculty Professional Development Fund travel applications.

1. Action Items
	1. Review travel applications for the October-December, 2025 travel window

FPD Funding Requests (for travel during October, November, December) documentation was sent to the VPAA and the PD Committee Members for the review prior the PD Committee meeting.

One FPD Funding Travel application was not approved by the VPAA and therefore not considered further by the PD Committee. The PD committee approved applications that met preliminary screening and those pending VPAA’s review, subject to VPAA’s approval.

* VPAA has requested additional documentation (conference agenda) for the two FPD Funding Requests. For those two FPD Funding requests PD Committee provided approval contingent on obtaining approval from the VPAA. (Kelly Ross motion, Sonji Nicholas second, 1 abstain, 12 in favor, 0 opposed).
* Four FPD Funding applications that were approved by VPAA were approved by the Professional Development Committee unanimously (Kelly Ross motion, Brian O'Reilly second, all in favor, 0 abstain, 0 opposed).
	1. The Ancillary Fund

Motion was made by Brandi George, second by Kelly Ross, to designate $2500 for the Fall 2025 Ancillary Fund and $2500 for the Spring Ancillary Fund. All in favor, 0 opposed, 0 abstain.

* 1. Information for monthly infographic discussed briefly (CTLE’s info, Ancillary Fund, Reminder about the FPD Funds application due dates for next travel window, etc.).
	2. PD Committee-Sponsored PD Friday Sessions

The PD Committee discussed potential topics for upcoming faculty professional development sessions, including an external speaker's session on AI, and a session about academic misconduct process. Dr. Tawil suggested highlighting the AI session. Professor Brandi George offered to present on interdisciplinary collaboration. Professor George confirmed session for October 24th, 2025. Dr. McClinton proposed gathering input from faculty on desired PD topics. Professional development Friday sessions are planned through January.

1. Information Items
From the Standing Committee Chairs Meeting
	* 1. Review current Committee charge and update the Committee's FSW webpage

<https://www.fsw.edu/vpaa/professionaldevelopementcommitee>

* + 1. Review COPs and determine if any updates are needed

03-1101: Adjunct and Concurrent Faculty (Orientation, Supervision, Professional Development, and Evaluation)

03-1112: Faculty Professional Development (FPD) Fund

* + 1. Monthly Committee Reports (Committee Chair) before the monthly Standing Committee meeting. Monthly reports from standing committees were requested, with the goal of better communication between committees. As an example, coordinating AI initiatives.
		2. Annual Committee Reports (Committee Chair) before the end of the Spring semester.
		3. Professional Development Sessions (Committees). Standing Committees are working on determining PD Sessions that would be beneficial.
1. Updates from the Center for Teaching and Learning Excellence
Dr. Tawil informed PD Committee about the available AI-focused sessions at FSW. He is working with Human Resources to streamline communication about these opportunities.
2. New Business
3. Adjourn