

**PD Committee Meeting Notes**

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| **Date:** | **November 1st, 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 10/04/2024** 
   1. Approved unanimously.
2. **Information Items** 
   1. Dr. Tawil and Dr. Ortolano have made the discussed revisions to the COPs that were assigned to the PD Committee and submitted them to the VPAA’s Office.
   2. Review the ancillary fund launch
      1. The fund is off to a slow start, but that is to be expected with our storm-filled fall and the usual midterm malaise that tends to set in during this part of the semester.
         1. People have made inquiries about the fund, which is a promising sign, and Dr. Ortolano will make a push to publicize it—an effort that started during Faculty Senate earlier today.
            1. If you need to direct someone to the fund and don’t want to ask them to dig through their email 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>
   3. PD Chair volunteers
      1. As Dr. Ortolano noted previously, this is his last run as Chair for the PD Committee. Nothing is wrong, but the committee is supposed to have a former chair on staff, and the continuity on that front has become broken. The only other former chair at the college is Dr. Rebecca Gubitti, and the committee's work is incredibly different now from what it was when she was chair (back in the 2018-19 AY).
      2. Dr. Ortolano’s general committee membership itself officially expires at the end of this academic year, but he will remain for one final three-year membership turn. The goal is to put a strong long-term foundation in place for the committee.
      3. Dr. Ortolano has checked with Faculty Senate about the process.
         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.
   4. Please remind your colleagues about the now-available Ancillary Fund and the Faculty PD Travel funding deadline for the January-March travel window.
      1. Dr. Ortolano will send the infographic directly to the deans and ask them to call attention to both items as well (or to pass word on to department chairs for their meetings next Friday).
   5. The last fall PD Committee-Sponsored PD Friday Session is all set
      1. November 22nd, 1 to 1:45, "A Bloom with a View: Elevating Your Learning Outcomes," Cosponsored by the Learning Assessment Committee and the PD Committee
         1. Dr. Susan Foster and Professor Krissy Cabral will be joining Dr. Patterson and myself. It should be a really engaging session and meets a need that was highlighted during the first HLC Accreditation Chairs meeting this past August.
            1. [Click here for the registration page for this session](https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/a-bloom-with-a-view-elevating-your-learning-outcomes-cosponsored-by-the-learning-assessment-committee-and-the-pd-committee)
   6. Potential Topics for Spring PD Committee-Sponsored PD Friday Sessions
      * 1. These sessions are discussed. Dr. Ortolano will reach out to potential presenters and submit the session proposals before the college closes for winter break.
           1. January--“How Do You Give Back?” A PD Committee-Sponsored PD Friday Roundtable
           2. February--“Great Expectations: How to Approach Student Behavior Guidelines for Your Class”
           3. March—Potentially an end-of-semester celebration. This idea is discussed and will be revisited during the next meeting.
   7. The November PD Committee infographic is reviewed by the committee.
3. Updates from the Center for Teaching and Learning Excellence
4. General New Business