**PD Committee Meeting Notes**

|  |  |
| --- | --- |
| **Date:** | **March 7th, 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 |  |  |  |
| 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 |
| 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 3/7/2025**
	1. **Approved unanimously**
2. **Information Items**
	1. PD Committee PD Friday Sessions
		1. The February PD Friday session was a great success and drew over twenty attendees! Thank you to everyone on the committee who participated.
		2. There is no March session to make space for the CTLE’s celebration event and other potential FSW accreditation-related events.
		3. What do 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. If this course is followed, let’s come up with some potential themes for April’s meeting.
	2. PD Committee Membership Update
		1. I will be checking with faculty whose membership is running out this year to see if they are interested in re-enrolling for another term. If you are in this group, expect an email in the coming weeks.
		2. If you know of anyone who might be interested in joining, please encourage them to do so. In particular, we can use representation in the health profession academic divisions and the School of Business and Technology.
		3. It is suggested that Dr. Ortolano reach out to Dean Susan Holland, the current Dean of the School of Nursing, and Professor Elizabeth Whitmer for representatives from that school.
		4. It is also suggested that Dr. Ortolano check with the Dr. Elizabeth Schott for representatives from that academic unit.
	3. Policy Statement clarifying late application review policy:
		* 1. \*Note about Late Applications: If you are submitting a late application, please include a brief narrative explaining why the application is late and noting why the application warrants consideration. Late applications are considered during the October PD Meeting (for 2nd quarter applications), during the February PD Meeting (for 3rd quarter applications), and during the April PD Meeting (for 4th quarter applications). Late 1st quarter PD applications are reviewed on July 1st by the PD Committee Chair and the Associate Dean for the CTLE (in conjunction with the VPAA’s Office).
	4. HLC Accreditation
		1. Committee reviews FSW’s Assurance Agreement for accreditation from the Higher Learning Commission and reflects on how the PD Committee contributes to this work.
			1. A series of key discussion points are generated and reviewed by the committee. They will be shared with the committee after the meeting to help members prepare for the upcoming visit.
	5. TDX Workflow Issues
		1. There has been a bout of workflow problems with FPD Travel Applications.
			1. The dean step was being skipped over, and information was coming to the PD Committee Chair for approval after the Department Chair step.
			2. This was remedied and dean approvals were obtained via email.
			3. There now does seem to be another issue with the workflow for library applications. It is following an antiquated workflow and sending them to the School of Arts, Humanities, and Social Sciences Dean. This is in the process of being addressed.
		2. The good thing is that the system has held. All applications are still visible to the CTLE’s Office and the PD Committee Chair, so there is no danger of anything being lost. In many ways then, this has shown the resilience and benefit of the new system.
	6. Discuss the Ancillary Fund
		1. Application numbers have slowed since our last meeting, but that is because we were coming off the winter break jump.
			1. There have only been three new applications since our last meeting.
		2. There is likely to be another jump in applications in March and April as people look toward summer research projects.
		3. We tentatively have $3,553 in allocated money. The total will likely be within $500 of the $5,000 total by the May 4th deadline.
		4. There have been requests for additional $150 from previously successful applicants. We can open that to people in April if this number hasn’t moved substantially.
		5. What are thoughts on this?
	7. Review PD Committee infographic.
3. Action Items:
	1. PD Chair Election
		1. There is currently no nominee for the next term (Fall 2026-Spring 2028)
			1. It is a big job and requires a good amount of time. Dr. Ortolano notes that he doesn’t want to leave the committee in the lurch, and after giving it some thought, he will, if people are amenable to it, serve one more term. He expresses again though, that he is also completely fine transitioning the position as well.
			2. If he serves again, he would need someone to stand in if his sabbatical request is approved for the fall. That bridge can be crossed during the April meeting though when that information will be known. And he could lay groundwork before the fall to make that process easier on whoever stands in.
		2. As noted previously, here is how this is how the election process works:
			1. There will be an official call for volunteers at February’s meeting.
			2. A vote will take place during the March meeting. **(We are here.)**
			3. The committee’s choice is forwarded to Faculty Senate.
			4. If approved, Faculty Senate then forwards the name to the VPAA’s Office.
		3. The committee deliberates and no other nominees step forward. At this point, the committee asks Dr. Ortolano to leave the room momentarily.
		4. **A vote is held, and Dr. Ortolano is unanimously elected to serve another term.**
		5. Dr. Ortolano returns and thanks the committee for placing their trust in him for another term and says that he will relay the decision to Faculty Senate.
	2. Travel Funding requests
		1. Travel funding continues to trend downward this year after last year’s upswell. There will be a late application review during next month’s meeting, but we currently have 6 applications (down from 14 last year).
			1. Sonji Nicholas
				1. $490
			2. Dahye Kim
				1. $1,675
			3. Mary Conwell
				1. $2,145.68 (eligible for $2,000)
			4. Jane Charles
				1. $1,525
			5. Total request: $5,690
		2. Please refer to the application packet and the application overview document for specific information about all of these applications.
			1. **Approved unanimously.**
	3. Continue discussion of unused travel funds being made available to NISOD Recipients to attend the National Institute for Staff and Organizational Development Conference, May 24-27.
		1. If all FPD applications are approved, we currently have a rollover total for $16,111.68, so there is plenty of funding available.
			1. **Approved unanimously.**
4. Updates from the Center for Teaching and Learning Excellence
	1. Please remember to attend the CTLE Recognition event to cheer on your colleagues!
	2. Please consider submitting a presentation application to the 3rd Annual Conference on Teaching and Learning
5. General New Business
	1. N/A
6. Meeting concludes

*Notes prepared by Dr. Scott Ortolano*